

MEMBER'S APPLICATION

APPLICATION TO KEFEA SEEKING APPROVAL FOR HOLDING AN EVENT OR PARTICIPATING IN AN EVENT IN A FIVE STAR HOTEL



Cyprus Association of
Research and Development
Pharmaceutical Companies

Kindly note that KEFEA's examination of this application will be made on the basis of the following criteria which are included in Regulations Governing the Operations of the Compliance Committee:

- i that adequate proof was submitted by the Member to show that the four star and/or three star hotels in the district where the Event will take place had been contacted and there was no availability or even if there was availability the hotels did not have the facilities to accommodate the size of the Event.
- ii the number of people to be invited to the Event.

SECTION A – To be completed by all Members

1. Date of application:	
2. Are you applying for approval as an organizer of an Event or as a participant:	
3. Name of five star hotel for which approval is sought:	
4. Town in which the five star hotel is situated:	
5. Date of the scheduled Event:	
6. Number of people expected to attend:	
7. Are there any four and/or three star hotels in the same town and which:	

If you are applying for approval as an Organizer of an Event please complete SECTION B

SECTION B - To be completed by MEMBERS who are organizing an Event

8. Has contact been made for holding the Event in any of the hotels mentioned under 7 and which:

Please provide supporting evidence showing that contact was made, for example correspondence exchanged with the hotels, notes from tel. conversations with hotel staff stating date, tel. number and name of person contacted).

9. Have there been any four and/or three star hotels which have not been contacted, which and why:

10. Provide reasons why a four and/or three star hotel that was contacted was not chosen for the event and instead the five star hotel was chosen:

Please provide evidence to support the reasons you have given above (for example correspondence exchanged with the hotels)

SECTION C- To be completed by MEMBERS who are participating in an Event

11. Describe the way in which you intent to participate in the Event (for example paying for accommodation/ meals/by stand/by sponsoring a satellite symposium, by sponsoring registration etc):

12. State the reasons why was a hotel from those mentioned under 7 not chosen by (a) the organizers of the Event and (b) by you as participants in case that you intend to offer accommodation or meals:

Please provide supporting evidence showing that contact was made (for example correspondence exchanged with the organizers, the hotels, notes from tel. conversations with organizers, hotel staff stating date , tel. number and name of person contacted).

13. State whether there are any four and/or three star hotels which have not been contacted by (a) the organizers of the Event and (b) by you as participants in case that you intend to offer accommodation or meals, which and why:

14. Provide reasons why a four and/or three star hotel that was contacted by (a) the organizers of the Event and (b) by you as participants in case you intend to offer accommodation or meals, was not chosen for the Event and instead the five star hotel was chosen:

Please provide evidence to support the reasons you have given above (for example correspondence exchanged with the hotels, organizers, notes from tel. conversations with organizers, hotel staff stating date, tel. number and name of person contacted).

SECTION D – To be completed by all Members

We hereby state that the above mentioned information is true and correct and kindly request the Board of Directors of KEFEA (the Board) to consider our application.

We further declare that we understand that it is upon the entire discretion of the Board, after assessing this application to approve or decline it and such decision will be considered final and will be accepted by us.

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Applicant