

REGULATIONS

XI INTERNATIONAL WORKSHOPS ON RELIGIOUS TOURISM

22nd and 23rd of February 2024

ACISO - Ourém-Fátima Business Association organizes the XI International Workshops of Religious Tourism (IWRT), on the 22nd and 23rd of February 2024, in Fátima and Guarda, Portugal.

For this purpose, it has the collaboration of the Municipality of Ourém, the Municipality of Guarda and the Sanctuary of Fátima, as well as the support of Turismo de Portugal, Turismo do Centro and the Centro Regional Operational Program and other entities.

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

In order to ensure a healthy coexistence at the event, the Organization encourages the participation of trade companies specialized or with a clear interest in religious tourism, namely tour operators, tourism entrepreneurs, facilitators and creators of local accommodation, tourist animation, transport and catering companies, among other entrepreneurs working in this area.

The XI International Workshops on Religious Tourism consist of four moments:

- 1) **Opening Session and Conference** - to be held in Fátima on February 22nd, for anyone interested in reflecting on Religious Tourism. National and international speakers will be invited to discuss the proposed topic. Registration for the conference is free, but mandatory.
- 2) **Contact Exchange** - to be held on the afternoon of February 22nd and 23rd in Fátima, open strictly for professionals from the tourism sector who have registered in advance. The one-to-one meetings will be pre-booked between Hosted Buyers/Buyers (international buyers invited by the Organization) and Suppliers (companies that sign up to establish business contacts with the Hosted Buyers and Buyers). During this session, the presence of Exhibitors will be allowed and encouraged.

- 3) **Jewish Heritage Tourism Workshop** – to be held in the city of Guarda from the evening of February 23rd to the 24th, organized by the Municipality of Guarda, for those interested in this tourism segment.
- 4) **Pre-tours and/or Post-tours** - organized by ACISO's partner Regional Tourism Promotion Agencies (ARPTs). Registration is strictly limited to Hosted Buyers and Buyers who have previously expressed their interest in this participation and available until to the limit of the places.

1 - FORMS OF PARTICIPATION / ATTENDANCE

Participation in the Event foresees the following categories:

1. Opening Session and Conference:

Open to the participation of the general public in the morning on February 22nd. Attendance is free of charge, but prior registration is required.

2. Hosted Buyers or Buyers:

Foreign tour operators, from consolidated and/or emerging markets, with outgoing operations specialized in religious tourism, validated by the Organization as an invitee - Hosted Buyer or as a Buyer in self-financed trip mode, to take part in the event. Places for the participation in the Event are limited by the Organization, considering several factors such as: the need for geographical diversification, the rotation of participation, and the respective profile.

Hosted Buyers or Buyers working in the field of religious tourism may, on their own initiative, express an interest in being invited. Their participation includes the conference, One-to-One meetings and a program of tours (optional) to familiarize them with the national tourist offer (fam trips).

3. Suppliers:

Tour operators, travel agents, hoteliers and all entrepreneurs in the tourism sector with Religious Tourism operations who wish to participate in the event, through presence in One-to-One meetings, for the promotion of their products and/or services.

The Organization particularly encourages the participation of operators specialized in incoming, accommodation, catering, transport, tourist entertainment and other services of this and similar nature.

4. Exhibitors:

Institutional entities, sponsors, tour operators, travel agents, hoteliers and tourism entrepreneurs with religious tourism operations who wish to reinforce their presence at the event by setting up a table to exhibit their products and/or services.

The organization particularly encourages the participation of operators specializing in incoming, accommodation, catering, transport, tourist entertainment and other services of this and similar nature.

2 - REGISTRATION

Registrations for the IWRT are limited and can be made according to the 5 forms of participation presented in the previous section: Conference, Hosted Buyers, Buyers, Suppliers, and Exhibitors.

A. Conference registration (on February 22nd, 2024)

Registration is free of charge but mandatory on the event website at: www.iwrt.pt

Conference registration **does not** include participation in the **Contact Exchange**, meals or visits. Registration closes on February 14th, 2024.

B. Registration as Hosted Buyer

Each entity, company or operator may only register one participant. The Organization encourages all outgoing operators operating Fatima-Portugal and/or Religious Tourism to submit their application, on the event website as Hosted Buyer at www.iwrt.pt. Iberian Peninsula operators from Portugal and Spain, are excluded.

The Organization will select the Hosted Buyers considering internal criteria, namely geographical diversity, rotation of operators, degree of specialization in Religious Tourism and motivation to participate in the event (through a letter of Confirmation of Requirements for Hosted Buyers).

In order to guarantee the quality of the event, especially the moment of the Contact Exchange, **registrations are limited**. The Organization may interrupt, close or resume registrations at any time, accepting pending registrations in order of entry.

The Organization covers following expenses related to the event, namely air transport within the event dates, ground transfers when applicable, accommodation, meals and the social program. All personal expenses, such as communications, minibar, room service and travel insurance, or other personal expenses not related to the event, are not included in the expenses covered by the Organization.

As part of the final validation of the Hosted Buyer, there is a **Participation fee** of the value of €50 (fifty Euros) for European operators (based in European Union or the Schengen area), plus VAT at the legal rate in force in Portugal, except the one that are registered at VIES, and €100 (one hundred Euros) for all others. This cost is per per company/operator and it is non-refundable.

In addition to access to the entire event, Hosted Buyers are also invited to sign up for a Fam-Trip organized by the ARPTs, up to the limit of available places.

Hosted Buyers are required to attend the scheduled One-to-One meetings. Non-attendance, or absence without justification, will prevent the Hosted Buyer from registering and/or participating in future workshops.

Hosted Buyers are prevented from promoting their own product or service with the ultimate consequence of being prevented from participating in future editions of the event.

The programme does not include kosher food.

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

C. Registration as Buyer

Each entity, company, or operator may register only one participant. The organization encourages all foreign tour operators, both from consolidated and emerging markets, specializing in religious tourism and demonstrating an interest in participating in the event.

Buyer status is attributed manually by the organization after the registration/application is completed on the event website at www.iwrt.pt, initially as a Hosted Buyer application. Operators from the Iberian Peninsula, Portugal and Spain, are not eligible to submit their applications.

Buyer status is based on **self-financing and arrangement of their own flight travel**, with condition that the dates allow the Buyer to fulfill their appointment obligation in One-to-One meetings during the event.

This type of participation includes the conference, One-to-One meetings, ground transfers when applicable, accommodation, meals and the social program, all within the event dates only. All personal expenses, such as communications, minibar, room service and travel insurance, or other personal expenses not related to the event, are not included in the expenses covered by the Organization.

In addition to access to the entire event, Buyers are also invited to sign up for a Fam-Trip organized by the ARPTs, up to the limit of available places.

Hosted Buyers are required to attend the scheduled One-to-One meetings. Non-attendance, or absence without justification, will prevent the Buyer from registering and/or participating in future workshops.

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

As part of the final validation of the Buyer, there is a **Participation fee** of the value of €50 (fifty Euros) for European operators (based in European Union or the Schengen area), plus VAT at the legal rate in force in Portugal, except the one that are registered at VIES, and €100 (one hundred Euros) for all others. This cost is per company/operator and it is non-refundable.

Buyers are prevented from promoting their own product or service with the ultimate consequence of being prevented from participating in future editions of the event.

The program does not include kosher food.

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

Payment methods for Hosted Buyers and Buyers to Validate their participation in IWRT.

Participation Fee Payment

Associated fee and/or payment to be made, to and from the event organizer - ACISO - Associação Empresarial de Ourém-Fátima, will be processed via PayPal.

To complete the payment, a PayPal email will be sent via email after registration and subsequent approval from the organization for the Hosted Buyer or Buyer status.

Only registrations from Hosted Buyers and Buyers with payment of the Participation fee will be considered valid for participation in IWRT2024

Registration as Supplier

As Suppliers, registration is limited to 2 representatives per company. Registration must be completed by 5th January 2024, although this date may be brought forward if the event is full. Registrations will be considered confirmed only after payment and validation by the Organization.

In order to guarantee the quality of the event, in particular the moment of the Contact Exchange, **registrations are limited**. The Organization may interrupt, close or resume registrations at any time, accepting pending registrations in order of entry.

If deemed appropriate and operationally possible, the indicated closing date for registrations may be changed.

Registration fee as Supplier (full program):

1. First representative - 300€, plus VAT at the legal rate in force in Portugal, with access to One-to-One meetings;
2. Second representative - 250€, plus VAT at the legal rate in force in Portugal, with access to One-to-One meetings;
3. ACISO members will have a discount of 30€ on the amount excluding VAT, on the entire amount in this participation modality;
4. The registration fee must be paid within 48 hours after confirmation of registration by the Organization;

5. European Suppliers should be registered in VIES (VAT Information Exchange System) in order to waive the VAT.

Services included as Supplier:

- Participation at the Conference
- Participation at the Contact Exchange for up to **2 participants (maximum)**;
- Meal offer: Lunches at the Workshops (on 22 and 23 February) and Official Dinner of the Event (on 22 February);
- Database with full profile of Hosted Buyers and schedule/booking of One-to-One meetings.

D. Exhibitor Registration

Although the model of the Contact Exchange is based on the contact of Suppliers with Hosted Buyers and Buyers, there is still the possibility of exhibiting at a commercial table, with placement of promotional material and roll up exhibition with a maximum dimension of 2m x 1.20m.

Registration must be completed by 5th January 2024, although this date may be brought forward if the event registration is full.

Registrations will be considered confirmed only after payment and validation by the Organization.

Exhibitors have the following modalities:

1. **Exhibitor with access to One-to-One meetings:** Includes the presence of two people. One person to participate in the One-to-One meetings and one person to supervise/care for the exhibition table, thus ensuring that the presentation of the product/service exhibited is guaranteed. This second person does not have access to the One-to-One meetings. There is the possibility for the company/entity to register a third participant to attend the One-to-One meetings, upon payment of the respective registration fee.
2. **Exhibitor without access to One-to-One meetings:** This includes the presence of a single person to supervise/care for the exhibition table, thus ensuring that the presentation of the exhibited product/service is ensured. This person does not have access to One-to-One meetings.

Trade companies, destinations, sponsors and organizers are encouraged to register. This space will operate in parallel with the contact exchange.

The Organization reserves the right to invite sponsors and national and/or international entities that it considers relevant and to which it assigns an institutional table for presence in this space.

Exhibitor registration fee:

Exhibitor With One-to-One Meetings

1. Registration fee of €600, plus VAT at the legal rate in force in Portugal – includes two participants: one with access to One-to-One meetings and one **without** access to One-to-One meetings, who will stay at the table;
2. Possibility of registering a third participant for the amount of 250€, plus VAT at the legal rate in force in Portugal, to participate in the One-to-One meetings;
3. ACISO members will have a discount of 30€ on the amount excluding VAT, on the entire amount in this participation modality.

Registration as an Exhibitor with access to Meetings includes:

- Participation and access to the full program at the Conference and the Contact Exchange for 2 or 3 participants (maximum);
- Table (approximate size 0.80m x 1.20m);
- 3 chairs;
- Possibility of placing a roll-up (maximum dimension of approximately 2m x 1.20m) that does not exceed the width of the table;
- Possibility of distributing an advertising flyer in the participant's folder, which must be delivered to the Organization until 30th January 2024.
- Meals offered: Lunches at the Workshop (on 22 and 23 February) and the Official Dinner of the Event (on 22 February);
- Database with full profile of Hosted Buyers and schedule/booking of One-to-One meetings.

Exhibitor Without One-to-One Meetings

1. Registration fee of 300€, plus VAT at the legal rate in force in Portugal (includes one participant without access to meetings to stay at the table);

2. Possibility of registering a second participant for the amount of 150€, plus VAT at the legal rate in force in Portugal, without access to meetings to stay at the table;
3. ACISO members will have a global discount of 30€ before VAT, in the total amount of this participation modality.

Registration as an Exhibitor Without Access to Meetings includes:

- Participation and access to the Conference program and exhibitor space for up to 2 participants (maximum);
- Table (approximate size 0.80m x 1.20m);
- 3 chairs;
- Possibility of placing a roll-up (maximum dimension of approximately 2m x 1.20m) that does not exceed the width of the table;
- Possibility of distributing an advertising flyer in the participant's folder, which must be delivered to the Organization by 1 February 2024.
- Meals offered: Lunches at the Workshop (on 22 and 23 February) and Official Dinner of the Event;
- Database with full profile of Hosted Buyers.

CONTACT EXCHANGE WORKING MODEL

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

The afternoon of February 22nd and February 23rd will be dedicated to the holding of a Contact Exchange with the presence of international Religious Tourism operators (for reference, the last face-to-face edition of the IWRT – 2022 – had 122 Hosted Buyers operators from 41 countries).

Each Hosted Buyer and Buyer will have a seat at a table where they will be available to meet with Suppliers and Exhibitors. Hosted Buyers and Buyer are obliged to attend the pre-scheduled meetings for February 22nd and 23rd. If Hosted Buyers and Buyers are also engaged in *incoming* activities, they are not allowed to promote this during their meetings or provide any promotional material related to it. If they do not attend all scheduled meetings or if they do not present as outgoing operators, they will be penalized by exclusion from participation in future editions.

All meetings will be pre-scheduled.

Each meeting will be 15 minutes long. This time must be respected by all Hosted Buyers, Buyers and Suppliers/Exhibitors. Extending the meeting time is not allowed.

Each participant (Hosted Buyers, Buyers, Suppliers and Exhibitors with access to One-to-One meetings) will be given a username and password, which will allow them to access the platform and choose their partners for meetings by order of preference.

The choices must be made between January 29th and February 02nd, 2024. After this period, the meeting will be randomly defined. An email will be sent to each participant on February 16th with the order of the meetings.

The list of meetings for each participant will be produced by the Polytechnic Institute of Leiria (IPL), responsible for the computer algorithm that generates and orders the preferences, making an optimized match between choices of Hosted Buyers/Buyers and Suppliers/Exhibitors. **The Organization does not guarantee that all meetings requested by the participants will be scheduled by the system, given the time limitation and the preferences of the participants. The Organization does not guarantee that the Supplier/Exhibitor or the Hosted Buyer/Buyer will honor the meetings, although it will penalize Hosted Buyers and Buyers who fail to show up for the meetings.**

Fatima, September 18th, 2023