Conference Vetting System (CVS) : Reviewed Criteria and New Platform CVS 2.0
- Training for event organizers and sponsors -

September 2024
CVS Team

Agenda

Welcome and Introduction

Why a Conference Vetting System (CVS)?

Part I: CVS Reviewed Criteria

Part II: How to Submit an Event in CVS 2.0

- Introduction to the new platform
- Instructions to submit an event
- Review process
- Appeals – Event Ownership -
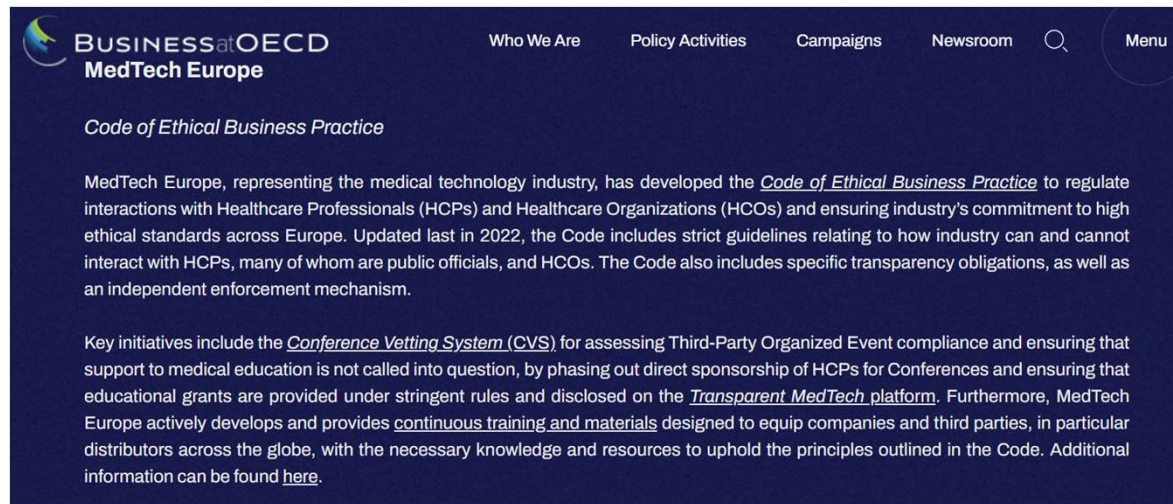
Closing Remarks

Why a Conference Vetting System?

Conference Vetting System (CVS)

Unique initiative in the healthcare industry: a centralised decision-making system that reviews individual third party organized events and congresses to ensure that industry's financial support cannot be called into question.
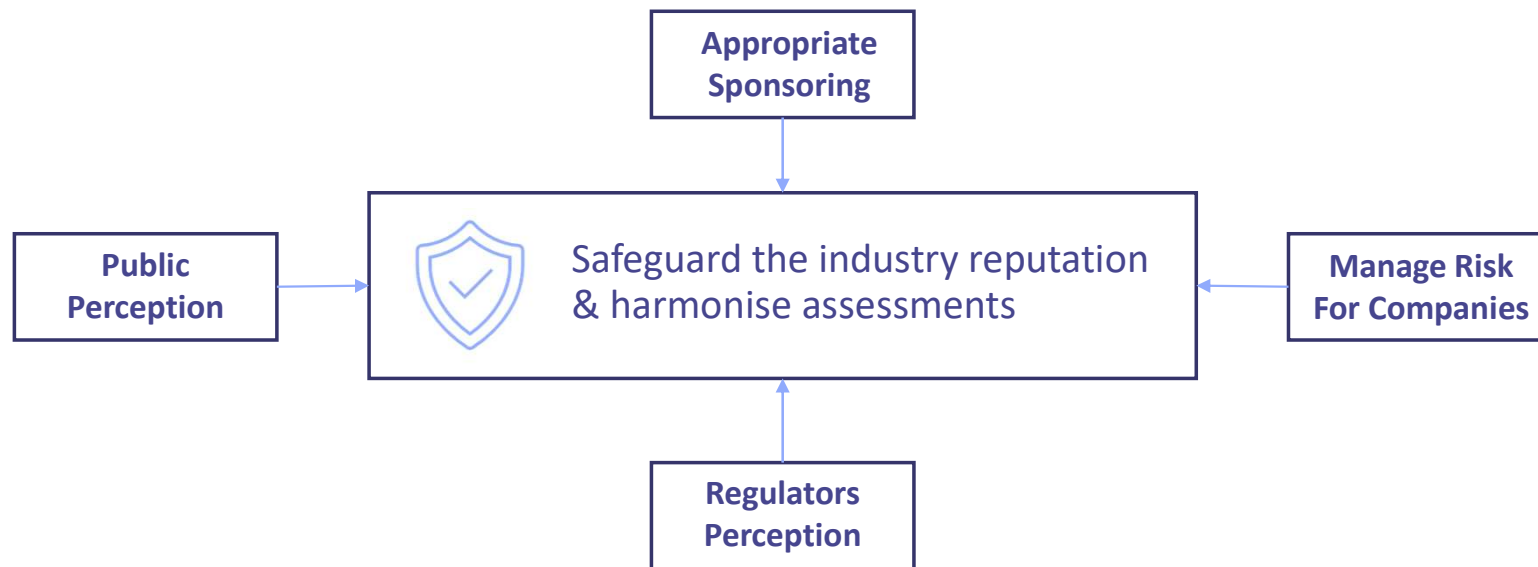
CVS recognized by OECD

- The OECD, in the launch of the zero corruption campaign, mentioned the Conference Vetting System in one of the 20 best awareness initiatives of the last years

Zero Corruption: Creating meaningful tools and taking impactful measures (businessatoecd.org)

CVS & e4ethics

- **CVS team:** both platforms operate via a common Compliance team

- **Criteria and approach:** e4ethics is aligned with the CVS

- **Submission procedure and appeal process:** identical for both systems

- **Scope and Type of Events qualifying for review:** remains different

- **Out of scope of CVS & e4ethics**
  - Virtual events
  - National events

32.000 Events since 2012
4.000 events/year

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Scope MedTech Europe – EFPIA

- International medical education events

For events taking place in **Mecomed** countries, please refer to the **Mecomed** guidelines.

efpia
e4ethics

- Major international Events taking place **in the countries within the scope of the EFPIA Code**

- Events in which Healthcare Professionals coming from more than 5 countries may take part and which are expected to attract **at least 500 participants**

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Conference Vetting System

International Events when:
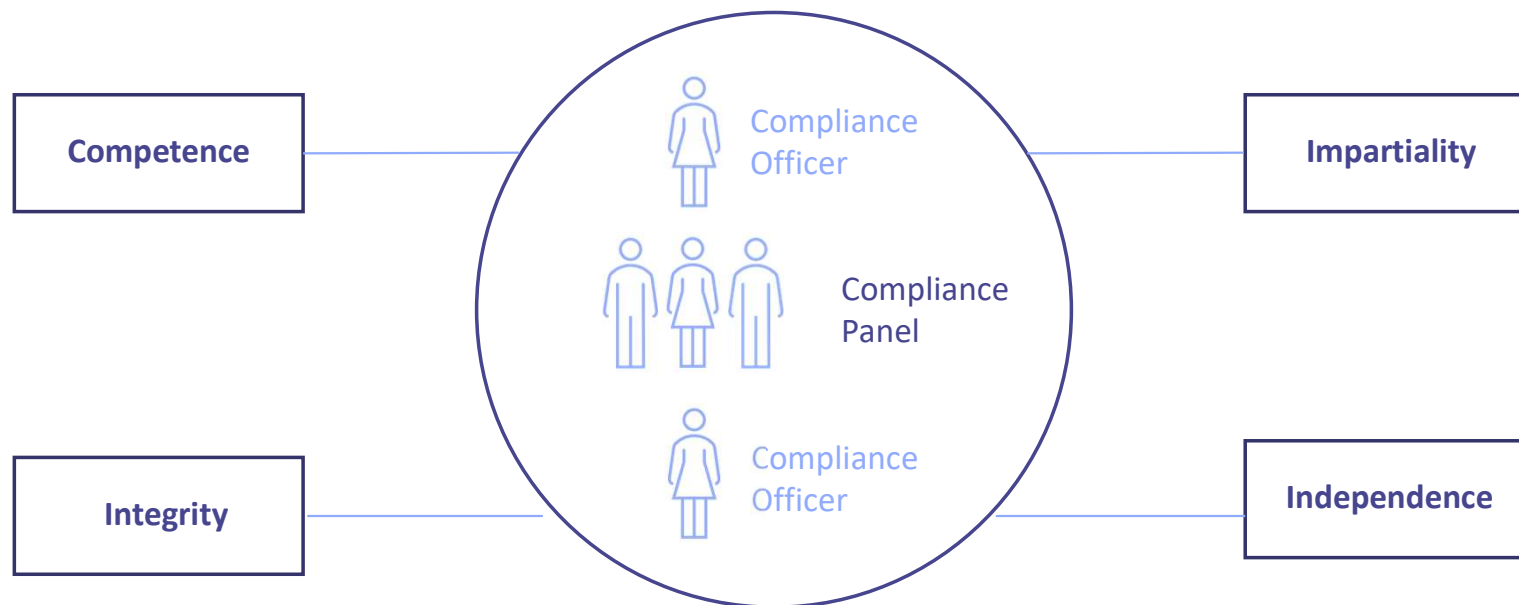
Are HCPs from at least 2 countries invited or expected to attend?

- Attended by delegates coming from at least 2 countries of **MedTech Europe geographical scope**; or

- At least 1 delegate who is an HCP, registered and practicing in the MedTech geographical area, attends Events taking place **outside** the MedTech Europe **geographic area**.

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Compliance Team

Competence

Compliance Officer

Impartiality

Compliance Panel

Integrity

Compliance Officer

Independence

The CVS operates independently via a Compliance Team composed:
- two Compliance Officers and
- three Compliance Panel members

The Compliance Officers operate under the supervision of the MedTech Europe Compliance Panel

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MedTech Europe compliance portal

Part I: CVS Reviewed Criteria

6 criteria assessed with same weight

Scientific programme	Geographic location	Conference venue	Hospitality	Registration fees	Communication

PRINCIPLES : IMAGE AND PERCEPTION

Image and perception projected to the public when industry wishes to support a particular Event are determinant in the assessment decisions under CVS

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The Criteria have been Reviewed

Scientific programme	Geographic location	Conference venue	Hospitality and Registration fees	Communication

- Objectivize the criteria

- Facilitate the interpretation

- Increase predictability

- Reflect the industry requirements and stakeholders' ask

- Holistic approach (with each criterion having the same weight)

Scientific Programme

Scientific programme

- Principle: Educational Event with a programme that relates to specialty and/or medical practice of the HCP

- Requirements

  - In English

  - Clear schedule with no gap

  - A minimum of 6 hours for a full conference day and 3 hours for a half day

  - Serious medical subjects related to the therapeutic area of the conference. Indicate the title and the faculty for each session

    - Scientific sessions exclude breaks, opening ceremony, social activity,…

  - Minor components of the agenda content relating to non-medical topics, such as communication skills, practice management, and speaking and presentation skills are acceptable.

    - Non-medical topics should be relevant in the context of the overall theme and agenda of the conference.

    - Non-medical topics should never become the main or an important attraction of the conference.

Geographic Location

Geographic location

- Principle: NOT the main attraction

- Requirements:

  - In or near a city, scientific or business centre, conducive to knowledge

  - Central location

  - Ease of access

  - In addition, consideration of the seasonality

    - If the location is predominantly a touristic or holiday destination, it may still be considered non-compliant

Conference Venue

Conference venue

- Principle: Venue conducive to the exchange of scientific and medical information and the transmission of knowledge

- Requirements:

  - Appropriate conference facilities

  - The image of the venue among the public, media and authorities cannot be perceived as luxury, touristic/holiday and/or entertainment/leisure facility

  - 🚫 Spa and hotel resort, hotels with beach access, on-site casino, hotel with golf, cruise ship, not allowed

  - When offering the proper conference facilities for an Event, museums and stadiums can be compliant

    - Not the main attraction

    - Separate entrance

    - No free or discounted tickets in the registration

    - For stadiums, no concurrent leisure event

Hospitality and Registration package

Hospitality and Registration Package

- Principle: The **registration fees** for participants should cover only the scientific programme, authorised activities and modest and incidental hospitality.

  - Hospitality covers accommodation, meals/breaks, networking events/get together and (welcome, closing, gala dinner, party …) receptions included in the fees

- Requirements:

  - Hospitality should be modest and incidental and limited to reasonable hotel accommodation, venues and meals
  - **Spouses, partners, family and/or guests** should not benefit from hospitality sponsored by MedTech Europe members
  - **Social programme:**
    - Must be outside of the programme schedule and
    - Must be paid for separately by the HCP delegates when includes any entertainment
    - This information must be made clear in the programme or website of the Event

  🚫 Tablets or any other form of gift are not compliant.

  Childcare services may be available on site to delegates but this service must be charged separately.

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Hospitality and Registration package - entertainment

Hospitality and Registration Package

o Entertainment may not be funded by the industry

o In cases where a separate fee is paid by the HCP:

- The fee has to be clearly mentioned on the website/registration form/programme

- The fee must be at market value (reasonableness)

- *Even when a fee is paid*, if the entertainment is deemed as potentially damaging the industry reputation due to a luxurious, extravagant, memorable hospitality, the event will be assessed as not compliant

  - e.g. concert with Kylie Minogue, high profile football match, access to Michelin-star restaurant with long waiting list

Communication
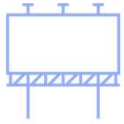
Communication

- Principle: Advertising support should highlight the scientific nature of the programme content.

- Requirements:
  - A valid link to the official Event website
  - Only practical travel information (how to reach the conference venue or where to find accommodation)
  - 🚫 No focus on touristic visuals of the destination (landscape, landmarks, monuments) but focus on the scientific/ therapeutic area relating to the Event.
  - 🚫 No material promoting the destination of the Event (tourism pictures or information)
  - 🚫 No reference to any temporary events (temporary exhibition, sport competition, …) taking place at the Location.

Communication – good practice

Glasgow City Information

Planning your visit to Glasgow? View more information about the city at the People Make Glasgow website. **https://peoplemakeglasgow.com/**

The Congress is delighted to receive support from the Glasgow City Council in recognition of their commitment to bring this meeting to the City. The support from the Glasgow Convention Bureau in advising delegates whilst in the City is highly valued.

Third Party Procedure Trainings

- **Third-Party Organised Educational Events that are primarily intended to provide Healthcare Professionals with information and training on the safe and effective performance of one or more clinical procedures,** in circumstances where the information and training concern:

  - Specific therapeutic, diagnostic or rehabilitative procedures, namely clinical courses of action, methods or techniques (rather than the use of medical technologies); and

  - Practical demonstrations and/or training for HCPs, where the majority of the training programme is delivered in a clinical environment.

Checklist to qualify as TPPT

As from January 1st 2024, sponsoring members need to ensure that the event complies with the requirements of a TPPT.

Checklist	Description	Who checks?
❑ Programme	Practical sessions must in all cases represent more than 50% of the full programme and hands-on sessions must represent at least one-third of the full programme.	**Member companies** which are planning to support TPPT must ensure this requirement is fulfilled.
❑ Size	Must usually be relatively small.	
❑ Venue	The hands-on sessions for TPPT are typically organised in either a clinical environment or in places suitable for (or set up to) simulating medical procedures.	**CVS team**
❑ Stand alone event		

Part II: How to Submit an Event in CVS 2.0

Why a new CVS 2.0

- From

Why a new CVS 2.0

More intuitive interface

Streamlined communication

More user friendly tool

Let's start…

Who is entitled to make an Event submission in the system?

The following categories of **stakeholders**:

- MedTech Europe corporate members; Mecomed members; EFPIA corporate members;

- MedTech Europe national associations and associate members*; EFPIA national associations and associate members;

- Healthcare Organisations (HCOs) including hospitals;

- Professional Conference Organisers (PCOs).

* Please note that Members of the national associations who are not direct corporate members of MedTech Europe may only file a submission through their national association

Link to the platform https://cvs.solutions.iqvia.com.

1. Register as new user

As first-time user, you need to register and create a new profile : https://cvs.solutions.iqvia.com/register

2. Submit an event

Once you have created a profile, log in on the page.

3. Click on "Submit an event".

The information to be provided is very similar to what you used to provide in the previous system.

4. Create the event:

Enter the event identification details and Event organizer information

Submit an event

Follow the below procedure to submit an event

Event identification > Location > Venue > Audience & Scope 1 > Audience & Scope 2 > Scientific Programme > Catering > Social programme > Registration package > Add

Event identification

Event name *	Cheat Sheet 3		Event acronym
Event therapeutic area *	Other		Event format *
Event type *	Third-Party Organised	⌄	Event website

Event must be submitted no later than 50 days before the event. No exception

| Start date * | 01-11-2024 | 📅 | End date * |
| First Edition * | Yes | | |

Select "yes" if it is the first time you enter the event in CVS 2.0.

Specify if you submit this event on behalf of another organization. If yes, please mention which organization (from the dropdown list or by adding the organization information)

Event organizer

☐ This event is organized by another organization than my organization **Emard-Dare**

Event acronym

Event fo

Event we

End date *

Add any email address that should receive the notifications

Notification emails

(List comma seperated email address which (next to yourself) need to receive event updates)

As soon as you click on Save & Next, the event is saved as a draft that you can modify

Save & Next

5. Create the event:

Enter the information related to the location (city) and venue

Event created successfully ✕

Edit an event : Cheat Sheet 3 (EMT-24-00043)
Follow the below procedure to edit an event

Event identification > Location > Venue > Audience & Scope 1 > Audience & Scope 2 > Scientific Programme > Catering > Social programme > Registration package > Additional information

Event location

Event location city *

bru
⦿ **Bru**ssels Belgium
⦿ **Bru**ges Belgium
⦿ **Bru**nswick GA, USA
⦿ **Bru**sque State of Santa Catarina, Brazil
⦿ **Bru**nswick VIC, Australia

powered by Google

Previous   Cancel submission   Save & Next

Enter the information related to the location (city)

Location updated successfully ✕

Edit an event : Cheat Sheet 3 (EMT-24-00043)
Follow the below procedure to edit an event

Event identification > Location > Venue > Audience & Scope 1 > Audience & Scope 2 > Scientific Programme > Catering > Social programme > Registrat...

Event venue

Venue Name *   SQUARE Brussels Meeting Centre, Mont des Arts, Brussels, Belgium

Category of venue *   Conference Center, Convention & Exhibition Center, Palais des Congrès

Venue website   https://square-brussels.com/

The venue will be identified using Google API

Previous   Cancel submission   Save & Next

6. Audience & Scope – part 1

Please note that the questions focus on the passive delegates (i.e. the audience)

Venue updated successfully ✕

Edit an event : Cheat Sheet 3 (EMT-24-00043)

Follow the below procedure to edit an event

Event identification › Location › Venue › Audience & Scope 1 › Audience &

Audience & scope - part 1

How many Passive delegates do you expect? *

Where will the Passive Delegates (audience, not speakers) mainly come from? *

It is a European Event (only attended by HCP from Europe)

Can you provide more details about the countries the expected passive delegates will come from (not speakers)?

Spain, Portugal,Belgium, Sweden, Slovakia

Passive delegates means the audience which will attend the event. The questions do **not** refer to the faculty members.

Previous | Cancel submission | Save & Next

Submit For Pre Clearance

The pre-clearance if for events submitted at least 6 months in advance (assessment on the location and the venue only).

You can add the information about the scientific programme, catering, social programme, package any time and submit into regular submission anytime.

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7. Audience & Scope – part 2

The questions will help make sure the event is in scope of CVS.

Example : If you answer « No » to all the questions, it is not in scope.

8. Scientific Programme

- Must be in **_English_**
- You can add both a link to the programme on the website **and/or** upload 1 pdf file (in English!)

9. Catering

➤ Identify the hospitality provided to the delegates

➤ Align with the registration package

➤ Lunches and coffee breaks are usually organized at the event Venue. Specify when otherwise

A question will be added about the entertainment later

10. Social programme

Networking activities ≠ Entertainment (party, concert, …)

Edit an event : Cheat Sheet 3 (EMT-24-00043)
Follow the below procedure to submit an event

Event identification > Location > Venue > Audience & Scope 1 > Audience & Scope 2 > Scientific Programme > Catering > Social programme > Registration package > Additional information

Social programme

Besides the hospitality described in the catering section, please specify if any social activity, including any type of entertainment (e.g. live music with a band, live show, sightseeing tours, cruise, sporting events, DJ) is foreseen *

Yes

Events are usually opportunities to meet peers and have networking activities. In this specific section, we would like to focus on the social programme that involves entertainment.

Describe the social activities, more specifically the type of entertainment foreseen during the social programme.
e.g. City tour, Networking event with a DJ, live music

Can you please detail the social Programme *

City Tour and visit of the Beer museum foreseen on 2/11 after the congress - separate fee applies (50 € pp)

Gala dinner with a DJ on 1/11 - separate fee applies (100€ pp)

Is the social programme or entertainment *

Separate fee to be paid by the HCPs?

What is the fee?

50

Is the fee published on the website or leaflet? Please provide the link

https://www.ethicalmedtech.eu/conference-vetting-system/assessment-criteria/

Previous | Cancel submission | Save & Next | Next

11. Registration package

Registration package

What is included in the registration package ?

- ☑ Access to the scientific sessions
- ☑ Lunches/coffee breaks
- ☑ Gala dinner/welcome reception/networking event
- ☑ Accommodation
- ☑ Conference bags
- ☐ Gifts, Prizes
- ☐ Guided Tour
- ☐ Childcare
- ☑ please specify:

> Usually takes place at the Event Venue

> Aligned with Catering section : Networking reception included in the registration

> Guided tour was subject to a separate fee, so not in the registration package

Is there any accommodation foreseen ? *

Included in the registration package? ⌄

Which hotel is foreseen for the lodging? Please provide the name of the hotel *

ibis hotel

Please provide hotel website

https://ibis.accor.com/en/destination/city/hotels-brussels-v0627.html

Please explain what others include into registration package *

Book "Knee surgery" from John Doe and Jane Doe, Science Edition

| Previous | Cancel submission | Save & Next | Next |

12. Additional information

Edit an event : Cheat Sheet 3 (EMT-24-00043)
Follow the below procedure to edit an event

Event identification > Location > Venue > Audience & Scope 1 > Audience & Scope 2 > Scientific Programme > Catering > Social programme > Registration package > Additional information
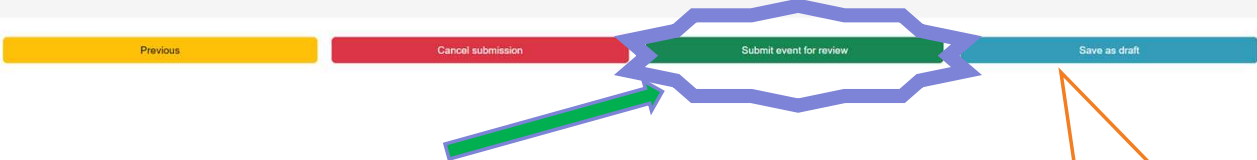
Additional information or document

Please upload any additional information (max 1 file, 5MB size)

Choisir un fichier   Aucun fichier choisi

Please provide any clarification deemed needed for the assessment

Old EMT40123

If the Event was already submitted in the old CVS, give the old reference

Previous   Cancel submission   Submit event for review   Save as draft

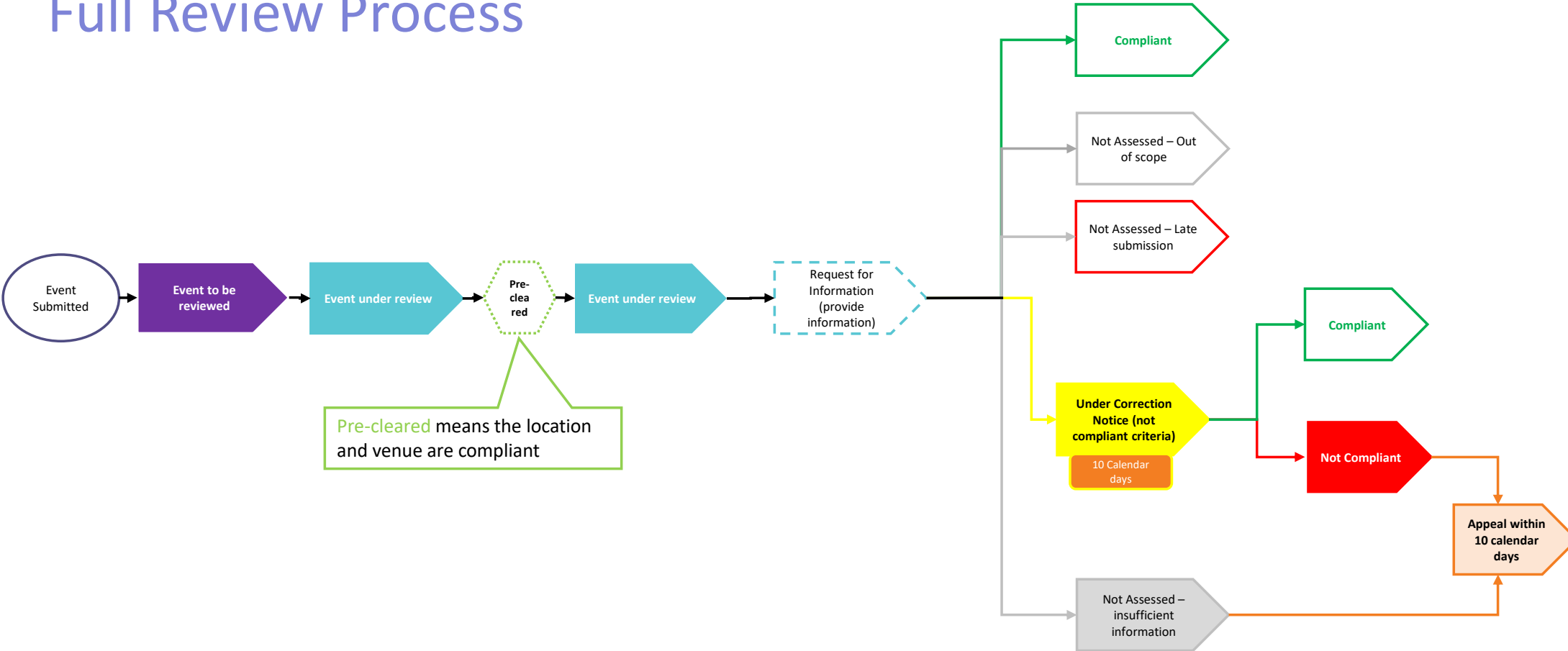CVS Compliance Officer do not see the drafts

13. Final Step : Submit the Event
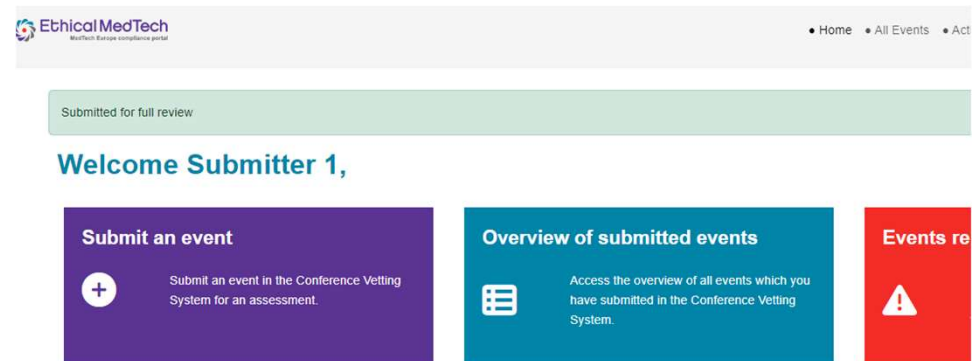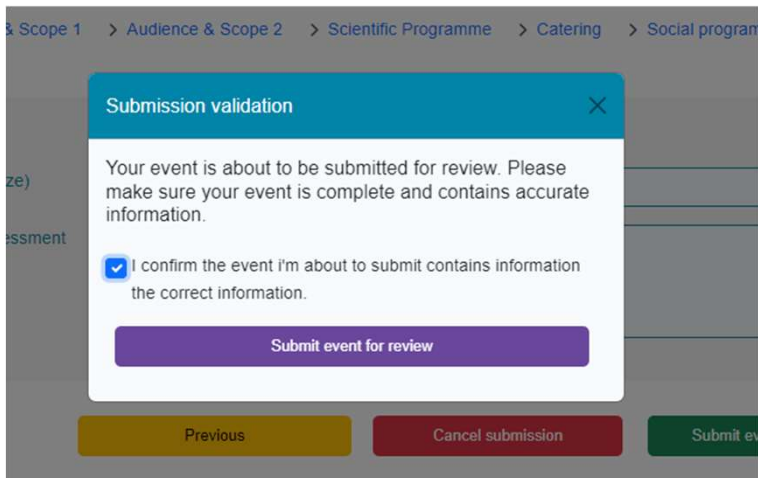
Checklist for a Submission

❑ Scientific programme in English (attachment and/or link)

❑ Details about catering

❑ Information about social activities and entertainment – *specify if at any point live music, sightseeing, city/museum tours, live show, is foreseen and subject to a separate fee*

❑ Items of the registration package

❑ Event website with all the information, including the fees for the activities not included in the registration package

❑ If previous edition already submitted in CVS 2.0, the CVS 2.0 EMT number of the previous edition

❑ Any other relevant information

Full Review Process

Event Submitted → Event to be reviewed → Event under review → Pre-cleared → Event under review → Request for Information (provide information)

Pre-cleared means the location and venue are compliant

- Compliant
- Not Assessed – Out of scope
- Not Assessed – Late submission
- Under Correction Notice (not compliant criteria) — 10 Calendar days
  - Compliant
  - Not Compliant → Appeal within 10 calendar days
- Not Assessed – insufficient information → Appeal within 10 calendar days

Request for Information

- You will receive a notification by email
- Visible in the messaging (red bubble)

Appeal via CVS 2.0

- Explain why the criteria/the Event should be Compliant

- Add any relevant attachment (1 file)

- The case is then reviewed by the Compliance Panel who will give the final decision.

Duplicates & Claim ownership

A similar event exists in the system.   ✕

Event Exists   ✕

The event you are trying to submit already exists in our system. The combination of the event start date and event venue matches an existing entry.

The event you are trying to submit matched an event with the following details:

- **Event Name:**Test
- **Event Therapeutic Area:**Diabetes
- **Event Type:**In-Person
- **Event Start Date:**2024-09-18
- **Event End Date:**2024-09-24
- **Event Organizer Name:**Emard-Dare
- **Event Organizer Address:**
- **Event Organizer Country:**Mauritius

[Discard] [Adapt] [Claim Ownership]

- **Avoid duplicates!** Always check upfront in the search if the event was already submitted

- Automated control based on several Event details.

- If you're the organizer, you can claim ownership, so that you can adapt the Event

Claim Ownership   ✕

You chose to claim ownership of the event. Do you want to proceed?

[Close] [Claim now]

Adapt is to change the Event details.
Discard will delete the record you just created.

Search Function

- Search for Events

- No Calendar anymore

Key Changes

- Save a draft

- Can change the submission until Compliance Officer (CO) starts the review

- CO cannot change the submissions in the backend (dates, …)

- Claim ownership of an Event (when already existing Event)

- Request for information – check Messaging system

- You can access the events from someone from your organization

- Appeal process in the system (no separate email)

- Emails notification - *under development…* And still some other improvements to come

Transition

1. For events already submitted on the old CVS/e4ethics, *taking place within 50 days:*

- o **These events will be prioritised.**

- o Make sure to monitor the status of the <u>event on the calendar</u>.

- o Send any requested information by email to the address listed on the event page. If no email address is provided, please send the information to Dhana Ong (<u>dhana.ong@ethicalmedtech.eu)</u>, with Sara Abanto **in cc** (<u>sara.abanto@ethicalmedtech.eu</u>)

- o In the Subject line insert **"Additional Info + EMT number + date of the event".**

2. For events already submitted on the old CVS/e4ethics, *in more than 50 days:*

- o Check the status of the event on the <u>calendar</u>

- o If the review **has started**, please send the necessary information via email as described above.

- o If the review **has not started yet**, please **resubmit** the event in <u>CVS/e4ethics 2.0</u>, noting in the remarks that it was previously submitted, including the "old" EMT number.

3. For new submissions :

- • Please submit the event in the new platform <u>CVS 2.0/e4ethics 2.0</u>.

Questions?

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Thank you for the support

Contacts

For more information, please

- Visit the Ethical MedTech website at www.ethicalmedtech.eu

- Contact the Compliance Officers at

    - **Dhana Ong** dhana.ong@ethicalmedtech.eu

    - **Sara Abanto** sara.abanto@ethicalmedtech.eu