



OEDIT Application Portal Instructions: Meeting & Events Incentive Program

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COLORADO

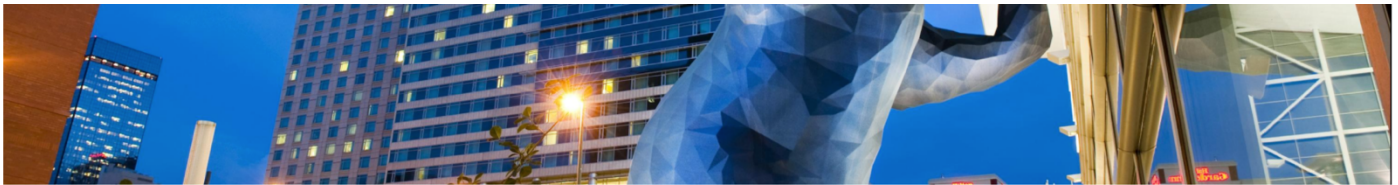
Office of Economic Development & International Trade

Colorado Tourism Office

The Colorado Tourism Office provides support to our partners through a variety of opportunities. All opportunities can be accessed utilizing the [OEDIT application portal](#). This user guide provides web screen shots to reach the application portal from OEDIT's website, navigate the application portal, complete an application and submit a report.

The OEDIT application portal is compatible with these web browsers - Mozilla Firefox and Chrome – please make sure that you are using one of these.

Your starting point is the OEDIT web-page <https://oedit.colorado.gov/meetings-and-events-incentive>. On our webpage, you can learn about the Meeting & Events Incentive Program. Learn about eligibility, required application materials, and reporting requirements.



[Home](#) > [Programs and Funding](#) > [Cash Incentive](#) > Meeting and Events Incentive

Meeting and Events Incentive

The Meeting and Events Incentive provides a 10% cash rebate against eligible hard costs for hosting meetings and events in Colorado that take place on or after July 1, 2021 and on or before December 31, 2022. The minimum rebate is \$3,500 and the maximum rebate is \$100,000.

The program's goal is to increase tourism industry recovery by incentivizing meeting and event planners to:

- book new meetings and events in Colorado rather than in one of our competitor states
- retain meetings and events where there is a demonstrated likelihood that an event or meeting may be canceled, postponed, or relocated to other states

The Colorado Tourism Office is partnering with Metropolitan State University to execute this program.

⚠ Applications for this program open on July 1, 2021.

Overview

Type: Cash rebate

For: Event planners and hosts

Amount: \$3,500 to \$100,000

Application open date: July 1, 2021

OEDIT division: [Colorado Tourism Office](#)

▼ Eligible events

▼ Eligible hard costs

▼ How to apply

▼ Selection process



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Colorado Tourism Office

Guide to OEDIT Application Portal

New User Registration

Step One: Go to the OEDIT application portal: <https://oedit.secure.force.com/oedit/>. We suggest you use the following browsers: Mozilla Firefox and Chrome.

The screenshot shows the OEDIT Login page. At the top, there is a header with the Colorado OEDIT logo and a 'Login' button. The main heading is 'LOGIN'. Below it, a welcome message states: 'Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system. Log in to view saved applications, check application status, or apply for funding opportunities.' A red text line reads: 'If you are applying for the Colorado Arts Relief Fund, please visit the Colorado Creative Industries Grant Portal.' The login form includes fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Your Password?' and 'New User?'.

Step Two: If you do not have a log-in, click "New User?" and complete the new user registration information. For Registration Purpose choose "Meeting & Events Incentive" (CTO) **New user registration and verification takes 48 business hours.** New users should receive a verification email within 48 hours. New users are encouraged to log-in back in at least 48 hours after completing registration.

Note: Applicants should be the primary organizer, event host or meeting/event planner responsible for organizing the event.

The screenshot shows the OEDIT New User Registration page. At the top, there is a heading 'NEW USER REGISTRATION'. Below it, there are four steps: 1. Contact (checked), 2. Organization, 3. Portal User, and 4. Registration Complete. A welcome message reads: 'WELCOME TO THE COLORADO OFFICE OF ECONOMIC DEVELOPMENT AND INTERNATIONAL TRADE (OEDIT) ONLINE APPLICATION SYSTEM.' Below this, there are instructions: 1. Please enter your First Name, Last Name, Title, Phone, Registration Purpose, and a valid email address. 2. You will be asked to enter your business or organization information on the next screen. 3. TIPS FOR THE ONLINE APPLICATION SYSTEM: 1. Your Username is your Email. 2. Use one of the preferred browsers; Google Chrome, Mozilla Firefox or Safari. 3. If you are getting a "blank screen" or "error message" you need to clean out your Temporary Internet Files and Cache. 4. To reset your password click on Forgot Your Password? hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password. Below the instructions, there is a contact information for John Thiltgen: 'For further assistance registering or logging into the system, please contact John Thiltgen at john.thiltgen@state.co.us.' The registration form includes fields for 'First Name', 'Last Name', 'Title', 'Email', 'Phone', and 'Registration Purpose' (a dropdown menu with '--None--' selected). A 'Next' button is at the bottom.



Accessing Meeting & Events Incentive Program Opportunities

Step One: Go to the OEDIT application portal: <https://oedit.secure.force.com/oedit/>. We suggest you use the following browsers: Mozilla Firefox and Chrome.

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.
Log in to view saved applications, check application status, or apply for funding opportunities.

If you are applying for the Colorado Arts Relief Fund, please visit the **Colorado Creative Industries Grant Portal**.

Username

Password

Login

[Forgot Your Password?](#) | [New User?](#)

Step Two: Enter your Username and Password. A Username is typically your email address. If you forgot your password, click “Forgot Password?” for a new one to be generated. Click the “Login” button.

Note: Applicants should be the primary organizer, event host or meeting/event planner responsible for organizing the event.

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.
Log in to view saved applications, check application status, or apply for funding opportunities.

If you are applying for the Colorado Arts Relief Fund, please visit the **Colorado Creative Industries Grant Portal**.

Username

Password

Login

[Forgot Your Password?](#) | [New User?](#)

TIPS FOR THE ONLINE APPLICATION SYSTEM

1. Your Username is your Email.
2. Each user needs their own login and password.
3. If you are a new user, the system administrator will need to approve your request. This may take up to 48hrs. Please check back into the portal to confirm activation as you will not receive an email.
4. Use one of the preferred browsers: Google Chrome, Mozilla Firefox or Safari. Internet Explorer and Edge are NOT supported.
5. To reset your password click on 'Forgot Your Password?' hyperlink located below the Username and Password fields. Type in your username which in most cases will be your email. The system will email you a temporary password. When you log into the portal with your username and temporary password you will be prompted to create a new password.
6. If you are getting a "blank screen" or "error message" you need to clean out your "Temporary Internet Files and Cache."

For further assistance registering or logging into the system, please contact tom.osen@state.co.us.

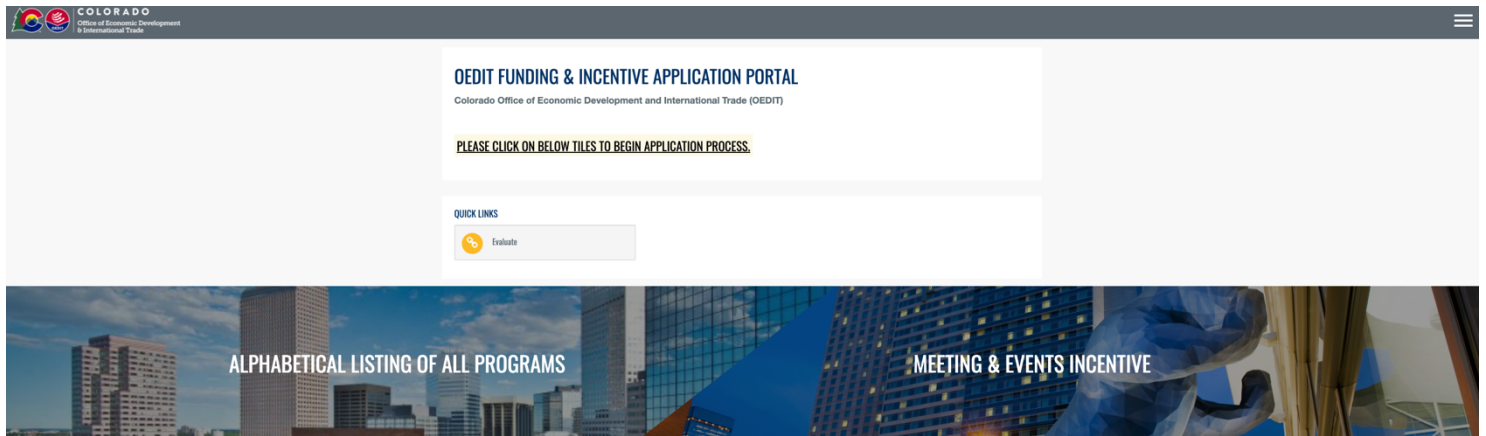


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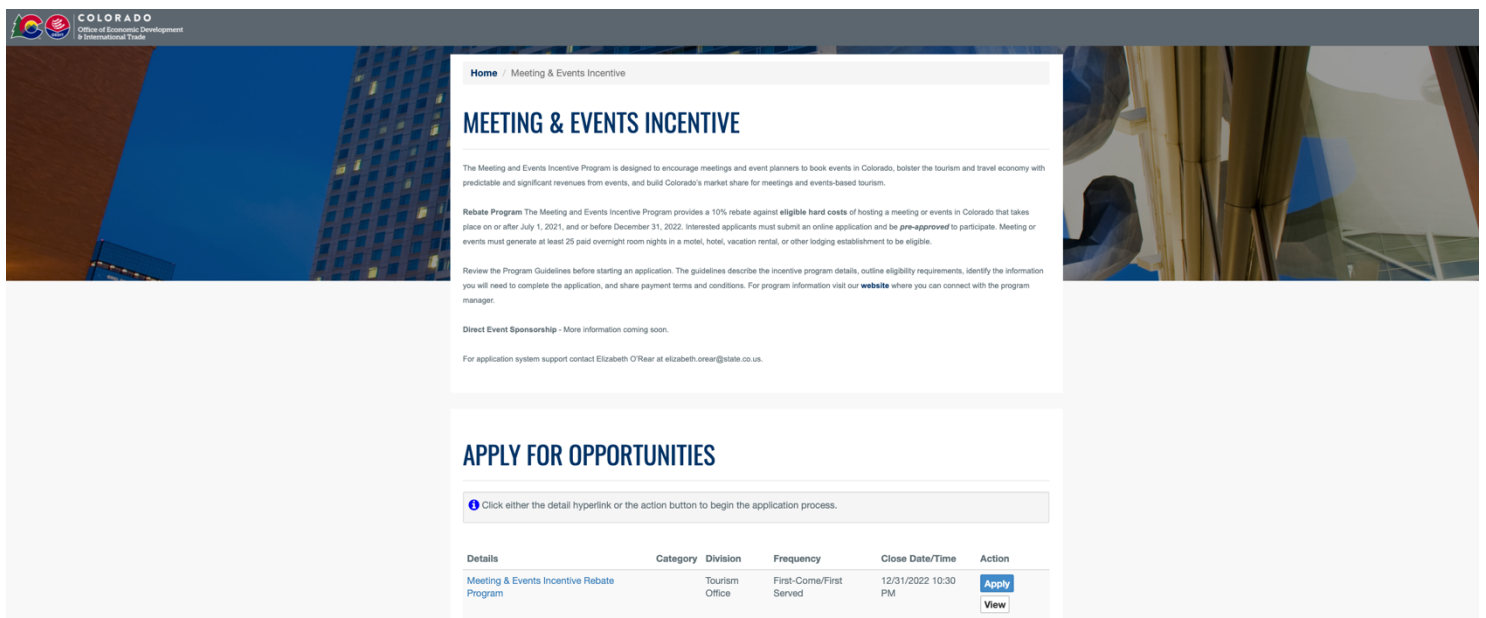
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Colorado Tourism Office

Step Three: This page shows the various funding and incentive applications available from OEDIT. Look for the “Meeting & Events Incentive” tile and click on it to access available opportunity applications and submit reports.



Step Four: On the “Meeting & Events Incentive” page, scroll down to “Apply for Opportunities” in order to access applications for available opportunities.






Step Five: Click on the name of the program under the Details hyperlink or the blue "Apply" Action button to access the application you want to complete.

APPLY FOR OPPORTUNITIES

 Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
Meeting & Events Incentive Rebate Program		Tourism Office	First-Come/First Served	12/31/2022 10:30 PM	Apply View

Step Six: On the Program Description page, read the overview and scroll down to the bottom of the page and page click on the "Apply Now" button.



To receive the rebate, you must be the primary organizer, event host, or event or meeting planner. The event needs to:

- * take place in Colorado between July 1, 2021, and December 31, 2022
- * generate at least 25 paid overnight room nights in a motel, hotel, vacation rental, or other lodging establishments – if vacation rentals are used towards the 25 paid overnight room nights minimum, the rental counts as "one paid room night" per night regardless of the number of bedrooms in the vacation rental
- * have total eligible hard costs at or above \$35,000
- * be a new booking or in danger of cancellation, postponement, or relocation to another state

Examples of eligible events include, but are not limited to:

- * business meetings
- * conferences
- * conventions
- * exhibitions
- * trade shows
- * consumer shows
- * Festivals (multi-day festivals count as a single event)
- * weddings
- * concert series (these events count as a single event)

Read the complete program guidelines by clicking [here](#).

Interested applicants must submit an online application and be **pre-approved** to participate. The application must be submitted at least 45 days before the meeting has occurred with the following exception: Applications for events and meetings occurring between July 1, 2021 - September 15, 2021, must be submitted no later than 21 days after the meeting or event has occurred to be eligible. [Approval is not guaranteed.](#)

The Office may modify or amend the guidelines to respond to changes in the severity of the COVID-19 pandemic, modifications to public health orders and other responses to the COVID-19 pandemic, or changes in other circumstances related to the COVID-19 pandemic and the recovery from the COVID-19 pandemic.

Learn more about eligibility on the [program page](#).

Required Financials & Application Materials

All support materials must be uploaded into the online system. No hard copies of the application or support materials will be accepted. You will be required to download two forms ([Meetings & Events Eligible Hard Costs Worksheet](#) and an [Events Affidavit](#)), complete, and then submit the forms online as a part of your application materials.

Questions

If you have any questions, please contact the program manager.

For technical issues (with log-in/registration on the OEDIT portal) email Elizabeth O'Rear at elizabeth.orear@state.co.us.

To create a new application for this opportunity, click the "Apply Now" button below.

[View Other Opportunities](#) [Apply Now](#)




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Step Seven: The application is launched. Make sure to click “Save” for each section



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Home / Meeting / Meeting & Events Incentive Rebate Program


FUNDING APPLICATION FOR: OEDIT

APP-330698

1. GUIDELINES

Save & ExitNext >Submit

GUIDELINES



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Description

To save your application click the “Previous Section” or “Next Section” buttons. Clicking on the “Save Draft” button will take you back to the “My Application” page and will also save your application.

Meetings & Events Incentive Program

Overview


The Meetings and Events Incentive provides a 10% cash rebate of up to \$100,000 against eligible hard costs for hosting meetings and events in Colorado that take place on or after July 1, 2021, and on or before December 31, 2022. The minimum rebate is \$3,500 and the maximum rebate is \$100,000. The program’s goal is to increase tourism industry recovery by incentivizing meeting and event planners to:

- book new meetings and events in Colorado rather than in one of our competitor states
- retain meetings and events where there is a demonstrated likelihood that an event or meeting may be canceled, postponed, or relocated to other states

Eligible events

To receive the rebate, you must be the primary organizer, event host, or event or meeting planner. The event needs to:

- take place in Colorado between July 1, 2021, and December 31, 2022
- generate at least 25 paid overnight room nights in a motel, hotel, vacation rental, or other lodging establishments – if vacation rentals are used towards the 25 paid overnight room nights minimum, the rental counts as “one paid room night” per night regardless of the number of bedrooms in the vacation rental
- have total eligible hard costs at or above \$35,000
- be a new booking or in danger of cancellation, postponement, or relocation to another state



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Home / Meeting / Meeting & Events Incentive Rebate Program

FUNDING APPLICATION FOR: OEDIT

APP-330698

1. GUIDELINES

2. EVENT HOST INFORMATION

Save & ExitSavePreviousNext >Submit

= Required Information

EVENT HOST INFORMATION

Complete the following questions on the event host. The event host is the company, business, organization, or individual hosting the event.

QUESTION 1

Event Host

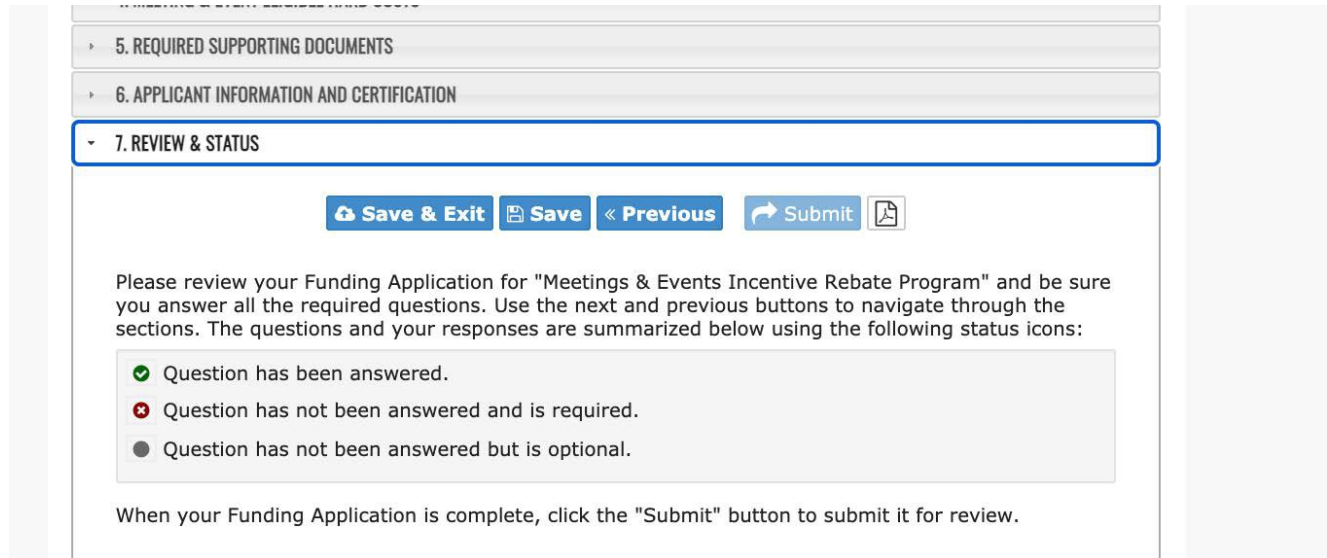
QUESTION 2

Host Mailing Address

QUESTION 3

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Step Eight: Click on “Submit” when your application is complete. Please note that once you hit submit you will be unable to edit your application. **Note:** To download a copy of your application click on the PDF icon next to the “Submit” button.



5. REQUIRED SUPPORTING DOCUMENTS

6. APPLICANT INFORMATION AND CERTIFICATION

7. REVIEW & STATUS

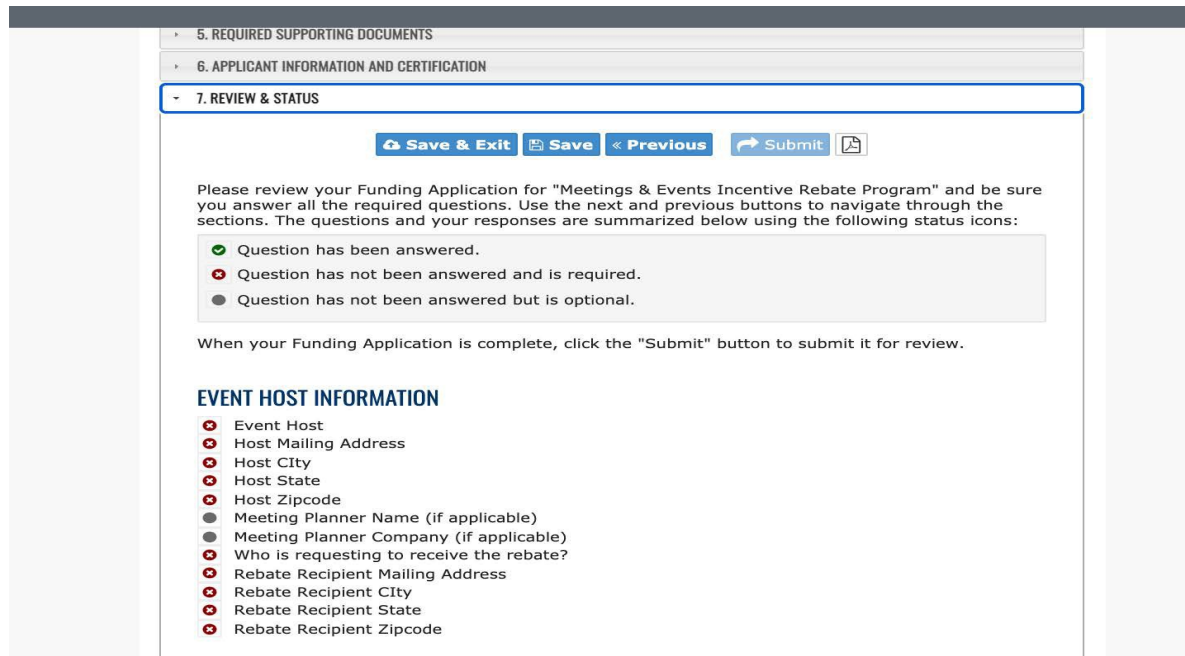
Save & Exit Save Previous Submit PDF

Please review your Funding Application for "Meetings & Events Incentive Rebate Program" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

- ✓ Question has been answered.
- ✗ Question has not been answered and is required.
- Question has not been answered but is optional.

When your Funding Application is complete, click the "Submit" button to submit it for review.

Troubleshooting: If you are unable to access the “Submit” button, check that all required application questions have been answered. View the "Review & Status" tab to determine if questions have not been answered.



5. REQUIRED SUPPORTING DOCUMENTS

6. APPLICANT INFORMATION AND CERTIFICATION

7. REVIEW & STATUS

Save & Exit Save Previous Submit PDF

Please review your Funding Application for "Meetings & Events Incentive Rebate Program" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

- ✓ Question has been answered.
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- Question has not been answered but is optional.

When your Funding Application is complete, click the "Submit" button to submit it for review.

EVENT HOST INFORMATION

- ✗ Event Host
- ✗ Host Mailing Address
- ✗ Host City
- ✗ Host State
- ✗ Host Zipcode
- Meeting Planner Name (if applicable)
- Meeting Planner Company (if applicable)
- ✗ Who is requesting to receive the rebate?
- ✗ Rebate Recipient Mailing Address
- ✗ Rebate Recipient City
- ✗ Rebate Recipient State
- ✗ Rebate Recipient Zipcode



Step Nine: If you save a draft and come back to your application, you can access your draft by either clicking on the green “Edit” Action button under Apply for Opportunities or click on the blue edit Actions icon under Meeting & Events Incentive heading.

APPLY FOR OPPORTUNITIES

Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
Meetings & Events Incentive Rebate Program		Tourism Office	First-Come/First Served	12/31/2022 10:30 PM	Apply Edit

MEETINGS & EVENTS INCENTIVE

ACTION ICON INDEX FOR THE TABLE BELOW:

[EDIT](#) [PRINT](#) [REPORT](#) [PAY](#) [REIMBURSE](#) [DELETE](#)

1 of 1 (1 records total)

Previous Next

Page Size 20

Id	Name	Organization Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-330643	Meetings & Events Incentive Rebate Program	OEDIT	Elizabeth Orear	12/31/2022		Draft	EDIT	PRINT DELETE



Step Ten: To print or view your entire application, scroll past “Apply for Opportunities” and click the grey “Print” icon under the “Meeting & Events Incentive” table.

MEETINGS & EVENTS INCENTIVE

ACTION ICON INDEX FOR THE TABLE BELOW:

EDIT

PRINT

REPORT

PAY

REIMBURSE

DELETE

1 of 1 (1 records total)

Previous Next

Page Size

Id	Name	Organization Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-330643	Meetings & Events Incentive Rebate Program	OEDIT	Elizabeth Orear	12/31/2022		Draft		

You can also print or view a completed application, by clicking on the white “View” Action button under “Apply for Opportunities”.

APPLY FOR OPPORTUNITIES

Click either the detail hyperlink or the action button to begin the application process.

Details	Category	Division	Frequency	Close Date/Time	Action
Meeting & Events Incentive Rebate Program		Tourism Office	First-Come/First Served	12/31/2022 10:30 PM	Apply View



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Colorado Tourism Office

Accessing Reports

Step One: Go to the OEDIT application portal: <https://oedit.secure.force.com/oedit/>. We suggest you use the following browsers: Mozilla Firefox and Chrome.

Enter your Username and Password. A Username is typically your email address. If you forgot your password, click “Forgot Password?” for a new one to be generated. Click the “Login” button.

LOGIN

Welcome to the Colorado Office of Economic Development and International Trade (OEDIT) online application system.
Log in to view saved applications, check application status, or apply for funding opportunities.

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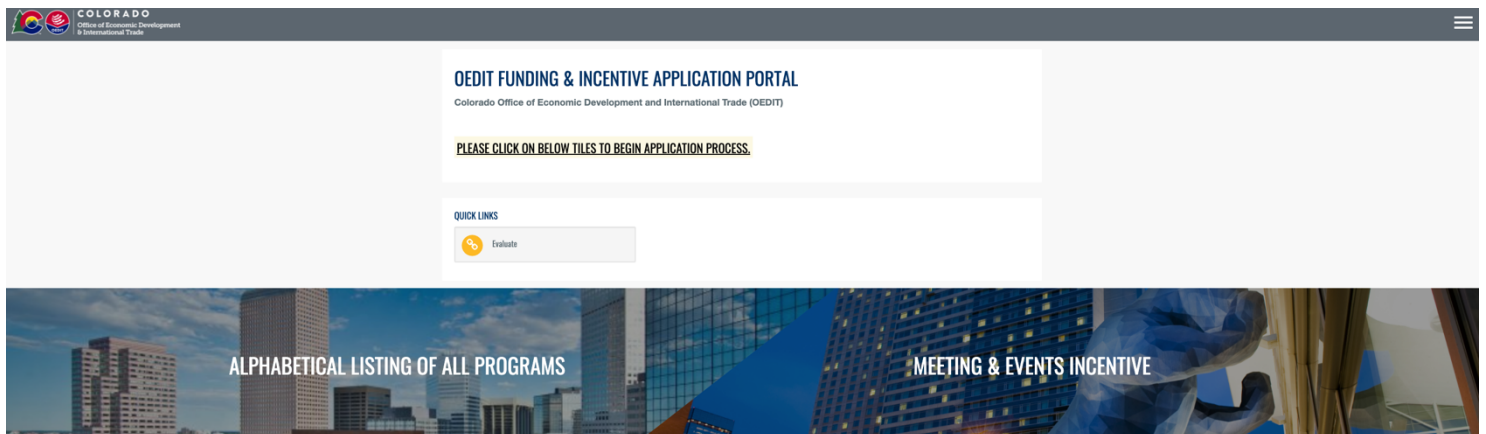
Username

Password

[Login](#)

[Forgot Your Password?](#) | [New User?](#)







Step Two: Click on the “Meeting & Events Incentive” tile to access and submit reports tied to pre-approved applications.








Step Three: On the “Meeting & Events Incentive” page, scroll down to “Meeting & Events Incentive” and click on the orange icon next to the Application being reported on.

MEETINGS & EVENTS INCENTIVE

ACTION ICON INDEX FOR THE TABLE BELOW:

 EDIT
  PRINT
  REPORT
  PAY
  REIMBURSE
  DELETE

1 of 1 (2 records total) Previous Next Page Size 20


Id	Name	Organization Name	Primary Contact	Closing Date	Fiscal Year	Status	Edit/View My Reports	Actions
APP-330643	Meeting & Events Incentive Rebate Program	OEDIT	Elizabeth Orear	12/31/2022		Submitted		 
APP-330698	Meeting & Events Incentive Rebate Program	OEDIT	Elizabeth Orear	12/31/2022		Draft	  	

Step Four: On the Funding Application Details page click “Add New Report” and then follow the instructions for the report to be created.

Home / Meeting / Meeting & Events Incentive Rebate Program

MEETING & EVENTS INCENTIVE REBATE PROGRAM: APP-330643

FUNDING APPLICATION DETAILS



INFORMATION

Application ID	APP-330643
Funding Opportunity Name	Meeting & Events Incentive Rebate Program
Organization Name	OEDIT
Status	Submitted
Contact Name	Elizabeth Orear

STATUS

Draft Amount	\$0.00
Status	Submitted

EDIT/VIEW MY REPORTS

[Add New Report](#)

No recent records found.

Step Five: On the New Reports page click “Create” and then follow the instructions for the report to be created.

Home / New Reports

NEW REPORTS

« Go Back

1 of 1 (1 records total)

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Name	Type	Program	Category	Division	Frequency	Action
Meeting & Events Incentive Final Report	Tourism Report			Tourism Office		Create

Step Six: The report is launched. Make sure to click “Save” for each section. Click on “Submit” when your report is complete.

Home / Meeting & Events Incentive Final Report

TOURISM REPORT FOR: OEDIT

APP-330699

1. GUIDELINES

2. FINAL EXPENSE REPORT

= Required Information

Save & Exit Save Previous Next Submit

FINAL EXPENSE REPORT

QUESTION 1
Eligible Hard Cost Worksheet

no uploaded files
Choose File No file chosen

Upload

QUESTION 2
Amount of Incentive Pre-Approved for

= Required Information

Save & Exit Save Previous Next Submit

Step Seven: If you save a draft and come back to your report, you will need to click on the edit icon under “Edit/View My Reports.”

EDIT/VIEW MY REPORTS

ACTION ICON INDEX FOR THE TABLE BELOW:

 EDIT

 PRINT

 SUBSEQUENT REPORT




 PAY

 DELETE

1 of 1 (1 records total)

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ID	Parent Application Id	Organization Name	Name	Closing Date	Fiscal Year	Status	Actions
APP-330699	APP-330643	OEDIT	Meeting & Events Incentive Final Report			Draft	  

Step Eight: To print or view your entire report, click “Print” under “Edit/View My Reports”.

EDIT/VIEW MY REPORTS

ACTION ICON INDEX FOR THE TABLE BELOW:

 EDIT

 PRINT

 SUBSEQUENT REPORT




 PAY

 DELETE

1 of 1 (1 records total)

Previous Next

Page Size 20

ID	Parent Application Id	Organization Name	Name	Closing Date	Fiscal Year	Status	Actions
APP-330699	APP-330643	OEDIT	Meeting & Events Incentive Final Report			Draft	  

If you have any questions about the online reporting system, please Elizabeth O’Rear at elizabeth.orear@state.co.us.