

Guidelines to completing the online Conference Financial Support Application Form

- Log on to www.meetinireland.com proceed to 'Conference Supports', click 'Financial Support Scheme', click 'Conference Financial Support Scheme Application Form'

- **Page 1:** Add current date. If PCO or DMC, click box and complete next page. If neither of these organisations, click

Please note: If a field is not completed correctly, or a necessary field is left blank, an alert will appear. Where a field is not relevant, please insert 'N/A', except for web or email addresses, in which case, leave blank if not mandatory.

- **Page 2:** 'Section A' – This section is for PCO and DMC use only. Complete details and click or to return to previous page.

- **Page 3:** 'Section B' - If PCO/DMC completing form, the 'applicant' is the client, otherwise complete your own details. Click

- **Page 4:** 'Conference Details': - Please complete all fields, giving estimated figures as accurately as possible, if not known for certain. Click

- **Page 5:** 'Application Details' – if you have secured funding for this conference from either of the organisations listed, please complete details, otherwise, proceed to the next page.

- **Page 6:** 'Financial Details' - Financial details should be entered per year of expenditure, using a single page per year, with expenditure broken down over the three categories for which support is available. Please be as accurate with estimated costs and add as much information as possible to the 'Details' panels. Please check your financial details before proceeding to the next page. Please click if completing another year's expenditure, otherwise, click

- *Page 7: (*depending on additional years of expenditure) – Check 'Total support claimed' and return to previous page(s) if corrections are required, otherwise click

- Page 8: Click appropriate box for 'Research and Disclosure of Information', also completing your name and date. Click

- Page 9: - Disclaimer – Complete 'Applicant's Statement' and click 'Bank account details known' if Fáilte Ireland already holds bank details for the potential payee of funding, otherwise, please leave blank.

- Please return to previous pages to check your application and once satisfied, click

- You will receive an acknowledgement when your application has been received and a copy of your application will be sent to your mailbox.

Please be aware that you will be asked to complete the full application again if significant changes are required.