



## Information to the application for support for a Congress – City of Gothenburg and Region Västra Götaland

To promote local and regional attractiveness for world-leading researchers and practitioners within the City of Gothenburg and the Västra Götaland Region, congresses and/or conferences (hereinafter referred to as “congress”) are invited to apply for support. The support may consist of a mingle reception, a performing act/cultural element, breakfast, Swedish fika (coffee break). The purpose is to welcome congress participants to Gothenburg and Region Västra Götaland.

### The organiser must meet the following requirements:

- The congress must take place in Gothenburg.
- The congress should preferably have a Nordic or international profile; however, national congresses are also welcome to apply.
- The congress must have at least 150 registered delegates who participate physically on site in Gothenburg for a minimum of two days
- Applications must be submitted in writing to both organisations separately as soon as the congress dates have been confirmed. For congresses with more than 300 participants, the application must be submitted at least 12 months prior to the event. Congresses with 300 participants or fewer may submit their application at least 6 months prior to the event.
- The Chair of the congress’s local organising committee must submit the application personally; applications may not be submitted by professional conference organisers or event companies.
- The application must justify why the City of Gothenburg, and Region Västra Götaland should support the congress.
- The type and purpose of the congress must be clearly stated, as well as how it relates to the City’s and the Region’s areas of activity. A preliminary programme must be attached.
- Information is requested on whether the congress has received confirmation of, or is in dialogue regarding, additional collaboration and/or financial support from other entities within the City of Gothenburg and the Region Västra Götaland.
- As sustainability from all perspectives is important to both organisations, priority is given to congresses with a clearly defined sustainability strategy. A description of how sustainability is addressed must be included in the application.
- **Reception only:** Mingle reception – only possible to apply for when the number of participants is fewer than 700. The organiser must provide the exact number of participants attending the reception no later than 10 working days prior to the start of the congress. The final programme must also be submitted at this time.

A decision on whether the application has been approved or rejected will be communicated no earlier than 18 months and no later than 2 months prior to the start date of the congress, following an assessment of whether the congress meets the City’s and the Region’s criteria.

The Presidium of the City Council and the Presidium of the Regional Council assess the application based on the above criteria and act as hosts at the reception.

Both organisations jointly plan and carry out the reception.

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**If the application is approved, the City of Gothenburg and the Region Västra Götaland shall be given the opportunity to:**

- Be acknowledged with logo and name on the congress website, programme materials, etc., at no additional cost.
- Ensure that their representatives are given appropriate conditions to fulfil their hosting role, and that welcome addresses are preferably delivered in connection with the opening of the congress.
- Have names and titles displayed on a large screen during speeches and be given the opportunity to show a film or PowerPoint presentation representing the organisations. The total time allocated for speeches and any film is 6–10 minutes.
- Note that the City of Gothenburg and the Region Västra Götaland do not cover any additional costs that may arise in connection with the above-mentioned speeches, such as AV equipment or venue rental.
- Have the congress's local representative provide a short briefing document for the welcome speeches, outlining what is current and of interest within the relevant field/area of research, as well as the main challenges.

**Prior to the event:**

If the application concerns a mingle reception:

- It is strongly preferred that the mingle reception takes place after the congress programme has started, not the day before or during registration.
- The reception will primarily be held at premises owned by the city or the region, but it may also be held at another venue, as jointly decided by the City of Gothenburg and the Västra Götaland Region.
- To reduce food waste and ensure environmental responsibility, participants should be given the opportunity to register for the mingle reception. The registration process should be managed by the congress organiser. If more than 10% of registered participants fail to attend, the organiser will be charged the actual cost for those who did not attend.

Applications must be submitted to both organisations.

City of Gothenburg  
Region Västra Götaland

[representationen@stadshuset.goteborg.se](mailto:representationen@stadshuset.goteborg.se)  
[koncernkontoret.representation@vgregion.se](mailto:koncernkontoret.representation@vgregion.se)

For the City Council, Gothenburg



**Aslan Akbas**  
Chairperson of the City Council

For the Regional Council, Västra Götaland Region



**Renée Bengtsson**  
President of the Regional Council

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