

# helloptimist

## SUPPORT APPLICATION FORM

- **Event title:**  
.....
- **Name of event administrative organiser:**.....
- **Event dates:** .....
- **Congress venue:**.....
- **Expected number of attendees:**.....  
.....
- **Contact person (+ contact details) for the event organization:**  
.....

**THE HELLOOPTIMIST PACKAGE CANNOT BE COMBINED WITH AN APPLICATION FOR A GRANT**

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## A / ELIGIBILITY TERMS AND CONDITIONS FOR THE HELLOOPTIMIST PACKAGE

1. **This form must be registered:**

- between 1 January and 15 April**, for applications to be considered for events for the current year
- between 1 July and 15 October**, for applications to be considered for events for the following year(s)

**Application email date (for letters, the postmark will be taken as proof of submission):**

.....

1. **The event is aimed at a mainly professional audience (congress, seminar, symposium, etc.) and involves a strategic sector of the STRASBOURG ECO 2030 roadmap.**  
(see the " Key sectors" section on [www.eurooptimist.eu](http://www.eurooptimist.eu))

**Please tick the relevant box and give further details:**

- Medical technologies and new therapies:**

.....

- Start-ups and French Tech:**

.....

- High-added-value services and industries** (*tourism, high-end services, industry*):

.....

- Quality-of-life within a resilient territory** (*energy transition, innovation-led mobilities, periurban agriculture, local supply chains, social and solidarity economy, neighbourhood retailing, services for inhabitants,*):

.....

- Innovation and new economies** (*green economy, creative economy, digital economy*):

.....

2. **The conference part of the event is being hosted within a meeting venue operated by a member of the STRASBOURG CONVENTION BUREAU**  
(see Facilities and services / Providers / Gala and show venues, hotels, etc. on [www.mystrasbourg.com](http://www.mystrasbourg.com)).

**Please specify the venue:**

.....

.....

.....

**2. Event attendees will be spending at least one night in Strasbourg**

Eligibility for the HELLO PACK:

- **Transport pass**
- **Strasbourg tourist map**

Dates: from ..... to..... Number of participants concerned :.....

***For the additional services of the HELLO PACK, please indicate your choice and complete the sections below:***

**Riverboat cruise**

*(guided tour for 130 people maximum)*

Date and time: .....

..... Expected number of participants:..... Event type:

.....  
.....

**OR**

**Lounge boat cruise**

***2-hour cruise along "L'III" with drinks and finger food.  
(60 people maximum)***

Date and time: .....

.....

Expected number of participants:.....

Event type:

.....  
.....

## B / APPLICATION FORM

### - Information relating to the event administrative organizer:

Name of the organization: .....

Postal address: .....

.....

Postcode:..... Town/city: .....

Telephone: ..... Email: .....

Website: .....

Legal status:  Company  Association/ Charity  Other (please specify):

.....

Main activity: .....

SIRET number (France):.....

And/or registration number in the register of charities and associations:

.....

Mailing address, if different: .....

Postcode:..... Town/city: .....

Union, federation or network to which your association is affiliated (*please give the full name, not the acronym*).

### Legal representative of the organisation:

Last name:..... First name: .....

Responsibility or job title: .....

Telephone: ..... Cell: .....

Email: .....

Website URL: .....

### - Information relating to the event logistics organiser: (if different to the event administrative organiser)

Name of the organisation: .....

Postal address: .....

.....

Postcode:..... Town/city: .....

Telephone: ..... Email: .....

Website URL: .....

Legal status:  Company  Association/Charity  Other (please specify):

.....

Main activity: .....

### Contact person for the delivery of the pack(s):

Last name:..... First name: .....

Responsibility or job title: .....

Telephone: ..... Cell: .....

Email: .....

1. **Project description:**

**NB:** please give a short summary indicating the programme highlights, the reasons why you decided to choose Strasbourg for your even

.....  
.....  
.....  
.....  
.....

**Program overview:**

- What is the conference theme?.....
- What is the target public?.....
- How many attendees are expected?.....
- Details of speakers invited to address the conference.....
- What is the venue (or what are the venues) for the various parts of the event?
- Day 1:.....
- Evening 1::.....
- Day 2::.....
- Evening 2::.....
- Day 3:.....
- Evening 3:.....
- Etc...

2. **Documents to be included:**

Bank account details.

3. **Additional documents which may be included:**

- Detailed description of the project
- Programme(s) of previous edition(s) of the project
- Document(s) setting out or explaining the project or its initial stages

4. **Project leader commitments:**

- The project leader sends his/her application (A/B) duly completed, dated and signed either by him/herself and/or by the logistics organiser (PCO, event agency, etc.).
- By signing the following page (7), he/she accepts the general terms and conditions set out in part A and the special conditions set out in part C.

Estimated event budget

<i>EXPENSES</i>	<b>Total (2)</b>	<i>REVENUE</i>	<b>Total (2)</b>
<b>I. Direct expenses allocated to the action</b>		<b>I. Direct resources allocated to the action (20 %)</b>	
<b>60 – Purchases</b>		<b>70 – Sale of finished products, provision of services and merchandise</b>	
Provision of services			
Purchase of material and supplies		<b>74- Operating grants(1)</b>	
Other supplies		State: (specify the ministry or ministries concerned)	
<b>61 – External services</b>		-	
Rentals		-	
Maintenance and repair		-	
Insurance		Region(s):	
Documentation		-	
<b>62 – Other external services</b>			
Fees and commissions to intermediaries		-	
Advertising, publication		Municipality/municipalities:	
Travel, missions		-	
Banking services, others		-	
<b>63 - Tax</b>		Social agencies (please give details):	
Tax on remuneration received		-	
Other tax		-	
<b>64- Staff costs</b>		European funds	
Staff remuneration,		CNASEA (subsidised jobs)	
Welfare charges,		Other assistance, gifts or grants	
Other staff costs		-	
<b>65-Other operating expenses</b>		<b>75 – Other operating revenue</b>	
<b>66- Interest charges</b>			
<b>67- Exceptional charges</b>		<b>76 – Financial income</b>	
<b>68- Depreciation and amortisation</b>		<b>78 – Write-back of depreciation and provisions.</b>	
<b>I. Indirect expenses related to the action</b>		<b>I. Indirect revenue related to the action</b>	
<b>Fixed operating expenses</b>			
<b>Interest charges</b>			
<b>Others</b>			
Total expenses		<b>Total revenues</b>	
<b>86- Uses of voluntary contributions in kind</b>		<b>87 – Voluntary contributions in kind</b>	
Assistance in kind		Volunteer work	
Provision of free goods and services		Services in kind	
Volunteer staff		Donations	
<b>TOTAL</b>		<b>TOTAL</b>	

**HELLO/OPTIMIST PACK BENEFITS**

to be included in the final event budget

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Transport Pass + tourist map</b> | <input type="checkbox"/> <b>Explorer tram</b>                                     |
| <input type="checkbox"/> <b>Riverboat cruise</b>             | <input type="checkbox"/> <b>Cross-border tram (for international events only)</b> |
| <input type="checkbox"/> <b>Lounge boat cruise</b>           |   |

(1) The applicant should note that details concerning applications for funds to other public funding organisms constitute a declaration on honour and are considered as proof of their existence. No additional documents will be requested if details are given in this part of applications to other departments and organisations.

(2) do not include Euro cents

**NB:** please indicate in the budget if the project has been granted other public subsidies

## C / TERMS AND CONDITIONS SPECIFIC TO THE HELLOOPTIMIST PACKAGE

### **Article 1 – Eligibility for the Hellooptimist package:**

See conditions set out in **A** or in the "Hellooptimist – your welcome pack for your event in Strasbourg" document which can be downloaded on [www.hellooptimist.eu](http://www.hellooptimist.eu)

### **Article 2 – Aggregation of benefits**

No other benefits in kind may be granted to the organiser by the local authority. Grants given by the City and Eurometropolis of Strasbourg cannot be aggregated with the Packs.

### **Article 3 – Applications:**

All applications must be made in writing and by:

- **Email to:** [hellooptimist@strasbourg.eu](mailto:hellooptimist@strasbourg.eu) **or**
- **Letter to:** Ville et Eurométropole de Strasbourg  
Direction du Développement Economique et de l'Attractivité  
Enseignement supérieur, recherche et innovation  
1 parc de l'Etoile  
67076 Strasbourg Cedex

No application will be accepted by telephone. See also [www.hellooptimist.eu](http://www.hellooptimist.eu)

### **Article 4 – Receipt of the application:**

Any application for support potentially eligible for the Hellooptimist package (**See article 1**) must be made within the deadline set out in the general terms and conditions (**A**), accompanied by the completed application form (**B**).

Incomplete applications or those sent after the deadline (as indicated by the date the application was sent by email, while for letters the postmark will be taken as proof of submission) will not be accepted.

*NB: a free analysis of the event specifications can also be made by contacting the Strasbourg Convention Bureau: [www.mystrasbourg.com](http://www.mystrasbourg.com)*

### **Article 5 – Application analysis and reply:**

Completed applications eligible for the package and sent within the deadlines to the Direction du Développement Economique et de l'Attractivité (Directorate of Economic Development and Attractiveness) will be systematically considered by the councillors in charge of economic development and attractiveness, following approval and assessment by a **Hellooptimist Technical Committee**

The **Hellooptimist Technical Committee** will consider the applications against five criteria, scored as follows:

- The originality and innovative aspects of the programme with regard to a sector of excellence, as set out in ECO 2030: 30%
- Potential of economic development and cross-fertilisation with local stakeholders: 30%
- The cross-border, European or international dimension of the event: 20%
- Event to be held for the first time in Strasbourg: 10%
- Quality and detail of the application: 10 %

The decision for granting the Hello or Optimist Packs is taken by the Hellooptimist Technical Committee and is based on the scores given to each application, the classification, and also on the basis of annual credits allocated to the competent department.

Written notice of confirmation or rejection of an application for Hellooptimist support is sent within three months of receipt of the application and within one month following the Technical Committee meeting.

The Helloptimist package can only be granted to an event which has been approved by the local authority and which has received written confirmation from the Directorate of Economic Development and Attractiveness.

### **Article 6 – Cost of the package:**

Helloptimist is a support package developed by the City and the Eurometropolis of Strasbourg Directorate of Economic Development and Attractiveness. It is free of charge and is reserved for the organisers of professional events such as congresses, symposiums and seminars. The services provided by the package cannot be changed into a subvention or replace other services nor can they be reimbursed should they not be used.

### **Article 7 – Cancellation:**

Notice of cancellation of an event supported by the Helloptimist package must be sent in writing (email or letter) at least three months before its scheduled date, to the Directorate of Economic Development and Attractiveness.

Cancellation of an event will nullify the services offered by the local authority as part of the Helloptimist package. The organiser will not be liable to any penalty or costs in the event of a cancellation.

### **Article 8 – Special conditions:**

#### **Services offered through the Hello pack:**

- **Transport pass:** the pass is issued by the local public transport company, the *Compagnie des Transports Strasbourgeois (CTS)* and is valid for the whole of the tram and bus network throughout the event. A transport pass is given to each attendee. The pass given to attendees for events lasting more than 3 days will comprise 2 transport tickets, each of which is valid for 3 days after its first use and must be changed on the 4<sup>th</sup> day. It is the organiser's responsibility to make sure that attendees make it correct use of the 2 transport tickets. The Eurometropolis of Strasbourg cannot be held responsible for any fines or penalties incurred by attendees through incorrect use of the tickets.
- **Tourist map:** this is a tourist map of the city of Strasbourg, published by the Strasbourg Tourist Office. The map is given to each attendee.
- **Riverboat cruise:** this is a guided cruise along the river in a boat operated by the Batorama riverboat company and is for a maximum of 130 people. The cruise can be organised as a high-point of the event (such as a VIP evening) or be part of the event social programme (as an excursion, for example).
- **Lounge boat cruise:** this is a 2-hour cruise along "L'III" in a private boat, embarking at Place Dauphine. Drinks are served on board. Maximum capacity is 60 people.
- One boat is available for each event.

#### **Services offered through the Optimist pack (can be aggregated with the Hello pack):**

- **Explorer tram:** this is a ride around Strasbourg in a tram, which includes an on-board tasting of wines from the cellars of the Hospices de Strasbourg. The tram is operated by the local transport company, the *Compagnie des Transports Strasbourgeois (Strasbourg Mobilités)* and has a maximum capacity of 80 people. The tram ride can be organised as a high-point of the event (such as a VIP evening). For international events, the event can be held in the new cross-border tram which goes over to Germany. One explorer tram is available per event (special conditions – please enquire)

Should the organiser not be able to or not want to take up any one of the services included in the pack, the service will be cancelled. No financial compensation will be paid and no other service offered to replace it.

Services cannot be offered on an item-by-item basis (the transport pass by itself, for example).

The following services can be collected directly from the Directorate of Economic Development and Attractiveness: CTS transport pass and tourist maps. The tourist maps may also be collected from the Strasbourg Tourist Office.

- The offer does not include individual attendee kits and, if so required, they should be provided by the event organiser, with the transport pass and tourist plans.

### **Article 9 – Partnership:**

Organisers granted the Helloptimist package (Hello Pack or Hello Pack + Optimist Pack) agree to:

- Feature the **Strasbourg the eurooptimist** brand prominently in their communication documents (printed and Internet), and on the programme and the conference website homepage, in compliance with the brand's graphic identity, as described on the [www.eurooptimist.eu/eurooptimist](http://www.eurooptimist.eu/eurooptimist) page.
- Provide 10 free admission tickets for the local authority and its partners. Highlight a local company whose business relates to the event theme, to be organised in tandem with a developer from the Directorate of Economic Development and Attractiveness

The local authority undertakes to:

- Provide the Hellooptimist package services ready for operation, and act as intermediary with the package service-providers and partners.
- Introduce the event organisers to high-level contacts (city councillors, business leaders, academics, etc.) to act as speakers during the event

**5. Acceptance of the general and special conditions of Hellooptimist:**

**Date, project leader  
stamp and signature**

preceded by the handwritten words  
*J'ai lu, j'ai compris et j'accepte  
les conditions générales et spécifiques  
du dispositif Hellooptimist»*

(I accept the general and special conditions  
of the Hellooptimist package, having read and  
understood them)

:

**Date,  
Logistics organiser stamp and signature**

preceded by the handwritten words  
*J'ai lu, j'ai compris et j'accepte  
les conditions générales et spécifiques  
du dispositif Hellooptimist»*

(I accept the general and special conditions  
of the Hellooptimist package, having read and  
understood them)