

# Flow 3 - Speaker training

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Invitation
Slides and materials presented approved in Comando (Comando number)
Contracts with Trainees related to the training and future events when they will speak (with FMV rate calculation if applicable)
Speaker contract with Speaker (with Speaker brief and FMV rate calculation)
Selection criteria for Speaker and Trainees
Detailed agenda* (final agenda showing speakers' names and slots)
Signed sheet of Trainees, Speakers and Ipsen participants
Minutes (if relevant)
Evidence of Speaker performance (e.g. photo, recording, HCP statement confirmed by Ipsen employee participating in that event)
Invoice for Speaker's and Trainee'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 and Trainee'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