

REGULATION

IX INTERNATIONAL WORKSHOPS ON RELIGIOUS TOURISM

24TH TO 25TH JUNE 2021

ACISO - The Ourém-Fátima Business Association, is organizing the IX International Workshops of Religious Tourism on the 24th and 25th June 2021 in two cities: Fátima and Guarda, Portugal.

This event is done in cooperation with the Municipality of Ourém, the Municipality of Guarda, the Sanctuary of Fátima and with the support of Turismo de Portugal, Turismo do Centro de Portugal and Programa Operacional Regional do Centro.

Those who are interested in the subject of Religious Tourism are invited to attend these Workshops.

The organization firmly encourages the active participation of trade companies which are specialized or express interest in religious tourism, namely tour operators, tourism entrepreneurs, local accommodation promoters, tourism animation companies, transportation companies, catering companies, among other entrepreneurs working in this area.

The IX International Workshops on Religious Tourism are structured in four moments:

- 1) A **Conference**, to be held in Fatima on the 24th of June, open and free to everyone interested in a reflection on religious tourism. National and international

speakers will be invited to discuss the proposed topic. Conference registration is free but mandatory.

2) The **Contact Exchange**, which will be held in the afternoon of the 24th and on the 25th of June in Fátima, open strictly to registered professionals. The one-to-one meetings between Hosted buyers (international buyers invited by the organization) and Suppliers (companies that sign up to establish contacts with *Hosted Buyers*) will be pre-booked. During this session, the presence of Exhibitors will be allowed and encouraged.

3) A **Specific Section on Tourism of Jewish Heritage**, to be held in the city of Guarda, starting from the 26th of June, organized by the Municipality of Guarda for the ones interested in this subject.

4) The **Post-tours**, organized by the Regional Tourism Promotion Agencies - ACISO's partners. In this case, registrations are strictly limited to *Hosted Buyers* who have previously expressed their interest in participating.

PARTICIPATION / ATTENDANCE

The participation in these Workshops foresees four categories:

- 1. Conference:** open to the general public's participation in the morning of the 24th of June. This attendance is free;
- 2. Hosted Buyers:** foreign tourist operators, from consolidated and emerging markets, with outgoing operations specialized in Religious Tourism, who are invited by the Organization to participate in the event. Invitations made will be limited by the Organization, taking into account the need for geographic

diversification, the turnover of participation and the respective profile. Hosted Buyers who work with Religious tourism may, through their own initiative, express interest in being invited. This participation includes attendance to the Conference and one-to-one meetings, as well as a special program including familiarization tours with the national tourist offer (FAM trips). Participation in all these components is free.

3. Suppliers: Tour operators, travel agents, hoteliers and business people from the tourism sector with religious tourism operations who wish to reinforce their presence in the Event through the attendance of One-to-One meetings with the purpose of promoting their products / services. The Organization particularly encourages the participation of operators specialized in incoming, accommodation, catering, transport, tourist animation and other services of a similar nature.

4. Exhibitors: Institutional entities and sponsors, tour operators, travel agents, hoteliers and business people from the tourism sector with religious tourism operations who wish to reinforce their presence in the Event through an exhibitor table where they show their products / services. The Organization particularly encourages the participation of operators specialized in incoming, accommodation, catering, transport, tourist animation and other services of a similar nature.

REGISTRATIONS

IWRT registrations are limited and made according to the four participation categories participation presented in the previous point: Conference, Hosted Buyers, Suppliers and Exhibitors.

A. Conference Registration (24th of June, 2021)

Registration is free but mandatory on the website: www.iwrt.pt

Conference registration does **not** include participation in the **Contact Exchange**, meals or visits. Registrations will close on the 17th of June, 2021.

B. Hosted Buyer Registration

Each Entity/Company can register one participant. The organization encourages all the outgoing operators who work with Fátima-Portugal and/or Religious Tourism to register on the website www.iwrt.pt. Hosted Buyers from the Iberian Peninsula are excluded from the event.

The Organization will conduct a selection of Hosted Buyers considering internal criteria, namely geographical diversity, turnover of operators and degree of expertise in Religious Tourism.

In order to guarantee the quality of the event, especially during the Contact Exchange, **the number of registrations is limited**. The Organization may interrupt, terminate or resume registration at any time, accepting pending applications in order of entry.

The Organization supports all expenses related to the event, namely air transport,

accommodation, meals and social program. Personal expenses, such as communications, minibars and travel insurance, are not included in the expenses covered by the Organization.

The program does not provide for *kosher* food.

In addition to access to the entire event, Hosted Buyers are also invited to register for a Fam-Trip organized by the Regional Tourism Promotion Agencies, partners of the Event.

The presence of Hosted Buyers at the scheduled One-to-One meetings is mandatory. Failure to participate, or absence, without plausible justification, will prevent Hosted Buyer from registering and / or participating in future workshops.

Hosted Buyers are prevented from promoting their own product or service.

For the registration to be effective, the full acceptance of the document "Terms and Conditions for Hosted Buyers", available in the Registration Form, is mandatory.

C. Supplier Registration

As Suppliers, companies can register up to 2 representatives. Registration must be concluded by the 25th of May, 2021. This date can be anticipated if the event is completed. The Registration will be considered confirmed only after payment and validation by the Organization.

In order to guarantee the quality of the event, especially during the Contact Exchange, **the number of registrations is limited**. The Organization may interrupt, terminate or resume registration at any time, accepting pending applications in order of entry.

If considered timely and operationally possible, the indicated closing date of registrations may be postponed.

Registration fee as a Supplier (full program):

1. First representative – 300€ plus VAT at the statutory rate in effect in Portugal on this date, with access to One-to-One meeting;
2. Second Representative – 250€ plus VAT at the statutory rate in effect in Portugal on this date, with access to the One-to-One meeting;
3. ACISO members will have a discount of 30€ off the value before VAT, in the total amount for this type of participation;
4. The registration fee must be paid up to 48 hours after the organization confirmation.
5. European Suppliers must be registered with VIES (VAT Information Exchange System).

Services included as a Supplier:

- Participation in the Conference and the One-to-One meetings for **1 or 2 participants (maximum)**;
- Meals: Business lunch on the Workshops days (24th and 25th of June) and Official Dinner of the Event;
- Database with the contacts and profiles of invited Hosted Buyers and the schedule of the One-to-One meetings.

D. Exhibitor Registration

Although the Contact Exchange model is based on the contact of the Suppliers with the Hosted Buyers, there is also the possibility of exhibiting products or services at a commercial table, where promotional material can be shown and a roll up with the

maximum size of 2m x 1,20m can be displayed.

Registration must be concluded by the 25th of May, 2021. This date can be anticipated if the event is completed. The Registration will be considered confirmed only after payment and validation by the Organization.

Exhibitors have the following categories:

1. Exhibitor with access to One-to-One meetings

Includes the presence of two persons. One for the One-to-One meetings and one to supervise/ take care of the exhibition table, so that the presentation of the product / service on display can be ensured. This second person does not have meeting access. It is, however, possible for the company/entity to register a third person to participate in the One-to-One meetings upon payment of the respective registration.

2. Exhibitor without access to One-to-One meetings

Includes the presence of a single person for supervision / care of the exhibition table, so that the presentation of the product / service on display can be ensured. This person does not have access to One-to-One meetings.

Registration of trade companies, destinations, sponsors and organizing entities is encouraged.

This space will run alongside the contact exchange.

The organization reserves the right to invite sponsors and national and/or international entities that are considered relevant and to which it assigns an institutional table in this space.

Registration fee as an Exhibitor:

Exhibitor with access to One-to-One meetings

1. Registration fee of 600 € plus VAT at the statutory rate in effect in Portugal on this date (includes 2 participants: one for the One-to-One meetings and one without access to One-to-One meetings to stay at the table);
2. Possibility of registration of a third participant for the amount of 250 € plus VAT at the legal rate in effect in Portugal, to access to One-to-One meeting;
3. ACISO members will have a discount of 30€ off the amount before VAT, in the total value for this type of participation.

Exhibitor with access to One-to-One meetings registration includes:

- Enrollment in the full program of the Conference and Contact Exchange for **2 or 3 participants (maximum)**;
- Table (aprox. dim. 0,80m x 1,20m);
- 3 chairs;
- Possibility of roll up placement (aprox. max. dim. 2m x 1,20m) that does not exceed the width of the table;
- Possibility of distribution of an advertising flyer in the participant folder, which must be handed to the Organization up to the 1st of June, 2021.
- Meals: Business lunch on the Workshops days (24th and 25th of June) and Official Dinner of the Event;
- Database with the contacts and profiles of invited Hosted Buyers and the schedule of the One-to-One meetings.

Exhibitor without access to One-to-One meetings

1. Registration fee of 300 € plus VAT at the statutory rate in effect in Portugal on this date (includes 1 participant stay at the table, without access to One-to-One meetings);
2. Possibility of registration of a second participant for the amount of 150 € plus VAT at the statutory rate in effect in Portugal, to stay at the table without access to One to-One meetings.
3. ACISO members will have a discount of 30€ off the amount before VAT, in the total value for this type of participation.

Exhibitor without access to One-to-One meetings registration includes:

- Enrollment in the full program of the conference and Exhibitor space for **2 participants (maximum)**;
- Table (aprox. dim. 0,80m x 1,20m);
- 3 chairs;
- Possibility of roll up placement (aprox. max. dim. 2m x 1,20m) that does not exceed the width of the table;
- Possibility of distribution of an advertising flyer in the participant folder, which must be handed to the Organization up to the 1st of June, 2021.
- Meals: Business lunch on the Workshops days (24th and 25th of June) and Official Dinner of the Event.
- Database with the contacts and profiles of invited Hosted Buyers.

CONTACT EXCHANGE WORKING MODEL

The Contact Exchange will be strictly directed to professionals registered in the following categories: Hosted Buyers, Suppliers and Exhibitors with access to One-to-One meetings.

The afternoon of the 24th of June and the day of the 25th of June will be dedicated to the Contact Exchange session with the presence of international Religious Tourism operators (as a reference, the 2020 edition counted on 133 Hosted Buyers, originating from 39 countries).

Every Hosted Buyer will have a seat at a table where s/he will be available to meet the Suppliers and Exhibitors. Hosted Buyers are required to take part in the pre-scheduled meetings for 24th and 25th of June. If Hosted Buyers are also engaged in *incoming*, they won't be allowed to promote this activity during the One-to-One meetings, nor can they provide any promotional material relative to it. If Hosted Buyers do not attend all meetings or if they do not present as outgoing operators, they will be penalized with the exclusion of participation in future editions.

All the meetings are pre-scheduled.

Each meeting will last 15 minutes. This time limit must be respected by all Hosted Buyers and Suppliers/Exhibitors. It is not allowed to extend the meeting time.

Every participant (Hosted Buyer, Supplier and Exhibitor with access to One-to-One meetings) will be given a username and password, which will allow them to choose their partners for meetings by order of preference.

The meeting options must be set **between the 10th and 13th of June, 2021**. After this period, the meetings will be randomly defined. On the **18th of June**, every participant will receive an email with the order of the meetings.

The list of meetings of each participant will be produced by Instituto Politécnico de Leiria (IPL), responsible for the algorithm which generates and orders the preferences, making an optimal match between the Hosted Buyers and the Suppliers/Exhibitors' choices.

The Organization does not guarantee that the meetings requested by the participants will be scheduled by the system, given the time limits and the preferences of the participants. The Organization does not guarantee that Supplier or Hosted Buyers honor their agenda, even though it penalizes Hosted Buyers who do not attend their meetings.

All necessary measures are going to be taken in consideration to minimize the exposure risk to Covid-19 virus, those are going to be defined and in permanent actualization on the website www.iwrt.pt.

COVID-19: TRAVEL RESTRICTIONS

If a **Hosted Buyer** is unable to travel due to a last-minute restriction or border closure imposed by the Government in a supervening and unexpected way, the Organization will provide the possibility for this Hosted Buyer to participate in the event virtually, particularly in the Conference and One-to-One meetings, on a platform suitable for this purpose, held on a date to be indicated in the event's program.

Eventually if a **Supplier** or **Exhibitor** is unable to travel due to a last-minute restriction or border closure imposed by the Government in a supervening and unexpected way, the Organization will provide the possibility for this Supplier or Exhibitor to participate in the event virtually, particularly in the Conference and One-to-One meetings, on a platform suitable for this purpose, held on a date to be indicated in the event's program.

The participation adjustment from on-site to virtual will only be permitted after an official

certified statement with the travelling restriction due to pandemic and Covid-19 disease. In these cases, the Organization will proceed to a 60% refund of the value of the participants inscription fee.

The change to the virtual format can only occur until June 9th, 2021. After this date, it is not possible to make any kind of changes.

The virtual platform will allow a virtual stand environment, where the participants are going to be able to upload all the documents, flyers, catalogs and promotional videos.

Fátima, 19th January 2021