

# Flow 0 - Offsite meeting

MINIMUM REQUIRED DOCUMENTATION
Invitation with agenda* (if applicable)
Slides and materials presented, approved in Comando (Comando number) (if applicable)
Signed sheet of attendees (for 1:1 offsite - HCP name is sufficient)
Invoice/receipt with specification/details (in case of any hospitality or room rental)

To be uploaded before the initiation of the event

To be uploaded after the event

\*To be updated after the event, if changes occurred