

M.I.C.E. Scheme – FAQs

A. Section | General

A.1. Are applications only available online?

Yes, only applications registered online by filling in this form (<http://www.bit.ly.com/miceschemedocv2>) will be considered.

A.2. When will applications be open?

Applications can be submitted as of Monday 19th April 2021 directly on the above link and will remain open until funds are available.

A.3. Who should I contact if I have a query?

This scheme is being administered by the Conventions Malta team within the Malta Tourism Authority. You can reach us on micescheme@conventionsmalta.com or alternatively call MTA Head Office Reception on +356 2291 5000. Your call will then be diverted to one of our team members.

Kindly note that our offices are open from Monday to Friday from 08:00 – 17:00hrs (CEST). Enquiries over the weekend can be forwarded on the above email address for one of our team to then get in touch with you directly in due course.

A.4. Are the figures included in the scheme inclusive or exclusive of VAT?

All figures referred to in this scheme are inclusive of VAT.

A.5. Who can apply for the scheme?

- Foreign Corporate Company
- Professional Conference Planner (PCO)
- MTA Licensed Hotel
- MTA Licensed DMC
- Audiovisual Company

A.6. Who is the intended beneficiary for this scheme?

- Foreign Corporate Company
- Professional Conference Planner (PCO)

A.7. Are associations eligible for support?

PCOs handling International Associations are also able to submit their applications.

A.8. What are the requirements to qualify for this scheme?

Organising a MICE event in Malta or Gozo from June 2021 with a minimum of 10 participants staying for minimum of 2 nights based on the following minimum program spend:

- €800 (incl.vat) per delegate = MTA Contribution of €150 (incl.vat) per delegate
- €600 (incl.vat) per delegate = MTA contribution of €75 (incl.vat) per delegate

A.9. How much funds are available for this scheme?

€4 Million (incl. vat)

B. Section | Terms & Conditions

B.1. What does the phrase 'Minimum Program Spend' mean?

The minimum program spend refers to the total cost of the program per delegate. This spend may include costs related to hotel accommodation, ground transportation, dining, excursions, team building activities, event production and logistics. Examples of event production and logistics include: A&V facilities, translators & booths, stage & set up including lighting, ground transportation, staff and hostesses amongst others.

B.2. Are flights and transport to and from the destination considered as part of the total cost of the program?

International flights or other means of travel to and from the Maltese Islands are not eligible to be included in the calculation of expenditure per delegate.

C. Section | Applications Stage

C.1. How long will it take to fill in and submit the online form?

It should take no longer than 15 minutes to complete. Once you start the application please ensure to complete it as it is not possible to save the form. An application is only considered 'submitted' when it has been fully filled in.

C.2. How will I know that the application has been submitted?

The application is submitted once you receive the automated confirmation message. Should you not receive an email acknowledgment within Three (3) working days, kindly contact us directly on micescheme@conventionsmalta.com.

C.3. I noticed that I made a mistake after submitting the form, what should I do?

All you have to do is re-submit your form and add a note in point no. 27 of the form under the heading 'Additional Details'. The second form will supersede the first one.

C.4. Is the application form available in different languages other than English?

The form is only available in English. However, should you require any assistance please do get in touch with our Conventions Malta overseas representatives who will be more than willing to assist. You can find our details on: [Conventions Malta Team](#).

C.5. Do I need to present any documents at application stage?

No documents need to be provided at application stage.

C.6. The form asks for the following details Company Registration Number, MTA License Number or Company VAT Registration Number. Should my company not be in possession of such registration or license what should I do?

Simply write N/A where relevant which means Not Applicable.

C.7. How will the applications be vetted?

Each application will be considered individually and handled by one of the Conventions Malta Team. On receipt of the application form, you will receive an email with the contact details of the team member assigned to your application.

D. Section | Intermediary Stage

D.1. By when should I provide the ‘proof of commitment’ referred to in clause 5.2 of the Scheme Document?

Documents related to ‘proof of commitment’ will be required by MTA prior to issuing the Letter of Approval. You will be guided accordingly by one of our team members as to when and how to submit the documentation.

D.2. How long does it take for my application to be evaluated by MTA and for a decision to be communicated?

We aim to communicate our decision within one month of receiving an application, provided that all required information is made available.

E. Section | ClaimSubmissions

E.1. What document can be provided as ‘Proof of number of foreign attendees’?

A copy of the final rooming list showing name, surname, nationality, and passport number of the delegates is required.

E.2. When will I be requested to provide the supporting documentation required for the claim?

Information relating to the final claim will be detailed in MTA’s Letter Of Approval including format, content specifications and submission deadline. Final documents will be required at ‘claim stage’ which will take place on a post event basis.

The information contained herein is intended for guidance purposes only. The guidelines shall be applicable as from 19th April 2021 and can be reviewed or updated at the discretion of MTA.