

Flow 3 - Scientific exchange meeting

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Invitation with detailed agenda*
Approved slides/materials (Comando number)
Contracts (dated & signed) including Speaker brief and FMV rate calculation
Selection criteria
Speaker brief (if not part of the contract)
Sign-in sheet for all attendees
Invoices/proofs of payment/PO
If external Speaker, the below should also be provided
Evidence of Speaker performance
Invoice for Speaker's travel if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial / accounting systems and match is possible)
Invoice for Speaker's accommodation if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial / accounting systems and match is possible)
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 occurred