

Indirect sponsoring of the participation to scientific meetings

JOINT INTRODUCTION OF A VISA APPLICATION

A. INTRODUCTION

More and more pharmaceutical or medical devices companies (hereinafter referred to as "companies") are sponsoring the participation of healthcare professionals in scientific events not directly, but through healthcare organisations (hospitals, scientific associations). This is commonly referred to as "indirect sponsorship" of scientific events (or sometimes "educational grant").

This new form of sponsorship is a *choice* made by the companies concerned and is by no means a legal obligation. Many companies continue to sponsor healthcare professionals *directly*, without going through an intermediary (organization of the healthcare sector).

The objective of this communication is to remind that the visa requirement under Article 10 of the Law of 25 March 1964 on medicinal products applies in an undifferentiated way to direct sponsorship and indirect sponsorship of the participation of healthcare professionals to scientific events (taking place over several consecutive calendar days, including hospitality) (see point B below). If the company sponsors through an intermediary, the introduction of the visa application will nevertheless need to be adapted (see point C below).

B. WORKING OF INDIRECT SPONSORING

Companies that have decided from now on to sponsor participation in scientific events through indirect sponsorship, generally work as follows:

1. The healthcare organisation prepares the educational project:
 - it determines which scientific event(s) will be sponsored
 - it documents the expenses that will be covered by the sponsoring: registration's fee for the scientific event, transport costs, overnight stays
 - it chooses how many and which healthcare professionals will benefit from sponsorship
2. The healthcare organisation proposes the educational project to the pharmaceutical or medical devices company. The two parties sign a contract describing the educational project and the costs that the sponsorship is intended to cover.
3. if the sponsorship concerns a scientific event that takes place over several consecutive calendar days (including hospitality), **Mdeon's prior visa is legally mandatory**.

The visa application is then introduced:

- **by the company itself** (as the names of the invited healthcare professionals do not have to be mentioned in the visa application). The healthcare organisation will however have to provide the company with the necessary information to introduce the file;

- *or jointly* by the healthcare organisation and the company: the healthcare organisation completes the visa application and appends the necessary annexes and then sends the application to the company who checks it, pays it and introduces it (see Guidelines below)
- 4. once Mdeon's prior approval has been obtained, the company can pay the funds to the healthcare organisation, which can then make the various reservations.

The purpose of point C below is to explain HOW to apply for a visa jointly. It is indeed legally important that the application be submitted *at the name of the sponsoring company*, not at the name of the healthcare organisation. The contact details of the latter must be mentioned in the visa application itself, under the heading "A.1.b. Organization or external person who completes the visa application on behalf of the company".

C. GUIDELINES FOR THE JOINT INTRODUCTION OF A VISA APPLICATION

1. The healthcare organisation creates an account at the name of the company on www.mdeon.be

- ✓ click on "Register here" on the homepage of the site
- ✓ choose the option "*I am: a third party authorized by a company from the pharmaceutical or medical device sector to make a visa application in their name and on their behalf*"
- ✓ complete the contact details *of the sponsoring company*
- ✓ the contact person is the healthcare organisation that will complement the request
- ✓ the details of the healthcare organisation are to be mentioned in the visa application itself, under the heading "A.1.b. Organization or external person completing the visa application on behalf of the company"

2. **IMPORTANT!** The healthcare organisation activates the system which makes it possible to send the visa application jointly

- ✓ connect to the website
- ✓ click on "My Account"
- ✓ in the box "Person responsible for sending visa applications", complete the e-mail address of the company that intends to sponsor.

The joint introduction system is thus automatically activated. Consequently, when the healthcare organisation will click on the "send" button at the end of the visa application form, this will send the visa application to the sponsoring company and not directly to Mdeon.

3. The healthcare organisation creates and completes a V1 visa application

- ✓ to create a V1 visa application, the healthcare organisation connects to the site with its email and password
- ✓ then click on "New application" under the heading "Visa application V1 - Sponsorship of participants at a scientific event"
- ✓ complete the online application and add the necessary annexes
- ✓ contact details of the healthcare organisation should be mentioned under the heading "A.1.b. Organization or external person who completes the visa application on behalf of the company" and under A.1.c. for the email address
- ✓ if the application is not fully completed, the red text at the end of the form indicates which part is still to be completed. The "send" button will not appear until the request is fully completed.

4. The healthcare organisation sends the draft visa application to the sponsoring company

At the end of the visa application form, the healthcare organisation presses the "send" button. In doing so, the draft visa application is sent to the company that wishes to sponsor (the request is not yet sent to Mdeon).

The company receives an email (with a copy to the healthcare organisation) warning that a draft visa application is pending. She then clicks on the link included in this email, which gives her access to a web space in which the pending request is found. After logging in with a password, the company can view the current visa application and choose one of the following options:

- ✓ send the visa application to Mdeon, in which case both the company and the healthcare organisation will receive the acknowledgment of receipt of the application as well as the decision of the Visa office,
- ✓ return the draft proposal to the healthcare organisation for modification, explaining the points to be adapted,
- ✓ delete the proposed visa application, in which case both the company and the healthcare organisation will receive confirmation of the deletion of this project.

Important!

1) The email addresses we use to correspond with the healthcare organisation and with the company (both of which must receive all correspondence) are:

- ✓ *for the company*: the email address mentioned in the account created by the healthcare organisation (in the box 'person responsible for sending visa applications')
- ✓ *for the healthcare organisation*: the email address specified in section A.1.c. on the first page of the visa application form.

It is therefore *very important to complete these sections correctly*.

2) The keys **Ctrl + F5** (or only F5 for some PCs) allow to refresh the program and to empty the cache of your computer. If you are on a visa application form that has been modified but the changes do not appear, press Ctrl + F5 and the changes will appear.

In Pictures

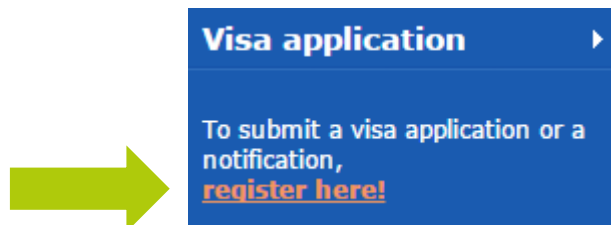
See the following pages.

JOINT INTRODUCTION OF A VISA APPLICATION

- In pictures -

1. The healthcare organisation creates an account at the name of the company on www.mdeon.be

- ✓ click on "Register here" on the homepage of the site



- ✓ choose the option "I am: a third party authorized by a company from the pharmaceutical or medical device sector to make a visa application in their name and on their behalf"

Registration

If you are visiting this site for the first time, please complete the data mentioned below to register. This only needs to be provided during your first visit. Your registration will be confirmed by e-mail.

Are you:

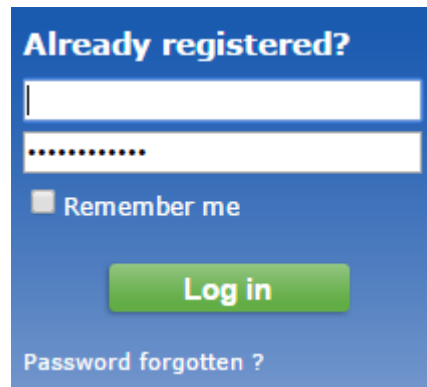
- A company from the pharmaceutical or medical device sector wishing to sponsor certain participants or the organisers of a scientific event
- A third party authorised by a company from the pharmaceutical or medical device sector to make a visa application in their name and on their behalf (e.g. subsidiary, parent company, CRO, service provider, etc.)
- An association of healthcare professionals (or a healthcare professional) acting as a scientific organiser of an event, wishing to make a group visa application
- A third party authorised by an association of healthcare professionals (or by a healthcare professional) to make a group visa application in their name and on their behalf (e.g. PCO, event organising company, etc.)

Next

- ✓ complete the contact details *of the sponsoring company*
- ✓ the contact person is the healthcare organisation that will complement the request.

2. IMPORTANT! The healthcare organisation activates the system which makes it possible to send the visa application jointly

- ✓ connect to the website



Already registered?

Remember me

Log in

[Password forgotten ?](#)

- ✓ click on "My Account"

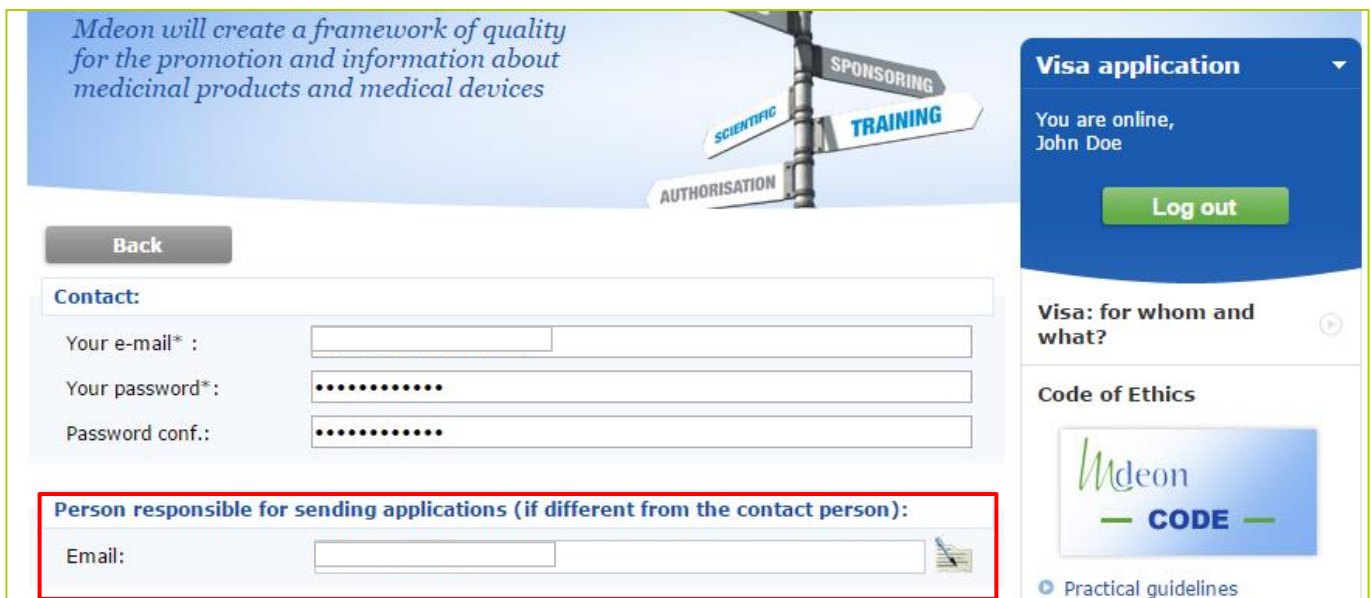


Historic **My Account**

Visa application V1 - sponsorship of participants at a scientific event

This form should be completed by every company wishing either to organize or support a scientific event aimed at healthcare professionals and which takes place during several calendar days, or to invite one or more healthcare professionals to take part in such an event.

- ✓ in the box "Person responsible for sending applications", complete the e-mail address of the company that intends to sponsor.



Mdeon will create a framework of quality for the promotion and information about medicinal products and medical devices

SPONSORING
SCIENTIFIC
TRAINING
AUTHORISATION

Back

Contact:

Your e-mail* :

Your password* :

Password conf.:

Person responsible for sending applications (if different from the contact person):

Email:

Visa application

You are online, John Doe

Log out

Visa: for whom and what?

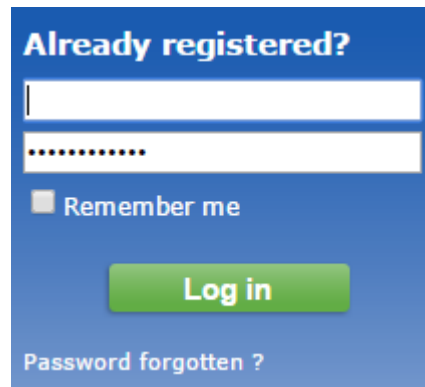
Code of Ethics

Mdeon
CODE

[Practical guidelines](#)

3. The healthcare organisation creates and completes a V1 visa application

- ✓ to create a V1 visa application, the healthcare organisation connects to the site with its email and password



Already registered?

Remember me

Log in

[Password forgotten ?](#)

- ✓ click then on "New application" under the heading "Visa application V1 - Sponsorship of participants at a scientific event"



Historic My Account

Visa application V1 - sponsorship of participants at a scientific event

This form should be completed by every company wishing either to organize or support a scientific event aimed at healthcare professionals and which takes place during several calendar years, or to invite one or more healthcare professionals to take part in such an event.

Refresh the list **New application**

- ✓ complete the online application and add the necessary annexes
- ✓ contact details of the healthcare organisation should be mentioned under the heading "A.1.b. Organization or external person who completes the visa application on behalf of the company" and under A.1.c. for the email address
- ✓ if the application is not fully completed, the red text at the end of the form indicates which part is still to be completed. The "send" button will not appear until the request is fully completed.

4. The healthcare organisation sends the visa application to the sponsoring company

- ✓ The healthcare organisation sends the visa application to the company and receives the following email:

Mdeon - Draft visa application - Dossier V1/11/07/07/036295

secretariat@mdeon.be

Het bericht is verzonden met urgentie Hoog.

Aan: Secretariaat

Bijlagen:  visa_01.pdf (47 kB)

Dear Sir or Madam,

Your draft visa application has been sent to [redacted], who is mentioned as being the person responsible for sending visa applications in your company.

This person can decide to send the visa application to Mdeon, return the draft to you for amendments or, finally, withdraw it.

You will be informed by e-mail of the decision made by the person responsible for sending visa applications with regard to your draft visa application.

Yours faithfully,

Mdeon



Mdeon asbl
64, Avenue du Roi Albert 1er - 1780 WEMMEL
info@mdeon.be

- ✓ The company receives an email warning that a request is pending:


Mdeon - Draft visa application - Dossier V1/11/07/07/036289

[redacted]

Het bericht is verzonden met urgentie Hoog.

Klik hier om afbeeldingen te downloaden. Om uw privacy te beschermen, zijn enkele afbeeldingen in dit bericht niet automatisch gedownload.

Aan: [redacted]

Bijlagen:  visa_01.pdf (65 kB)

Dear Sir or Madam,

One of the people preparing visa applications for submission to Mdeon has sent you a draft visa application with the dossier number V1/11/07/07/036289.

You can decide:

- to send the visa application to Mdeon, in which case both you and the person who sent you the draft visa application will receive an acknowledgement of receipt of the application and the decision by the Visa Office;
- to return the draft application to the person who sent it for them to amend it, explaining the points which need to be amended;
- to withdraw the draft visa application, in which case both you and the person who sent you the draft visa application will receive confirmation that this draft has been withdrawn.

Click on the following link to display and process the draft visa application which has been sent to you:
http://extranet.mdeon.be/uk/manager_login.awp (password: [redacted]3).

Yours faithfully,





Mdeon

- ✓ The company connects to its web space to check and send the request:

Internet Explorer

st.mdeon.be/uk/Manager.awp

deontologiq... Manager

List of applications which have not yet been processed		Date
V1/11/07/07/036289	Compliance System Mdeon	07/07/11
<p> Visa application</p> <p> http://www.mdeon.be</p> <ul style="list-style-type: none"> - Send the visa application to Mdeon  - Return the draft application to the person who sent it to amend it <p>Remarks about the application: <input type="text"/></p> <ul style="list-style-type: none"> - Withdraw the draft visa application  		

- ✓ Once the file has been sent, both the healthcare organisation and the company will receive corresponding correspondence (acknowledgment of receipt and decision).

* * *