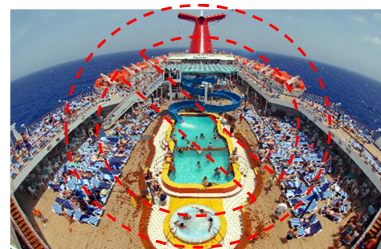


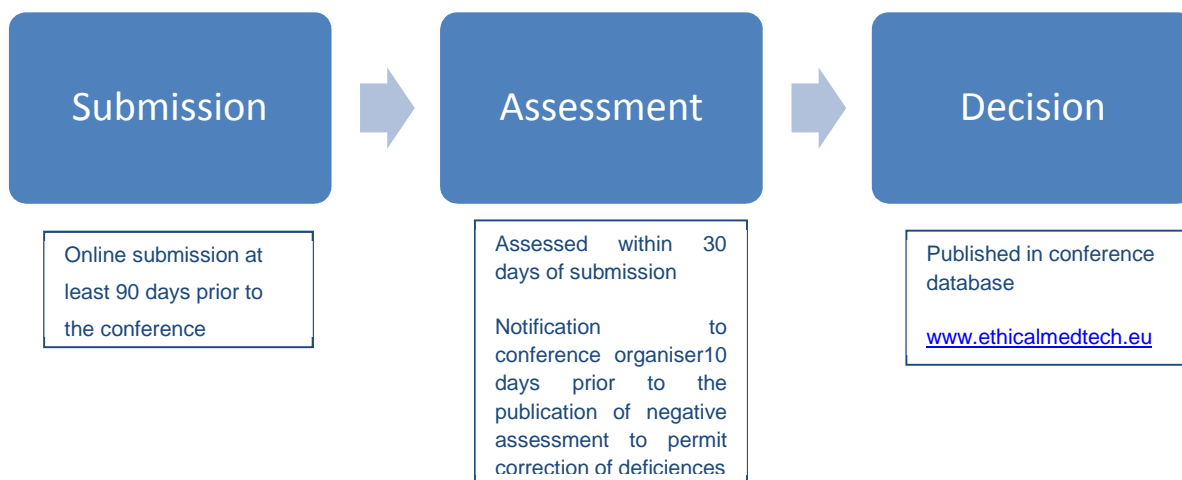
# CONFERENCE VETTING SYSTEM

Established and Funded by Eucomed  
The European Medical Technology Industry Association

- Objective:** The EthicalMedTech Conference Vetting System reviews the compliance of third-party educational conferences with the ethical rules established by the Eucomed Code of Ethical Business Practice. Currently, the System is in a pilot phase during which, assessments made by the EthicalMedTech Compliance Officer are recommendations only.
- Purpose of the Eucomed Code of Ethical Business Practice:** To ensure ethical interactions with Healthcare Professionals (HCPs) in areas such as research and consulting agreements and the sponsorship of HCPs to attend company events and third party professional and educational conferences
- Conference Vetting System Assessment Criteria:** Among the criteria examined by the Compliance Officer are geographic location, conference venue, accommodation, hospitality, entertainment, marketing support and invitees.



- Who can submit a conference for assessment:** Eucomed Corporate and Associate members, National Industry Associations (as well as members of the National Associations) and conference organisers (including Medical Societies)
- Scope of the System:** During the pilot phase of the Conference Vetting System, only conferences taking place in the European Union, Iceland, Liechtenstein, Norway, Switzerland, Russia, Turkey and the Middle East will be assessed.
- Review process:**



- Independence:** The EthicalMedTech Compliance Officer manages the system and reports directly to the independent Eucomed Compliance Panel.

# THE ASSESSMENT CRITERIA

## Conference Programme

- ◆ **The schedule of the scientific conference programme** – The detailed programme should present a clear schedule with no gaps during the conference scientific sessions (i.e., a minimum of 6 hours for full conference day/ 3 hours for a half day), the faculty for each session must be identified, the session topics must be serious medical subjects..
- ◆ **The availability of the programme in advance** – The programme should be available at least 90 days prior to the events and contain sufficient information to enable an evaluation of the scientific value of the sessions and permit companies to notify each sponsored HCP's hospital administration, superior or locally designated competent authority.
- ◆ **The relevance of the programme** – The programme content should directly relate to specialty and/or medical practice of the HCP who will attend the conference or have a sufficiently reasonable relationship to justify the attendance of the HCPs. Minor components of the agenda content relating to non-scientific topics, such as leadership skills, practice management, and speaking and presentation skills are acceptable.

## Geographic Location

- ◆ **The geographic location** – The geographic location should be in or near a city or town which is a scientific or business centre conducive to exchange of ideas and the transmission of knowledge. The geographic location should not be the main attraction of the conference.
- ◆ **The time of the year** – The selected time of the year will be taken into account in determining if a geographic location is appropriate. For European and international events, ski resorts in the ski season, island resorts, beach resorts and other geographic locations renowned primarily as seasonal vacation or holiday destinations are not appropriate geographic locations during the season in question. The appropriateness of a geographic location may be assessed differently for strictly local events attended by local healthcare professionals.
- ◆ **The central location** – Taking into account the place of origin of HCP delegates, the geographic location must be centrally located. If the HCP delegates are primarily from one country, the geographic location of the conference should be in that country. If the participants are from multiple countries, then a country affording ease of access for participants should be chosen. The country selected should be the residence of at least some of the Healthcare participants of the meeting.
- ◆ **The ease of access** – The geographic location should have ease of access for the attendees (for example, close proximity to airports, train stations, highways) and have good ground transportation infrastructure.

## Conference Venue Facility

- ◆ **The Conference Venue** – The conference venue should be a business or commercial center with providing conference facilities conducive to the exchange of scientific and medical information and the transmission of knowledge. It should not be the main attraction of the conference. The image of the location among the public, media and authorities cannot be perceived as purely luxury, touristic/holiday and/or entertainment venue.

## Hospitality & Accommodation

- ◆ **The reasonableness of hospitality** – Hospitality should be limited to reasonable hotel accommodation and meals, coffee breaks, and a conference dinner or cocktail reception which all HCP delegates are expected to attend. Entertainment is not allowed except for example for background music during the dinner or cocktail reception. Hospitality should be modest and incidental and should not be excessive and/or constitute "entertainment". Entertainment includes, but is not limited to, dancing or arrangements where live music is the main attraction, sight-seeing trips, theatre excursions, sporting events and other leisure arrangements.
- ◆ **The hospitality offered to spouses, partners, family and/or guests subject to a separate charge** – This category of person may not benefit from hospitality sponsored by Eucomed members. Any hospitality offered to them must be the subject of a separate charge which may not be paid for or reimbursed by Eucomed members.
- ◆ **The appropriateness of accommodation** – Eucomed members may not pay for or reimburse HCP lodging expenses at top category or luxury hotels.
- ◆ **The accommodation to be limited to the duration of the conference** – Accommodation and/or other services provided to HCP delegates should not cover a period of stay beyond the official duration of the conference.

## Entertainment

- ◆ **The social program** - Any social, sporting and/or leisure activities or other forms of entertainment must be outside of the programme schedule and paid for separately by the HCP delegates. They should not dominate or interfere with the overall scientific content of the programme and must be held during times that do not overlap with scientific session. They should not be the main attraction of the conference.

# THE ASSESSMENT CRITERIA

## Spouses, partners, family and guests

- ◆ **Spouses, partners, family and/or guests' packages may not be paid for by Eucomed members** – This category of person may not register for the conference or participate in the scientific programme (unless he or she is a qualified HCP with a legitimate interest in the programme).

## Communication Support

- ◆ **The program advertising** - Advertising support (brochures, website and other materials) should highlight the scientific nature of the programme content. They should not overly emphasize the geographic location and should not make excessive or inappropriate references to or contain images of entertainment, sporting events or other non-scientific activities.
- ◆ **The registration fee** - The registration fee should cover only the scientific program and authorized activities and hospitality.