

Health Care Organizations (HCO) or Congress Organisers (CO) Application Form



APPLICATION BY A H.C.O. or C.O. FILED WITH KEFEA SEEKING A RECOMMENDATION FOR HOLDING AN EVENT IN A FIVE STAR HOTEL IN WHICH KEFEA MEMBERS & EFPIA MEMBER COMPANIES WILL BE INVITED TO PARTICIPATE

Important notes:

Kindly note that KEFEA's examination of this application will be made on the basis of the following criteria:

- (i) adequate proof submit by the Medical Society to prove that the four star and/or three star hotels in the district where the event will take place were 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

Also note that a ruling by KEFEA for non-approval of this application is effective only towards the Members of KEFEA **and EFPIA member companies** who wish to participate in the Event and not towards the Health Care Organization or the Congress Organizer who is the Organiser and can still go ahead with the holding of the Event without the participation of the Members of KEFEA **and EFPIA**.

SECTION A

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| 1. Date of application: | |
| 2. Name of five star hotel for which approval is sought: | |
| 3. Town in which the five star hotel is situated: | |
| 4. Date of the scheduled Event: | |
| 5. Number of people expected to attend: | |

SECTION B

6. Are there any four and/or three star hotels in the same town and which:

7. Has contact been made for holding the Event in any of the hotels mentioned under 6 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).

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

9. 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)

10. Describe the way in which you intend to invite KEFEA Members to participate in the Event (for example would the Member be paying for accommodation/ meals/by stand/by sponsoring a satellite symposium, by sponsoring registration etc):

DECLARATION

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 and provide us with a ruling.

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.

We further declare that we understand that the above mentioned decision will be effective towards the Members of KEFEA **and EFPIA members**, not towards us and we can still go ahead with the holding of the Event without the their participation.

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Applicant