

Flow 4 - Sponsorship of HCP

MINIMUM REQUIRED DOCUMENTATION
The rationale & legitimate need
Congress/event agenda*
Request from HCP (unless Ipsen acts proactively)
External certificate, if applicable (e.g. MDeon, e4ethics)
Written agreement: sponsorship contract with HCP or invitation letter signed by Ipsen and HCP
Selection criteria for HCP (justification)
In case of partial sponsorship - detailed info from HCP who will cover other costs (registration fee must be covered by Ipsen unless no registration fee proven)
Proof of executed sponsorship (e.g. participation certificate from event organizer, photo, statement from Ipsen employee present on the event)
Proof of registration fee (that existed and paid by Ipsen)
Invoice for each sponsored HCPs accommodation (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoice for each sponsored HCPs travel (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)
Other invoices or receipts if agreed in the contract that will be reimbursed by Ipsen
Ipsen must monitor the participation of sponsored HCPs at events and meetings. If it is apparent that the HCP did not participate without an explanation, this must be recorded and Ipsen should consider not inviting the HCP again. The same applies in case that it is apparent that the HCP did travel but not participate in the scientific event or meeting.

- To be uploaded before the initiation of the event
- To be uploaded after the event

*To be updated after the event, if changes occurred