



Congress Fund for Sustainable Meetings

An initiative by the State of Berlin to support the
industry for business meetings and congress

What is the aim of the Congress Fund for Sustainable Meetings?

The Congress Fund for Sustainable Meetings serves to support and encourage event planners who intend to hold sustainable and innovative business events in a Berlin conference hotel or venue. The overall aim is to strengthen Berlin's position as an internationally leading metropolis for MICE events and scientific exchange.

The fund puts sustainable event planning into the focus. Accordingly, it shall raise awareness for sustainable practices in event organisation and company management. The Congress Fund for Sustainable Meetings thus complies with the UN Sustainable Development Goals and contributes to achieving the Berlin State's goal of climate neutrality by 2045.

Innovative conference formats can benefit from the initiative, in particular: additional funding is provided for hybrid events or such that take place simultaneously at several venues across Berlin ("decentralised meetings").

Who can apply for the Congress Fund for Sustainable Meetings?



- Legal entities of private and public law as well as partnerships with legal capacity (e. g. associations, companies, agencies, foundations, universities)
- Natural persons as registered or non-registered sole proprietorships (e. g. sole traders or self-employed persons)



- Only the organisers of the event to be held
- Only when the legal entities or sole proprietorships have a registered office in the Federal Republic of Germany



- Applicants who have ceased their business activities or payments
- Applicants whose assets insolvency proceedings have been applied for or opened
- Applicants (i.e. owners of sole proprietorships or legal entities as stated above) who did already or are obliged to submit owners of a legal entity, insofar as they did already or are obliged to submit an affidavit/statement of assets in accordance with Section 802c of the German Code of Civil Procedure or Section 284 of the German Fiscal Code

Which events are supported by the Congress Fund for Sustainable Meetings?



- Events in Berlin that take place before December 31, 2025
- Events in Berlin that are aimed exclusively at a specialist audience (invitation-only events)
- Events aimed exclusively at a professional audience if the participants are attending solely due to professional motivation, e. g. on behalf of their employer or for research purposes, as in the case of a scientific congress
- Professional motivation can also be assumed if the event serves the continuous education and professional development of volunteers
- Funding is available for congresses, conferences, seminars, and further training courses, for example
- When organising the event, applicants must achieve at least 300 points from at least four categories of the Sustainable Event Scorecard



- Trade fairs, exhibitions, and similar formats, even if they are aimed exclusively at a specialist audience and/or are associated with a congress that is eligible for funding
- Events that are aimed at private individuals (people who participate in the event for private reasons) or serve leisure or recreational purposes
- Events which the applicant or a third party is legally obliged to organise
- Events for which funding is made available elsewhere, e. g. from other funding programs of the funding programs of the State of Berlin, the Federal Government, or the European Union (revenue sourced through sponsorship contracts, however, does not exclude funding)
- Events of political parties

What funding modules are available and what are the respective application requirements?

Basic funding for sustainable meetings	Supplementary funding (hybrid)	or* Supplementary funding (decentralised meetings)
25 Euro per attendee and day	+ 10 Euro per attendee and day	+ 10 Euro per attendee and day
Prerequisites The event <ul style="list-style-type: none"> takes place in an event venue booked for a fee in the state of Berlin; has at least 50 participants in live attendance; lasts at least one day (i.e. 4 hours of net program duration) is aimed exclusively at a specialist audience scores at least 300 points from at least four categories of the "Sustainable Event Scorecard" through compliance with sustainability criteria 	Prerequisites <ul style="list-style-type: none"> Fulfillment of the requirements for basic funding The event is hybrid, i. e. it takes place as a face-to-face event in Berlin and at the same time interactively online 	Prerequisites <ul style="list-style-type: none"> Fulfillment of the requirements for basic funding The event takes place simultaneously at several venues across Berlin for which a fee is charged, participants must be present at one of the relevant locations in Berlin, the participants are connected to each other via online platforms

The maximum amount of funding per event is 99,950 euros.

* Applicants can either apply for hybrid funding or funding for decentralised meetings.

What is the application procedure?

Applications must be submitted electronically to IBB.

Step 1	Application	The application documents should be submitted no later than two weeks before the start of the event at www.ibb.de/kongressfonds .
Step 2	Start of the project	After receiving written confirmation of receipt of the application from IBB, further organisational measures can be taken. From this point in time, contracts (e.g. for the location) can be closed.
Step 3	Grant notification	The maximum amount of funding is specified in the grant notification. Its amount depends, among other things, on the number of participants and the amount of expenditure for event components eligible to funding.

After closure of the event, the call for payment must be submitted to IBB, consisting of:

Step 4

Call for payment

- Proof of participation in the event
- Proof of payment in the form of a confirmation of use in combination with an official invoice for the booked event venue, as well as the corresponding proof of payment
- The event program
- Proof of compliance with the sustainability criteria
- If applicable: Proof of hybrid event (according to the criteria stated above)
- If applicable: Proof of decentralised meetings (according to the criteria stated above)
- Proof of compliance with publicity obligations

Step 5

Payment

Payment is made to the account specified by the grant recipient.

Step 6

Proof of use

Lastly, send proof of use of funds. Fill out the form for proof of use and submit it to the IBB.

Your contact for any queries about the Congress Fund for Sustainable Meetings



IBB – Investitionsbank Berlin • kongressfonds@ibb.de

Further services for event planners

- The above-stated criteria are set out in the funding guidelines published by the Senate Department for Economics, Energy, and Public Enterprises. They are your reliable foundation for planning.
- Further information can be found at www.ibb.de/kongressfonds & convention.visitBerlin.de
- Stay up to date and sign up for our [newsletter](#), so you don't miss out on any information!

Do you need help planning your event in Berlin? Use our [Meeting Guide Berlin](#) to find your event location and do not hesitate to contact us. We are happy to support you!

Your *visitBerlin* Berlin Convention Office

Your contact for general enquiries about the event destination Berlin



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