

## CHECKLIST FOR THE COMPLETION OF A VISA APPLICATION V1

PART A – GENERAL INFORMATION			
	CHECKLIST	FAQ	TIPS
A.1.a	<b>Applicant company</b>		Did you mention here the data of the sponsoring pharmaceutical or medical device company? Do not mention here the data of, for example, the hospital or the PCO who actually completes (prepares) the application (see section A.1.b).
A.1.b	<b>External person who completes the visa application on behalf of the company</b>		Only to be filled in if the completion of the visa application is done by a third party (e.g. hospital, CRO, PCO).
A.3	<b>Title and organizer of the scientific event</b>		Did you check the right box (organized by healthcare professionals or by a pharmaceutical or medical device company)? This is important because the rest of the visa form (part B) adapts to your choice (e.g. regarding the annexes/documents to be added).
A.5	<b>Dates and times of arrival, departure and scientific event</b>		Is this section fully and correctly completed? No contradiction with the annexes?
A.6	<b>(Belgian) healthcare professionals who will be invited/sponsored</b>		<ul style="list-style-type: none"> <li>- Did you fill in the right quality (participant or consultant)?</li> <li>- In case of a consultant:               <ul style="list-style-type: none"> <li>- Did you explain why it concerns a consultant? Documents added confirming this quality (e.g. invitation for a slide rehearsal, name on the program)?</li> <li>- If it concerns a speaker, chairman or moderator during a congress: did you demonstrate this (e.g. title presentation, date, time, link website)?</li> </ul> </li> </ul>
A.7.1	<b>Period of introduction</b>	13.1  13.2	Did you check the right box?  General rule: no later than 15 working days before the start of the scientific event - Exception: 6 working days Note: it concerns <i>working days</i> , no <i>calendar days</i>

A.7.2	<b>First introduction or resubmission ?</b>		<p>If it concerns a resubmission:</p> <ul style="list-style-type: none"> <li>- Did you mention the file number of the previous decision ?</li> <li>- If it concerns a resubmission after an approval: did you explain why the application is resubmitted (substantial modification: click <a href="#">here</a> for more information)?</li> </ul>
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PART B – DETAILED INFORMATION			
	CHECKLIST	FAQ	TIPS
B.2	<b>Scientific program</b>	4 + 5	
	Scientific nature		Did you clearly explain the <u>scientific</u> added value for the participating/sponsored healthcare professional?
	Investigator meetings	4.4	<ul style="list-style-type: none"> <li>- Did you explain what the study or test is about (with respect for the company's Intellectual Property) (e.g. in section B.8) (e.g. short description of the study protocol)?</li> <li>- Did you explain the abbreviations mentioned on the program?</li> </ul>
	Factory visits	5.2	Not allowed (except for two strict exceptions).
B.4	<b>Hospitality</b>		<ul style="list-style-type: none"> <li>- Did you mention the price per invited person?</li> <li>- Did you mention the correct numbers and data?</li> <li>- Did you mention the price in euro?</li> </ul>
	Registration fee		<ul style="list-style-type: none"> <li>- Did you mention the price in euro? Is this price confirmed by annexes?</li> <li>- If the entire price is not sponsored, explain why in section B.8 (e.g. because a social activity or an annual subscription is included)?</li> <li>- If meal(s) and / or overnight stay(s) are already included in the registration fee: do not mention this again nor subdivide this in section B.4.</li> </ul>
	Flight	12.2	<ul style="list-style-type: none"> <li>- In case of extension of stay: if non-accessory extension: only partial sponsoring is possible (justify this in section B.8).</li> <li>- Did you mention the price in euro?</li> <li>- Give the exact amount, no rounded price! There is already a margin of 50%: only if the cost of the transport increases by at least 50%, a new visa application must be submitted (substantial change).</li> </ul>

	Travel by car		<ul style="list-style-type: none"> <li>- Did you mention the mileage allowance and the distance travelled? (also possible in section B.5 or B.8).</li> <li>- Toll is already included in the mileage allowance, so this cannot be offered separately.</li> </ul>
	Meals	<p>8.2</p> <p>11.1</p> <p>8.1</p>	<ul style="list-style-type: none"> <li>- May only be offered just before, during or just after a scientific activity: <ul style="list-style-type: none"> <li>- Dinner evening before: only if the scientific event starts the next day before 10 AM;</li> <li>- Lunch: only if the scientific event starts before 2.30PM;</li> <li>- No dinner in case of arrival on location after 10PM;</li> <li>- No meal on the go nor in the airport / railway station.</li> </ul> </li> <li>- Did you respect the maximum amounts? A more expensive meal is allowed if the sponsored healthcare professional pays the difference himself (if he consents of course).</li> </ul>
	Overnight stays	8.1	<ul style="list-style-type: none"> <li>- In case of a scientific event in Belgium starting in the morning: overnight stay needed the night before or after? Always motivate why in section B.8 (e.g. long distances) !</li> <li>- Overnight stay after the scientific event: <ul style="list-style-type: none"> <li>- Only possible if the participant or consultant cannot reasonably get home before midnight (motivate!). Note: a dinner after a scientific event may not be a reason for an extra overnight stay.</li> <li>- If the participant or consultant opts for a late flight back (instead of an overnight stay), an additional overnight stay ("late check out") can only be offered if it concerns a flight that departs after 2AM.</li> </ul> </li> </ul>
	Transfer costs abroad	10.1	<ul style="list-style-type: none"> <li>- Did you mention which means of transport (bus, taxi, train, metro)?</li> <li>- Where appropriated, did you give some information regarding the distance?</li> </ul>
	Transfer costs in Belgium (only by train for participants / taxi or mileage allowance for consultants)	10.1	<ul style="list-style-type: none"> <li>- Did you clarify the price?</li> <li>- In case of several healthcare professionals: will the taxi be shared?</li> <li>- Please note that you should always mention in section B.4 the price <u>per person</u> (e.g. not the total price for the whole bus or the shared taxi).</li> </ul> <p><i>You can always give more explanations in section B.5 or B.8.</i></p>
<b>B.5</b>	<b>Detailed description of travel</b>		
	Fully and correctly completed?		<p>Please read the visa application carefully before submitting!</p> <p>Grey boxes in B.5. can be modified via section A.5.</p>

	Flex tickets	10.1	Did you add 1) a motivation why, as well as 2) a statement that the flex character will not be used to prolong the stay?  <i>! these are <u>two cumulative</u> conditions</i>
<b>B.8</b>	<b>Additional information</b>	10.3	Mention here all additional information which can be useful for the treatment of your application, e.g. <ul style="list-style-type: none"> <li>- Are the healthcare professionals not leaving from or returning to Belgium? This is only allowed for professional reasons: motivate and demonstrate this.</li> <li>- Are there different healthcare professionals leaving and / or returning at a different time? In that case, explain for each person clearly <ul style="list-style-type: none"> <li>- when exactly,</li> <li>- what the impact is on the offered hospitality (number of dinners, lunches, overnight stays),</li> <li>- which annex (B.5) of the flight relates to whom.</li> </ul> </li> </ul>

PART C – ANNEXES			
	CHECKLIST	FAQ	TIPS
	Did you <b>add all required annexes</b> ?	10.3 13.3	<ul style="list-style-type: none"> <li>- scientific program,</li> <li>- justificatif of the flight, and / or</li> <li>- justificatif of what is included in the registration fee</li> </ul>
<b>C.1</b>	<b>Scientific program</b>		In general: see also higher section B.2.
	Detailed	4.1	<ul style="list-style-type: none"> <li>- In terms of content? <i>Explain jargon and abbreviations! (also possible in section B.8 of the visa application)</i></li> <li>- In terms of timetable?</li> <li>- Tip: always add -if available- the link of the website of the scientific event (e.g. in section B.8).</li> </ul>
	Language		In a language that can be understood by the Visa Office? (DU – FR – EN – GE)
	Preliminary	4.3	<ul style="list-style-type: none"> <li>- Possible provided three cumulative conditions.</li> <li>- It is advisable to always mention the link of the congress in section B.8 of the visa application (for the latest updates).</li> </ul>

	Justificatif	4.1	<ul style="list-style-type: none"> <li>- Is the date of the event mentioned on the program ?</li> <li>- Is the origin visible ?</li> </ul>
C.5	<b>Justificatif registration fee</b>		
	<p>Regarding a scientific event organized by <b>healthcare professionals</b>: did you add a justificatif of its cost and of what is included in the registration fee?</p> <ul style="list-style-type: none"> <li>- print screen website, or</li> <li>- sworn statement</li> </ul>	<p>9.4</p> <ul style="list-style-type: none"> <li>- If print screen: <ul style="list-style-type: none"> <li>- is everything sufficiently explicit?</li> <li>- is all the necessary information mentioned on one and the same document?</li> <li>- is the origin visible?</li> </ul> </li> <li>- If sworn statement: <ul style="list-style-type: none"> <li>- completed by the congress organizer?</li> <li>- authentic handwritten signature?</li> <li>- stamp of the organizer or printed on the stationery of the organizer?</li> </ul> </li> </ul> <p><i>!! no combination of documents, no e-mail, no invoice, no modifiable word documents</i></p> <p>9.3</p> <p>9.2</p> <ul style="list-style-type: none"> <li>- Double use of offered hospitality?</li> <li>- Social activity included?</li> <li>- Other benefits included?</li> </ul>	
	<p>Regarding a scientific event organized by <b>a pharmaceutical or medical device company</b>: did you detail all offered hospitality (lunches, dinners, overnight stays, transfers, etc.)?</p>	9.4	This must all be budgeted separately in section B.4 of the visa application (lunch, dinner, overnight stay, break).
C.6	<b>Justificatif flight</b>	10.3	<ul style="list-style-type: none"> <li>- If print screen: <ul style="list-style-type: none"> <li>- is everything sufficiently explicit: cost/clear class/dates/hours?</li> <li>- is all the necessary information mentioned on one and the same document?</li> <li>- origin visible?</li> </ul> </li> <li>- If sworn statement: <ul style="list-style-type: none"> <li>- completed by the travel agency?</li> <li>- authentic handwritten signature?</li> <li>- stamp of the travel agency or printed on the stationery of the travel agency?</li> </ul> </li> </ul> <p><i>!! no combination of documents, no e-mail, no invoice, no modifiable word documents</i></p> <ul style="list-style-type: none"> <li>- Prices in a foreign currency will need to be converted into euro in the visa application.</li> </ul>