

Flow 4 - Satellite Symposia

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Invitation
Slides and materials presented approved in Comando (Comando number)
Speaker contract including Speaker brief and FMV rate calculation
Selection criteria for Speaker
Sponsorship offers (unless Ipsen acts proactively)
External certificate, if applicable (eg. MDeon, e4ethics)
Written agreement for satellite symposia or 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
Detailed congress/event agenda* (final agenda showing speakers' names and slots)
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)
Evidence of Speaker performance (e.g. photo, recording, HCP statement confirmed by Ipsen employee participating in that event)
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)
Proof that satellite symposia took place (eg. photo, press release, "thank you" letter)

☒ To be uploaded before the initiation of the event

☐ To be uploaded after the event

*To be updated after the event, if changes occurred