

Scientific Exchange Requests - Process Flow

The following process must be followed for the use of consultants for Scientific Exchanges.

Request Process	
1.	Event requestor to complete Scientific Exchange Request Form & submit to Sales Management: - United States: Area Vice President (AVP – Bill, Frank), Director of Sales (DS - Tim, Clive) - Canada: National Sales Manager (NSM – Chris) - Latin America: Business Manager Latin America (BM - Brenda)
2.	Sales Management to review request, indicate preliminary approval of event and budget, confirm consultant availability for event & submit form to Marketing: Director of Marketing, Americas (Dana)
3.	Marketing to complete internal review by working with the Contracts & Finance Departments to ensure consultant has an active contract for the requested date(s), that the contract covers the scope of the request, estimate event costs and consultant fees, and record estimate remaining consultant spend limit for year
4.	Marketing to provide form to President, Biocomposites Inc. (Will) for review and final approval
5.	President to review Scientific Exchange Request, indicate approval and provide form back to Marketing
6.	Marketing to communicate with event requestor & Sales Management if event is approved or not approved. If approved, Marketing will send sign-in sheet for event, ask if event invitation is needed and inquire if any additional items are required for event
7.	Marketing to communicate with consultant and send clinical presentation (if needed), invoice template and provide direction for submission and review of presentation (PDF work proof)
8.	Marketing to submit approved and completed form to Compliance Manager (Kathleen)
9.	Compliance to complete an internal review of work proof and collaborate with consultant to generate an approved version 2-4 weeks prior to event
10.	Event requestor to work with consultant to arrange travel/logistics for event
11.	If an invitation is requested, Marketing to draft & submit to Compliance for review (if applicable) and prepare for printing or electronic distribution
12.	Marketing to send requested items (speaker kit, projector, literature, etc.) to event
13.	Event requestor to provide sign-in sheet to Marketing following event
14.	Sales Analyst (TBD) to collect ROI information following event. Collect data regarding specific surgeons who attended event with hospital affiliations, # cases with \$ per case for product usage 1 month before & 3 months after event & compare to previous or average use
15.	Sales Management to analyze & regulate use of consultants