Flow 3 - Promotional meeting

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Invitation
Slides and materials presented approved in Comando (Comando number)
Detailed congress/event agenda* (final agenda showing speakers' names and slots)
Signed sheet of attendees
Invoice for hospitality if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Proof of payment (PO number if payment records are available on request in financial/accounting systems and match is possible)

To be uploaded before the initiation of the event

To be uploaded after the event

*To be updated after the event, if changes occured