

## CHECKLIST FOR COMPLETING A VISA APPLICATION V2

### PRELIMINARY

#### When should a V2 visa application be submitted and what should be done with the obtained visa number?

Situation in which one or several companies sponsors the organiser of a scientific event by for example covering the costs of flyers, badges, etc.:  
In that case it is up to the scientific organiser of the event to submit the visa application, featuring all the event sponsors.

The visa number provided then has to be mentioned in any correspondence with the sponsors who have to be able to verify whether their sponsoring is consistent with the relevant legislation and ethical codes. The sponsors are indeed co-responsible with the organizers with regard to the respect of the visa obligation. The visa has to be obtained before any funding is made available to the organizer.

A company inviting a number of participants at the same time has to submit a visa application separate from the collective visa application made for sponsoring the organiser.

#### What is a substantial modification and when do you need to submit a new (additional) V2 visa application?

If you have received a visa number, you have to submit a new visa application if your project of sponsorship undergoes a *substantial modification* between the moment of submitting the visa application and the beginning of the scientific event (art. 22.1 of the Code of Ethics). In this case a new visa application may be submitted **at the latest the 6th working day prior to the day the event starts** (art. 17.4 of the Code of Ethics). In general is considered as *substantial* every modification of which we can reasonably presume that the Visa office should take it into consideration in order to take a decision with full knowledge of the case.

Here are a few examples a substantial modifications, not limitative:

- substantial modification of the budget:
  - additional sponsor(s)\*
  - extra costs in the budget (e.g. addition of a social activity
  - etc.
- alteration of the scientific program
- alteration of the location of the event
- the dates of the scientific event alter and this altering has an impact on the sponsoring.

*\* The grouped visa number obtained by the organizer covers only the companies mentioned in the visa application and afterwards in the decision. If one or more sponsors present themselves later their sponsorship will have to be subject to a new visa application (substantial modification). This application can be submitted by the organizer as well as by the company itself. In this last situation, the file number of the organizer has to be mentioned in the visa application in order to allow the Visa Office to link the different applications.*

**SECTION A – GENERAL INFORMATION**

	CHECKLIST	FAQ	TIPS
<b>A.1</b>	<b>Applicant</b>		<p>Depending on who is submitting the V2 application, it must contain the details of:</p> <ul style="list-style-type: none"> <li>- The <u>scientific organizer</u>: In this case, the organizer must include a list of the identity of each company and the amount sponsored by the company. In addition, the scientific program, the declaration and a detailed budget must be added (see below);</li> <li>- The <u>logistic organizer</u>: In this case, the organizer must include a list of the identity of each company and the amount sponsored by the company. In addition, the scientific program, the declaration of the scientific organizer and a detailed budget must be added (see below);</li> <li>- <u>One of the companies which are sponsoring the scientific event</u>: In this case, the company must refer to the visa number already obtained by the scientific organizer. In addition, the scientific program should be added. A detailed budget and a declaration from the scientific organizer (see below) is not necessary in this case.</li> </ul> <p>In addition, it must be indicated whether or not the file has already been treated by the Visa Office. This is important and allows the Visa Office to check which submission deadline must be respected (15 working days (for a first submission) or 6 working days (for a resubmission)).</p> <p>Finally, a choice of language must be made (DU or FR). This choice is important for further communication with the submitter. Depending on the choice (Dutch or French), further communication (e-mails and decision) will take place in Dutch or French.</p>
<b>A.3</b>	<b>Title and organizer of the scientific event</b>		<p>Here, in addition to the name of the scientific event (title), also the name of the scientific organizer (not of the logistic organizer) must be mentioned. If it is not clear who the scientific organizer is, please check the scientific program and / or the invitations sent by the scientific organizer.</p>
<b>A.4</b>	<b>Location of the scientific event</b>		<p>The country, city and place (conference center, hospital, hotel, etc.) must be filled in.</p>
<b>A.5</b>	<b>Dates and times of the scientific event</b>		<p>Has this section been filled in completely and correctly? No contradiction with annexes?</p>
<b>A.6</b>	<b>Information about the participants</b>		<p>Are the correct specializations / professions filled in here? Estimated number?</p>

SECTION B – DETAILED INFORMATION			
	CHECKLIST	FAQ	TIPS
B.1.	<b>Type of event</b>		Here it must be indicated what kind of scientific manifestation is involved (for example: national manifestation, life surgery, ...). The option "virtual" is not (yet) available: mention this in section B.2.2.
B.2	<b>Scientific program</b>	4 + 5	The general rules apply.
	Scientific nature		<ul style="list-style-type: none"> <li>Clearly describe the <u>scientific</u> added value for the participants.</li> <li>If it concerns a virtual meeting, mention it here (B.2.2).</li> </ul>
B.3	<b>Detailed budget</b>	6.4	<p>Make sure that the budget contains at least two columns: income and costs. An example can be found by clicking on the following link:  <a href="https://www.mdeon.be/wp-content/uploads/2017/01/model-detailed-budget_ENG.pdf">https://www.mdeon.be/wp-content/uploads/2017/01/model-detailed-budget_ENG.pdf</a></p> <p>If the only source of income is coming from companies (industry) and the entire amount will be used by the organizers to cover all the costs, then the cost of the offered hospitality (lunch, dinner, lodging, etc.) must respect the maximum amounts (40, 80 and 250 euro) and no social nor cultural activity can be foreseen.</p> <p>If the above-mentioned maximum amounts are exceeded or if social activities are offered, the budget must show that this is financed with own funds or with registration fees of the participants.</p>
	Income: Registration fee participants		The total amount paid by the participants in the scientific event must be indicated here. This amount must correspond with the amount indicated in the corresponding section in the attached budget.
	Income: Sponsoring from pharmaceutical or medical devices companies		The total amount obtained as sponsorship from pharmaceutical or medical device companies must be mentioned here. This amount must correspond with the amount indicated in the corresponding section in the attached budget.
	Income: Other (own capital, sponsorship from non-medical companies, subsidies, etc.)		The total amount must be stated here that relates to own funds, sponsorship of non-medical companies, subsidies, and so on. This amount must correspond with the amount stated in the corresponding section in the attached budget.

	Costs		The column with costs must list the total expenditure of the meeting, detailed by cost section and the corresponding amounts. This amount must correspond with the amount stated in the corresponding section in the attached budget.
	Result		The result should be included here (income minus costs). The budget must not be positive, negative or balanced. This amount must correspond with the amount stated in the corresponding section in the attached budget.
B.4	<b>Amounts which will be paid to the organizer</b>		<p>There are two options:</p> <p><b>Option a:</b> The visa application is submitted by scientific or logistical organizer of the event. In this case, in this section should be indicated the amount for which each company will contribute to the costs of the organization. This amount must correspond to the amount indicated in the corresponding section in the attached budget. Once the visa number has been obtained, it must be communicated to all the companies listed here.</p> <p><b>Option b:</b> The visa application is submitted by one of the companies sponsoring the organizer of the event. The company must fill in the amount that it transfers to the organizer. In this case, a detailed budget must not be attached.</p>
B.5	<b>Allocation of the sponsored amounts</b>		<p>There are two options:</p> <p><b>Option a:</b> Either the visa application is submitted by the scientific organizer: in that case it is sufficient to tick the boxes in section B.5 a) of the visa application;</p> <p><b>Option b:</b> Either the visa application is not submitted by the scientific organizer, but by the logistics organizer: in that case it is mandatory to attach a signed statement from the scientific organizer to the file stating that (i) he undertakes to send to the Mdeon Secretariat by e-mail within the three months following the scientific event, the amount and the allotment of the closed account's result. (ii) the sponsored amounts will only be allocated to finance the actual scientific activities or forms of hospitality which are permissible under Article 5.2 of the Code (iii) any advantage realized will be allocated in accordance with Article 10 of the law of 25 March 1964 on medicinal products.</p>

SECTION C – ANNEXES			
	CHECKLIST	FAQ	TIPS
	Did you <b>add all required annexes</b> ?		<ul style="list-style-type: none"> <li>- Scientific program,</li> <li>- Declaration of the scientific organizer,</li> <li>- Detailed budget.</li> </ul>
<b>C.1</b>	<b>Scientific program</b>		General rules apply - 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.2 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</li> </ul>
	Language		In a language that can be understood by the Visa Office? (DU – FR – EN – GE).