

APPLICATION TO KEFEA SEEKING AN EXEMPTION FOR HOLDING AN EVENT OR PARTICIPATING IN AN EVENT IN A 5* HOTEL

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 Practice](#) to set the standards for various activities undertaken by its members and ensure that they 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 organisation or funding of scientific / professional meetings and other events. Such events must take place in “appropriate” locations and venues that are conducive to the main purpose of the Event, avoiding those that are “renowned” for their entertainment facilities or are “extravagant”.

A 4* hotel is taken to be included in the definition of a “appropriate” establishment, whereas hotels with 5* or more are prima facie excluded from such definition and are considered to be “renowned” or “extravagant”.

The below describes the process and the criteria for seeking an exemption from KEFEA for holding an event in a 5* hotel.

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

- (a) Adequate proof submitted by the applicant to prove that the 4-star and/or 3-star hotels in the district where the event will take place were contacted and:
 - (i) there was no availability, or
 - (ii) 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.
- (b) Adequate proof submitted by the applicant that the number of people anticipated to attend the event cannot be accommodated in 4* or 3* hotels in the specific district where the event will take place.

This application should be submitted at least six (6) months prior to the date of the event.

Finally, please note that the applications for exemptions will not be approved 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 – To be completed by all applicants

1. Date of application:	
2. Title of event:	
3. Organiser of event:	
4. Name of 5* hotel for which approval is sought:	
4. City in which the 5* hotel is situated:	
5. Date of the scheduled event:	
6. Number of people expected to attend**:	
7. List of 4* and 3* hotels in the city of the event:	

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

SECTION B

8. Has contact been made for holding the event in any of the hotels mentioned under point 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, telephone number and name of person contacted.



Cyprus Association of
Research and Development
Pharmaceutical Companies

9. Have there been any 4* and/or 3* hotels which have not been contacted? If so, please list their names and explain why they were not contacted:

10. Please provide reasons why a 4* and/or 3* hotel that was contacted was not chosen for the event and the 5* hotel was chosen instead:

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

11. Please 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):



SECTION C – 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 to consider our application.

We further declare that we understand that:

- (a) 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; and
- (b) 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 their participation.

For and on behalf of the organiser:

..... (signature)

..... (name of signatory)

..... (title)

..... (name of organiser)

..... (stamp – if applicable)