

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 5-STAR HOTEL IN WHICH KEFEA MEMBERS & EFPIA MEMBER COMPANIES WILL BE INVITED TO PARTICIPATE

Important notes:

KEFEA is committed to benefiting patients by operating in a professional, ethical and transparent manner to ensure the appropriate use of medicines and support the provision of high quality healthcare. KEFEA has implemented a code of conduct to set the standards for various activities undertaken by its members as a mean of ensuring that the latter operate in a responsible, ethical and professional manner.

The process described below follows the principles stated in the KEFEA Code of Conduct with regards to the organization or funding of scientific / professional meetings and other events. Such events must take place in “*proper establishments*” which contribute to the main purpose of the meeting. As per KEFEA, “*proper establishments*” exclude extravagant sites, namely 5-star hotels.

The below describes the process and the criteria for seeking a recommendation from KEFEA for holding an event in a 5-star hotel:

Criteria:

- (i) adequate proof submitted by the Medical Society to prove that the 4-star and/or 3-star hotels in the district where the event will take place were contacted and:
 - a. there was no availability, or
 - b. the hotels did not have the facilities (size of the conference room, availability of parallel rooms, exhibition area, and audio-visual equipment) to accommodate the size of the Event.
- (ii) adequate proof submitted by the Medical Society that the number of people anticipated to attend the event cannot be accommodated in 4/3-star hotels in the specific district where the event will take place.

The current application should be submitted **at least six (6) months** prior to the date of 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**.

Finally, please note that the process cannot be applied for events taking place in the months of July and August where the meeting venue selected is located adjacent to the sea front.

SECTION A

1. Date of application:	
2. Name of 5-star hotel for which approval is sought:	
3. Town in which the 5-star hotel is situated:	
4. Date of the scheduled Event:	
5. Number of people expected to attend*:	
6. Number of people who participated during the last congress:	

*Kindly note that following the completion of the event you will be asked to provide KEFEA the actual number of participants to the event.

SECTION B

7. Are there any 4 and/or 3-star hotels in the same town and which:

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

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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 4 and/or 3-star hotels which have not been contacted, which and why:

10. Provide reasons why a 4 and/or 3-star hotel that was contacted was not chosen for the Event and instead the 5-star hotel was chosen:

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

11. 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