

Flow 4 - Event with booth

(Medical, Promotional, Corporate, Disease Awareness)

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Detailed congress/event agenda*
Sponsorship offers (unless Ipsen acts proactively)
External certificate, if applicable (e.g. MDeon, e4ethics)
Written agreement: sponsorship contract signed between Ipsen and event organizer
Costs breakdown in case of any entertainment or other leisure activities in the agenda to prove that that is not covered by Ipsen
Materials shown at the booth approved upfront in Comando (Comando number)
Proof that congress/event took place (e.g. photo, press release, "thank you" letter)
Invoice from the third-party (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoices for booth building (if applicable) (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoices for hospitality on the booth (if applicable) (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Proof that benefits were received (e.g. photos from the booth, conference room with Ipsen poster, print screen from organizer/event website, scan of the agenda or invitation)
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