VISIT KOREA YEAR 2023—2024

KTO International Conference and Convention Support Policy

Eligibility

○ **A Conference Hosted by an International Body, Organization, Company, or Organization**
 – Participants must comprise at least three nationalities
 – No. of attendees: at least 100, of which at least 50 must be of non—Korean nationality
 – No. of days held: at least two

Procedure and Implementation

01	Host Organization	Register for website membership
02	Host Organization	Send request via K—MICE website
03	KTO	Conduct eligibility screening
04	KTO	Approve subsidy
05	Host Organization	Hold conference
06	Host Organization	Submit outcome report
07	KTO	Review outcome report
08	KTO	Send subsidy

○ Precautions

 – Falsification of any part of the conference proposal (attracting, hosting, PR, etc.) or exaggeration of the event's scale may result in demerits during the screening process or withdrawal of the subsidy.
 – If a proper outcome report is not submitted within one month of the event's termination or outcomes fall substantially short of the plan, the subsidy may be paid in part or not at all.
 – If it comes to the KTO's attention that evidentiary documents (e.g. tax invoices, receipts) were forged for the subsidy application, all aid will be cancelled. Furthermore, the organization in question will not be able to use the KTO's support program for the following five years.

Support Provided

○ By Type

For Attracting	Activities conducted to attract an international conference to Korea (those that have not been confirmed to be held in Korea)
For International PR	PR activities conducted at the previously—hosted conference (for those that have been confirmed to be held in Korea)
For Hosting	International conferences hosted in Korea

○ Content of Support

Type	Description
Attracting	– Proposal, presentation, PR materials (printed, banners, and videos), planning costs for proxy agency, and cost of manufacturing souvenirs – VIP preliminary trip (no more than three people, from HQ): round—trip airfare, accommodation costs (including self—isolation costs) – Costs for creating content for online trip to Korea and/or online attraction activities (production of promotional content and advertising) – Costs for activities conducted outside of Korea
International PR	– Designing of basic BI, character/mascot, slogan, and catchphrase – Creation of PR materials (printed, banner, video, foreign language website) or advertisements (online/offline) – PR booth rental and installation, cost of banquet or performance (e.g. Korea Night) – Manufacturing of complementary souvenirs (no more than two types)
Hosting	– Cost of use of digital technologies (creation of online platform, equipment rental for online conference, etc.) – Venue rental – Tourism programs, culture/arts performances – Cost of food/beverages for official luncheons/dinners and coffee breaks – Sanitation equipment/supplies, materials (e.g. PR) (online/offline) – Invitation of overseas speakers: airfare for up to three (no higher than business class) – Greeting service: cost of information desk rental and/or welcome banner at Incheon International Airport

※ Aid provided once per type (attracting, international PR, and hosting) per conference