The Pre-Clearance form allows Medical Societies and Professional Congress Organisers to submit early enough and prior to making any financcial commitment, a conference geographic location and venue for approval by the Compliance Officer.

Based on the following criteria, the Compliance Officer will pre-determine whether or not the geographic location and conference venue are in compliance with the Eucomed Code of Ethical Business Practices.

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| **The Geographic Location** |
| ***1. 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.* |
| ***2. The time of the year –*** *The selected time of the year will be taken into account in determining whether 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.* |
| ***3. 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.* |
| ***4. 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** |
| ***1. The Conference Venue –*** *The conference venue should be a business or commercial center with 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.* |

**This pre-determination is a temporary one**. The overall appropriateness of the conference is not subject solely to the pre-clearance procedure. At least 90 days prior to the conference start date, further information on the conference programme, registration packages, entertainment and social activities must be provided via the online form to the Compliance Officer in order for a full analysis to be conducted.

Provided that the information provided is complete, the Compliance Officer will than make a final determination on whether or not the conference in question is compliant with the Eucomed Code.

Members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of Healthcare Professionals to attend conferences organised by medical societies, professional conference organisers or other third-parties unless the conference is in compliance with the Eucomed Code of Ethical Business Practice.

**Instructions**

In order for a Congress Organiser to submit a conference for pre-clearance, please complete the form and send it via email to [christine.sainvil@ethicalmedtech.eu](mailto:christine.sainvil@ethicalmedtech.eu).

Please note that:

1. By submitting a conference for pre-clearance, you have read and agreed to the provisions of the [Eucomed Code of Ethical Business Practices](http://www.eucomed.org/key-themes/ethics).
2. In rendering this pre-clearance, we have relied on the documents and information which have been provided to us. We have not independently verified the accuracy of that information or those documents nor have we determined whether they are up-to-date.
3. This pre-clearance does not take into account national and local laws, regulations or professional and company codes that may impose more stringent requirements upon Eucomed members, members of local associations, healthcare professionals and/or conference organisers.
4. As per the specifications of the Conference Vetting System we will not accept and pre-clear conferences submitted closer than 90 days prior to the conference date.
5. The current scope of the Conference Vetting System only covers the assessment of European Conferences. National and international conferences will not be assessed at this stage
6. Upon receipt of a pre-clearance form, we will endeavor to respond within 30 calendar days.

|  |  |
| --- | --- |
| **ETHICALMEDTECH INTERNAL USE ONLY** |  |
| Conference Ref # |  |
| Assessment date |  |
| Assessor Name |  |

|  |  |
| --- | --- |
| **APPLICANT** |  |
| Organisation name |  |
| Address |  |
| Address 2 |  |
| Postal Code |  |
| City/Town |  |
| Country |  |
|  |  |
| **CONTACT DETAILS** |  |
| Title |  |
| First name |  |
| Last name |  |
| Job Title |  |
| Telephone |  |
| Fax |  |
| Email |  |
| Additional contact |  |
| Email of Additional contact |  |
|  |  |
| **GENERAL DETAILS OF THE CONFERENCE** |  |
| Name of the Conference |  |
| Acronym |  |
| Therapeutic area |  |
| Start date |  |
| End date |  |
| Name of organising party |  |
| Name of contact person |  |
| Organiser email address |  |
| Webpage of conference | http://www. |
|  |  |
| **LOCATION** |  |
| Name of Venue |  |
| Category of Venue (hotel, conference center) |  |
| City/Town |  |
| Country |  |
| Local National Association |  |
|  |  |
| **APPENDIX/LINKS** |  |
| Conference Programme | http://www. |
| Other Documents | May be attached in the email. |

|  |  |
| --- | --- |
| **APPLICATION DATE** |  |
| **SIGNATURE** |  |