

The logo for Senli features a stylized 'S' icon on the left, composed of two overlapping curved shapes in a dark red color. To the right of the icon, the word 'senli' is written in a lowercase, sans-serif font. Below this, the word 'GUIDE' is written in a bold, uppercase, sans-serif font, colored in the same dark red as the icon.

# Senli GUIDE

## **on financial support and exhibitions**

NB! You can search in the guidance by pressing "Ctrl + F" and entering your key word.

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## 1. Introduction

This guide aims to provide information to hospitals, organizations and medical / professional societies as well as healthcare professionals who wish to apply for sponsorships from pharmaceutical companies in connection with organizing professional events aimed at healthcare professionals or participation in e.g., international professional events.

If you want to know more about the rules that have formed the basis of this guide, you can read more about this in ENLI's Promotion Code and the accompanying guide. The rules can be found on ENLI's website: [www.enli.dk/en](http://www.enli.dk/en) under "Rules" / "Promotion Code".

Please note that the instructions in this guide only apply to the pharmaceutical companies that have chosen to adhere to ENLI's rules. ENLI's set of rules is in some cases stricter than Danish legislation.

If you want to see which companies have joined ENLI, there is an updated list on the front page of [www.enli.dk/en](http://www.enli.dk/en).

## 2. Definition of support

Sponsorships can be given as financial support or in kind. The sponsorship may include a benefit in the form of the company having its name mentioned or being given the opportunity to represent the company.

Sponsorships can be granted to professional activities organized by a third party. Sponsorships can have different titles. However, it is the content of the sponsorship agreement that is crucial and not what the agreement is actually called.

Sponsorships can either be given to the *organizer* of the professional activity, for example medical societies and congress organizers, or to the *participation of individual healthcare professionals* in professional activities. Support for individual healthcare professionals can e.g., be payment for the healthcare professional's registration fee as well as flight and hotel stay in connection with a professional congress.

Sponsorships are different from donations. A donation will often be given to a hospital and can be given both as financial support and in kind. A donation to a hospital can e.g., be support for the development of databases, research projects, patient information leaflets, patient training programs, medical equipment, PhD projects or the like, for which the hospital / hospital department has applied for funding. Donations are not covered by this guide, but you can read more about donations in the Donation Code on ENLI's website.

Checklists in connection with applying for sponsorships can be found at the back of the guide, pages 15 and 16.

### 3. General comments

Requests for sponsorship must be made **in writing**, and a written contract should always be drawn up with the company in question when it commits to a sponsorship.

If a professional activity, e.g., an annual meeting of a medical society, is sponsored by one or more pharmaceutical companies, it must always be stated **in the invitation**, who is the organizer, what the purpose of the event is and whether there has been granted sponsorship from pharmaceutical companies to the event.

The revenue that the organizer receives from sponsors may only cover the actual, documented and reasonable direct expenses that are an integral part of the professional event. Examples of such costs can be fees for speakers, venue rent, catering in relation to the event in question, etc. Pharmaceutical companies may not sponsor activities where the cost of meals is the sole cost.

When applying for sponsorships, the organizer must provide an adequate budget for the current activity, so that any sponsors have the opportunity to assess whether the rules in ENLI's Promotion Code have been complied with. See an example of a budget on page 14 of this guide.

If the income from the sponsors provides a profit to the organizer and the organizer is an association/society of healthcare professionals, the **profit must be repaid** to the respective sponsors. This is due to the fact that general sponsorships may not be granted to individual healthcare professionals, cf. below.

In ENLI's assessment, it is reasonable in contracts for sponsorships that the sponsors request the organizer for **subsequent documentation**, e.g., in the form of a financial accounting after the event, where the income and expenses of the activity are accounted for.

Pharmaceutical companies must only commit to sponsoring an activity when they have sufficient information about the content and framework of the event in question. The pharmaceutical company that undertakes the sponsorship of a healthcare professional's participation in a professional event can therefore only notify ENLI when sufficient information is available about the activity in question.

The information about e.g., the hospitality (food / drink / hotel / transport) does not have to be the exact name, address and price of the hotel or flight price and departure time, but can be the framework for the representation, e.g., that the hotel is a maximum of 4 stars and less than DKK 1,500 per night, or flights are booked in economy class with arrival as close to the event start time as possible.

It is noted that the companies that are subject to ENLI's rules must notify all activities to ENLI. All companies are therefore required to submit a program, budget, etc. for each event they themselves organize or which they support in the form of a sponsorship to a third party.

## 4. Professionalism

The pharmaceutical industry can support professional activities organized by a third party if the main part of the program for the current event is professional.

The pharmaceutical companies cannot undertake to sponsor an event until the **professional program has a sufficient degree of detail** to enable the companies to ensure that the requirement, that the program is predominantly professional, is complied with.

It should thus be stated who the presenter is and what title / educational background he or she has. In addition, there should be a true and fair title on each program item, possibly supplemented with a further description of the content of the program item.

The activities that can be supported must have a specific health professional nature. This means that the content of the program must be professional presentations on diseases, disease areas, medicines, treatment methods, professional congresses or symposia. As a starting point, the event must have a continuing educational aim in relation to, for example, treatment methods, medicines and diseases / disease areas.

Sponsorships for courses that can also be offered to others than healthcare professionals, and where the content cannot be considered "professional" for healthcare professionals in accordance with ENLI's rules, are not permitted. Examples of such events that cannot be supported are courses in financial management, organizational development, management, operation of medical practices as well as IT courses, collaboration courses, coaching, just as no support can be provided for courses in comedy / entertainment, political contributions or courses in communication and teaching in learning to teach.

Pharmaceutical companies may well support an event that has elements that are not "specifically professional", if it is the professional presentations that are central to the event. An example could be an annual meeting dealing with an illness, where the day ends with a general assembly or other form of internal discussions.

Sponsorship of hospitals, organizations or (medical) societies' administrative and internal activities can in principle not be accepted according to the rules. Examples include training in non-health professional topics, planning meetings, staff parties, etc.

As far as **online meetings** are concerned, these will also be covered by the requirement for professionalism, etc. In addition, it will always depend on a specific assessment whether the content will be advertising. It will be important here whether it is the pharmaceutical company that selects specific submissions, or whether it is the entire third-party program that is given access to. In the case of live transmissions, these will in principle be equated with physical meetings. However, it will always be the company's responsibility to ensure that there is no material that may constitute illegal advertising of the company's medicines, including pre-launch and off-label. For further information about online meetings and live transmissions, please refer to the guide to ENLI's Promotion Code: [www.enli.dk/en/rules](http://www.enli.dk/en/rules).

It is generally permitted to have **relevant practical meeting equipment**, such as pens, paper pads or the like at professional symposia, conferences, congresses, etc. (both own and 3rd party events).

- For third party events, meeting articles must be completely without pharmaceutical company **branding** (no name or logo or corporate/product brand). Using a generic name is also covered by the prohibition against product branding. It is specified that hotel or congress names are not regarded as branding in this connection.
- For events that companies have organized themselves, meeting articles may have the corporate brand (company name and/or logo) but still without product brands (invented or generic names). Affixing the name of a therapeutic area is permitted (for example oncology, diabetes, cardiology, etc.).
- Ballpoint pens and paper pads supplied in conference bags/packs must not carry the corporate or product brand, and similarly the prohibition against supplying meeting items on exhibition stands is absolute.
- On condition that the above criteria are complied with, the following are examples of permitted relevant practical meeting items: Ballpoint pens, writing pads, conference packs or bags, key ring lanyards for key cards, etc.

## 5. Catering

The level of a reasonable hospitality (including catering) is always assessed in relation to the specific event. Thus, only for events with a minimum of two hours of professional content on the part of the pharmaceutical company can offers be made for dinner or similar offers for actual dining - coffee, tea, water, fruit, etc. is, however, exempt from the rule of a minimum of two hours of academic content.

If a sponsorship can cover all or part of the cost of catering, these **amounts must be specified** in an enclosed budget. See example on page 14. This is because the pharmaceutical companies are only allowed to support dining if the lunch does not exceed DKK 450 and the dinner does not exceed DKK 850 for events in Denmark. In addition, there is a general amount cap for total catering at full-day meeting of DKK 1,400 in Denmark. Prices are incl. VAT and beverages. For the companies that are affiliated with ENLI, it is a requirement that if they pay for or sponsor **meeting packages, these must always be specified** so that it is possible for ENLI to see what the price for breakfast, lunch and dinner is, as well as other catering during the day.

The mentioned amount caps apply as mentioned for meals in Denmark. For meals in other European countries, the amount caps set for this by the pharmaceutical industry organizations in these countries apply. See more about this on ENLI's website.

It is not permitted for a company to partially pay for catering if the total catering will thus exceed the permitted amount, for example by paying the remaining amount by the participant's own payment. For example, a company may not spend DKK 500 on a dinner if there is in addition a participant-payment of DKK 400. In that case, the total price for the dinner (DKK 900) will exceed the permitted amount cap of DKK 850.

## 6. Hospitality

In connection with sponsorship support for a professional activity, the pharmaceutical companies may offer health professionals **hospitality** in the form of travel, meals, accommodation and registration fees. All forms of hospitality provided to healthcare professionals must be at a **reasonable level** and must not be extravagant or luxurious. At the same time, the representation must be limited to the main purpose of the event and should be **subordinate in terms of time** in relation to the professional activity. The crucial thing here is what is the highlight of the event; is it the catering or the professional content. It will e.g., not be acceptable to serve a sandwich for a meeting that only has a duration of 15 min.

Pharmaceutical companies must not provide support for a healthcare professional, in connection with, for example, a congress participation, to have his stay at the congress venue extended in order to take a holiday. A request from a healthcare professional to a pharmaceutical company to change the outbound or inbound journey on this basis must therefore be rejected by the pharmaceutical company. If a healthcare professional, due to private circumstances, does not want to travel either out or back in connection with the professional event, a pharmaceutical company will not be able to pay for transport costs either to or from the professional activity. If a change of outbound / inbound travel is desired due to another professional event, this can only be accepted if the second event is sufficiently professional in itself that the pharmaceutical company would also be able to support this.

**Hotel expenses** can only be sponsored if the extent of the event requires accommodation in a hotel. If an event is less than six hours long, it should be possible to plan it without the need for a hotel stay. If an overnight stay is necessary, there should be professional activities both the day on and the day after the overnight stay.

A pharmaceutical company may not provide any **hospitality to the participant's companion**. If a pharmaceutical company has supported a healthcare professional's participation in an event, the invitation must not include companions, even if the healthcare professional / companion pays the expenses associated with the event. Thus, the pharmaceutical company must not act as a "travel agency" for accompanying spouses / partners. This means that a pharmaceutical company is not allowed to book plane tickets etc. to accompanying spouses / partners, regardless of whether the pharmaceutical company pays for the ticket.

If a pharmaceutical company pays for **transport**, either directly or through a sponsorship, it must always be done at a reasonable level that must take into account the context in which the healthcare professional travels. "Reasonable" must be assessed on the basis of whether the healthcare professional has been invited by a pharmaceutical company to participate in a professional event, or whether the healthcare professional travels as a hired consultant, to provide a professional service to the company.

As a starting point, all travel by train will be considered to be at a reasonable level, regardless of the choice of "class". Flights to professional events (where the healthcare professional is invited to) in Europe must, as a general rule, take place in economy class, while flights to professional events to overseas destinations must, as a general rule, take place either in economy class or in economy plus class. If air travel is paid for consultants who provide professional services, e.g., as a speaker, these must, as a gen-

eral rule, take place either in economy class or in economy plus class. However, if special logistical circumstances justify it, the above-mentioned starting point can be deviated from based on a concrete assessment of logistics, price, class and any alternative solutions, and flights of a higher class than those stated above can be accepted.

## 7. Venues

The professional event must take place at a meeting place that is appropriate in relation to the main purpose of the activity. This means that the meeting place must provide an appropriate framework for the specific meeting. Non-professional places, such as boat trips, museums, etc., can therefore not be used unless these places have separate, suitable meeting facilities.

In addition, the venue must not be known for its **entertainment facilities** or be **extravagant or luxurious**. The starting point in ENLI's rules is that it is prohibited to use 5-star hotels, gourmet restaurants, castles, manor houses, mansions, estates, golf hotels, ski and beach hotels (in season), boat trips etc.

In this connection, it is not decisive whether the participants in the professional event actually get access to the leisure and entertainment activities in question or otherwise receive luxurious catering. The critical thing is whether the planned meeting place is, in ordinary reputation, "known" for its entertainment facilities, is extravagant and / or luxurious.

It will always be a concrete assessment of the venue's legitimacy in relation to the individual meeting, where, among other things, the meeting's logistics and requirements for facilities are assessed.

It is possible to **search in the free-text field** on ENLI's website if you want to see if a decision has previously been made on the use of specific venues.

## 8. Entertainment

Pharmaceutical companies may not provide support for events, parts of events or participation in events that contain any form of **entertainment** or other non-professional activity. Pharmaceutical companies may therefore not, via a sponsorship, cover expenses for music, entertainment, etc., in connection with, for example, a dinner. In addition, pharmaceutical companies may not themselves organize or sponsor the participation of healthcare professionals in entertainment activities.

Financial support for an event that includes entertainment may thus only take place if the entertainment activity is explicitly financed in another way than by the pharmaceutical company's sponsorship, for example by the participants' payment. This must be explicitly stated, for example, by the registration fee differentiating between social activities (opening ceremony, gala dinner, etc.) and the academic program.

For further information on entertainment, including the distinction between primary and secondary entertainment, please refer to the Guide to the Promotion Code. The guide can be found at [www.enli.dk/en/Rules/Promotioncode](http://www.enli.dk/en/Rules/Promotioncode).



## 9. Exhibition stands

If you want to have an exhibition area in connection with a meeting, and want pharmaceutical companies to be able to buy exhibition stands here, it is important to look at the price per square meter.

ENLI sees an exhibition stand as the purchase of an advertising space. If, on the other hand, more than the market price is paid for an advertising space, ENLI will look at the purchase as if the pharmaceutical company had also made a sponsorship to the meeting. In such cases, all conditions as listed above under "sponsorships" must be observed.

It is therefore important that you are aware of the price you set per square meters for exhibition stands.

Whether it is a **purchase of an exhibition stand or a sponsorship** depends on whether the price can be considered to reflect the actual purchase of the stand, or whether it is considered an amount that exceeds this and thereby becomes a sponsorship. If a larger amount is paid, which must be considered to go beyond the cost and advertising value, the payment will be assessed as a sponsorship; see the rules above. The price must reflect the market price of an exhibition stand, which depends on how many days you use the stand, how many healthcare professionals participate in the event, and how large and expensive sites are used.

When the price for an exhibition stand per sqm is to be assessed, it also includes VAT and administration fee. However, the external administration fee, where the fee does not go to the organizer himself, should not be included in the price per square meter. Any participation fee for the event for the company's employees at the stand, as well as catering for this, should also not be included in the price per square meter.

The price per square meter thus constitutes the real price for the stand incl. VAT and possibly administration fee to the organizer. As a rule of thumb, it can be reckoned that a **square meter price of DKK 2,000** for a full-day event in a rented, external location with about 50-80 participants is acceptable. However, a higher price per square meter is accepted if the market price is higher due to the number of participants or similar. ENLI has discussed the issue with the Danish Medicines Agency, that agrees that advertising (stand) and sponsorship must be separated. Thus, there must not be a hidden sponsorship in the price per square meter. However, an exhibition stand can always be included in the sponsorship.

If the price only reflects the purchase of a stand, the requirements according to ENLI's rules is that the program must be predominantly professional (the same as with a sponsorship), and that the stand must be separate from the area where the professional presentations take place.

If an exhibition stand has been purchased at market price, ENLI will not examine at the other matters, such as venue, catering and entertainment, which are done in connection with sponsorships.

It is also noted that pharmaceutical companies may not participate in competitions in stand-areas. Thus, companies may not contribute questions / answers to a possible competition and the stands may not otherwise be involved in any competitions that are run by the organizer.

See checklist when purchasing an exhibition stand on page 17.

## 10. Q & A on sponsorships

*For checklists for applying for sponsorships and exhibition stands, please refer to the guide's appendices B-D.*

### 1. Should there be a written agreement on sponsorship of an event?

**ANSWER:** *Yes, there must be a written document stating the conditions under which the agreement was entered into between the pharmaceutical company and the organizer. The pharmaceutical company must submit the agreement / contract as well as the associated budget when the sponsorship is notified to ENLI.*

### 2. Should there be a written agreement on sponsorship of healthcare professionals' participation in an event?

**ANSWER:** *Yes, see the answer above under sponsorship for event.*

### 3. What can you apply for sponsorship for?

**ANSWER:** *Pharmaceutical companies can support continuing educational training for healthcare professionals. This can be in the form of, for example, lectures, courses, after hours meetings, annual meetings, congresses, and the like. See example of permitted / unauthorized expenditure in the budget on page 14.*

*Sponsorships from pharmaceutical companies may only cover the costs that you actually have for the continuing education activity, i.e., the actual, documentable costs. Still remember that these must be at a reasonable level, so no luxurious settings. Supported costs can be, for example:*

- *Venue rent in connection with the event*
- *Rental of technical / AV equipment on the premises*
- *Conference material for distribution to the participants*
- *Costs for speakers (fees, travel, accommodation, meals)*
- *Meals in connection with professional meetings when the event is also supported in other ways*
- *Advertising etc. of the event*

### 4. Is there anything that the pharmaceutical companies cannot sponsor in accordance with ENLI's rules?

**ANSWER:** *Yes. Pharmaceutical companies may only provide financial support for specific professional meetings or other professional activities. Planning meetings and courses that may also be relevant to others than healthcare professionals can therefore in principle not be sponsored by pharmaceutical companies.*

*Furthermore, pharmaceutical companies may not sponsor professional events, where catering (food and drink) is the only expense for which support is sought, as the companies may only pay for catering if they also support other professional elements in the event, such as the lecturers' fees, premises rent, etc.*

*It is not permitted for the pharmaceutical companies to sponsor events or program items that are of a social nature or that include social elements / entertainment.*

**5. Can you apply for sponsorships for holding or participating in meetings that take place abroad?**

**ANSWER:** *Yes, pharmaceutical companies are welcome to support professional activities outside of Denmark if:*

- *Most of the guests come from abroad, and the location of most of the guests' countries of origin makes it significantly more beneficial to hold the activity in another country for logistical reasons, or*
- *Due to the location of the relevant resource or expertise that is the subject or theme of the activity, it makes it significantly more beneficial to hold the activity in another country for logistical reasons.*

**6. Can I apply for a sponsorship for a professional event held at an extravagant hotel?**

**ANSWER:** *If you want financial support from pharmaceutical companies for your professional meetings, you should avoid using venues that are known for their extravagance, as the companies must not support events that can send a signal of luxury.*

*There is basically a ban on using 5-star hotels, gourmet restaurants, castles, mansions, estates, palaces, golf hotels, ski and beach hotels (in season), boat trips, etc.*

*It should be pointed out, however, that the conditions of the individual event must be considered, and that the logistics may in some cases justify the use of, for example, 5-star hotels, if it is not possible to hold the event at other venues.*

**7. Can you bring your spouse to sponsored events?**

**ANSWER:** *The pharmaceutical industry must not give sponsorships, pay for dinners, airline tickets, etc., to the spouses of the participants. Sponsorships may only be granted to healthcare professionals for whom the professional meeting is relevant. Pharmaceutical companies are also not allowed to act as a travel agency or book tickets for spouses, etc.*

**8. Can one apply for sponsorship for entertainment?**

**ANSWER:** *No, the pharmaceutical industry may not sponsor program items that are of a social nature or that include social features / entertainment. The ban applies to both entertainment in connection with the professional program and in connection with subsequent dinners.*

**9. Why must a budget be submitted when applying for a sponsorship?**

**ANSWER:** *A budget is necessary for the pharmaceutical companies to be able to see and document to ENLI that they only sponsor purely professional activities, and that any catering and other representation is in accordance with ENLI's rules.*

**10. Is it necessary to specify the amounts for catering if a total meeting package price is specified in the budget?**

**ANSWER:** *Yes. Amount caps have been introduced for the catering that pharmaceutical companies will pay for in connection with professional meetings, so it is important that the companies can see that these amount caps have been complied with. Thus, it is not sufficient in the budget to write meals for 25 people at DKK 770. The pharmaceutical company must be able to see what exactly the amount covers.*

**11. Must any profits from an event be refunded to the sponsors?**

**ANSWER:** *Yes, if the organizer of the meeting are healthcare professionals. This is due to rules for what pharmaceutical companies may support financially regarding healthcare professionals. If, after the meeting has ended, it turns out that there were lower expenses than expected, the profits must be repaid to the sponsors, as no general financial support may be provided to individual healthcare professionals.*

*If, on the other hand, the organizer is a commercial company (a communications agency, a newspaper, etc.), any profit will only be profit for this company, which is not regulated by ENLI's rules.*

## Appendix A: Example of budget

<b>Income</b>	<b>Quantity</b>	<b>à</b>	<b>Amount</b>
The organizer's funding, e.g., from member fees	1	30.000	30.000
Participant payment	100	800	110.000
Sponsors / exhibitors	15	10.000	150.000
Possibly other financing	1	10.000	10.000
<b>Total</b>			<b>300.000</b>

<b>Expenses</b>	<b>Quantity</b>	<b>à</b>	<b>Amount</b>
Venue rent	2	40.000	80.000
Technical equipment	1	15.500	15.500
Print and layout - invitation and program	1	10.000	10.000
Name tags and copying of teaching materials	100	50	5000
Advertising of the event	2	5.000	10.000
Distribution of invitations	100	40	4.000
Moderator	1	5.000	5.000
Fee for speakers (only money, not flowers, wine, etc.)	2	5.000	10.000
Speaker's transport costs in economy class	5	3000	15.000
Prize for best abstract / poster <sup>1</sup>	1	13.000	13.000
Lunch	100	250	25.000
Afternoon coffee and fruit	100	75	7.500
Dinner (no entertainment)	100	600	60.000
<b>Total</b>			<b>260.000</b>

<b>Expenses - <u>not to be</u> sponsored</b>	<b>Quantity</b>	<b>à</b>	<b>Amount</b>
Entertainment e.g., DJ, live music	1	15.000	15.000
Gift for speakers e.g., wine, flowers, chocolate	5	1.000	5.000
Expenses for non-professional presentations	2	10.000	20.000
Expenses for holding board meetings (considered as operating support and therefore cannot be sponsored)			
<b>Total</b>			<b>40.000</b>

### **REMEMBER: Possibly profits must be repaid to the sponsors**

<sup>1</sup> If prizes / scholarships are awarded for the best abstract / posters, this prize may only go to professional purposes if the prize is financed by pharmaceutical companies. This means that the prize / money may only be used for professional continuing educational training of healthcare professionals. If the price is to be used for e.g., a congress trip or participation in educational training in Denmark, expenses for hotels, transport and meals must be at a reasonable level, and meals must not exceed the amount caps. See the section above on catering.

## **Appendix B: Checklist in connection with applying for sponsorships at pharmaceutical companies to hold a professional event**

When applying for a sponsorship from pharmaceutical companies to hold a professional event, remember to provide the following to the company you are applying for a sponsorship at:

- Who is the target group for the event - only healthcare professionals or will there also be others?
- Is the program predominantly academic? - the pharmaceutical company must be able to see from the titles in the program whether the program item in question is health-related
- How many participants are expected for the event?
- How long does the event last?
- Where will the event be held? (remember the rules for choosing meeting venues, no 5 \* hotels or castles / manors, etc.)
- How much is venue rent, fees for speakers, etc.?
- If the sponsorship covers transport costs for the speaker, it must be stated which class is traveled in with regards to air travel.
- Is food / drink served during the event? Remember to specify the individual expense items in the budget so that it is clear to the companies what the price for breakfast, lunch and dinner is, as well as other catering during the day.
- If accommodation - where will the guests stay and what is the price per night for accommodation per person?
- Will there be any entertainment or social activities? Entertainment must always be funded by the participants themselves. In this case, this must be clearly stated in the invitation
- Remember to enclose a specified budget (see example budget on page 14)
- Remember that any profits must be repaid to the sponsors if the organizers are healthcare professionals. This should be stated in the contract.

## **Appendix C: Checklist in connection with applying for sponsorship from pharmaceutical companies for participation in a professional event**

When applying for a sponsorship from pharmaceutical companies to participate in a professional event, remember to provide the following to the company:

- Who is the target group for the event - only healthcare professionals or will there also be other professions?
- How long does the event last?
- How many participants are expected for the event?
- Is the program predominantly academic? - the pharmaceutical company must be able to see from the titles in the program whether the program item in question is health-related
- Where will the event be held? (remember the rules for choosing meeting venues, no 5 \* hotels or castles / manors, etc.)
- If the sponsorship covers transport costs, it must be stated which class is traveled in with regards to air travel.
- When is the outbound and inbound journey?
- If the sponsorship also covers food / drinks, the price for the individual meals as well as the total catering per day must be stated. Please note that there are different amount caps depending on the country in which the event in question is held. See the European amount caps on ENLI.dk.
- If you apply for a sponsorship for accommodation, it must be stated where this is and what the price is per night. (Remember the rules for choosing a meeting venue, no 5 \* hotels, castles / manors, etc.)
- Will there be any entertainment or social activities? Entertainment must always be funded by the participants themselves.
- Is there a registration fee? Investigate whether e.g., subscriptions to magazines, access to social events, catering, etc. is included.



## **Appendix D: Checklist in connection with the sale of exhibition stands to pharmaceutical companies in connection with a professional event**

When selling an exhibition stand to a pharmaceutical company in connection with a professional event, remember to state the following to the company you are contacting:

- Is the program predominantly academic? - the pharmaceutical company must be able to see from the titles in the program whether the program item in question is health-related
- How many participants are expected for the event?
- How long does the event last and how many days are there access to exhibition stands?
- Where will the event be held? (The rules for choosing meeting venues do not apply if only an exhibition stand is purchased at market price).
- What is the price per square meter incl. VAT? (there must be no participation fee for the company's employees, catering, etc. in this price).
- If the price per square meter is more than DKK 2,000 incl. VAT, it may be a sponsorship and you must therefore use Appendix B. Therefore, be aware of whether this is an exhibition stand, or whether it is for an actual sponsorship.
- Are the exhibition stands kept separate from the area where the academic program is held?
- Only healthcare professionals have access to the exhibition stands?