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MedTech Europe compliance portal

Conference Vetting System (CVS) : Reviewed Criteria and New Platform CVS/e4ethics 2.0
- Training for event organizers, HCOs and sponsors -

January 2025
CVS Team

With the 2025 new functionalities

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
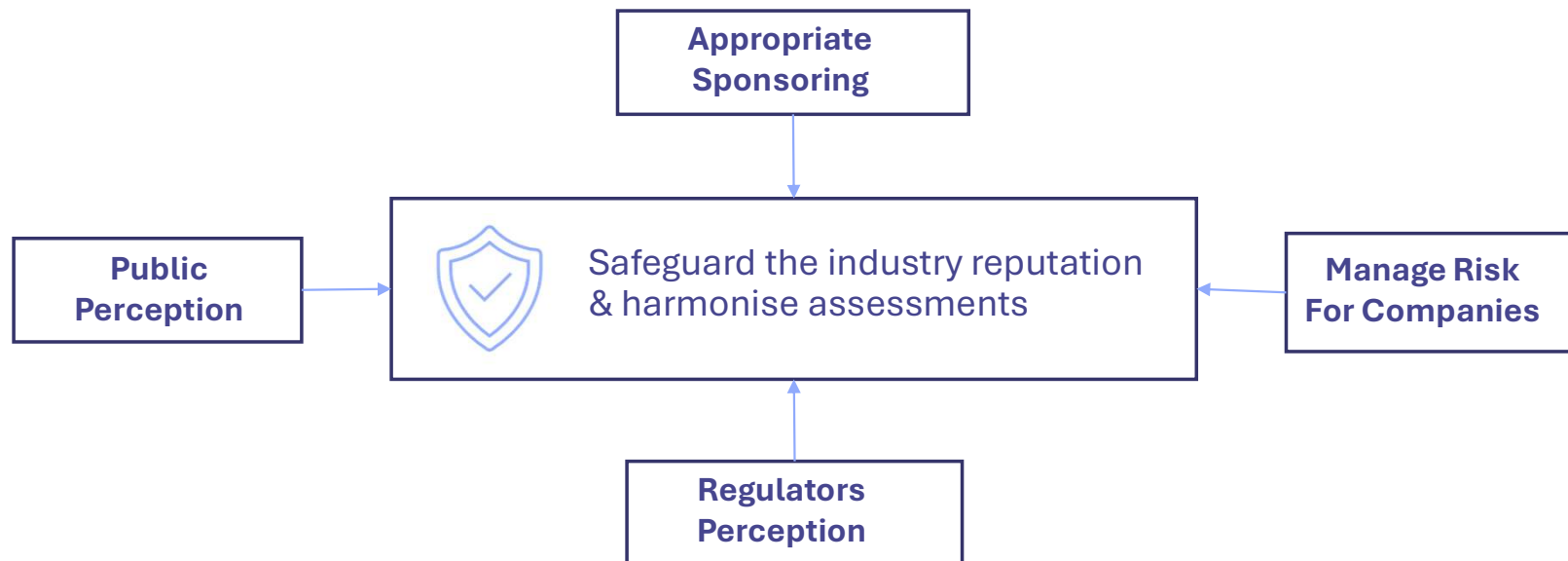- New features

Questions

Please note that this training will be recorded

- **Please note that we will record the webinar** – the recording will be made available at the end of the session

- We will mute all participants

- Please submit any questions or comments you may have in the chat section. We will keep these for the end of the session
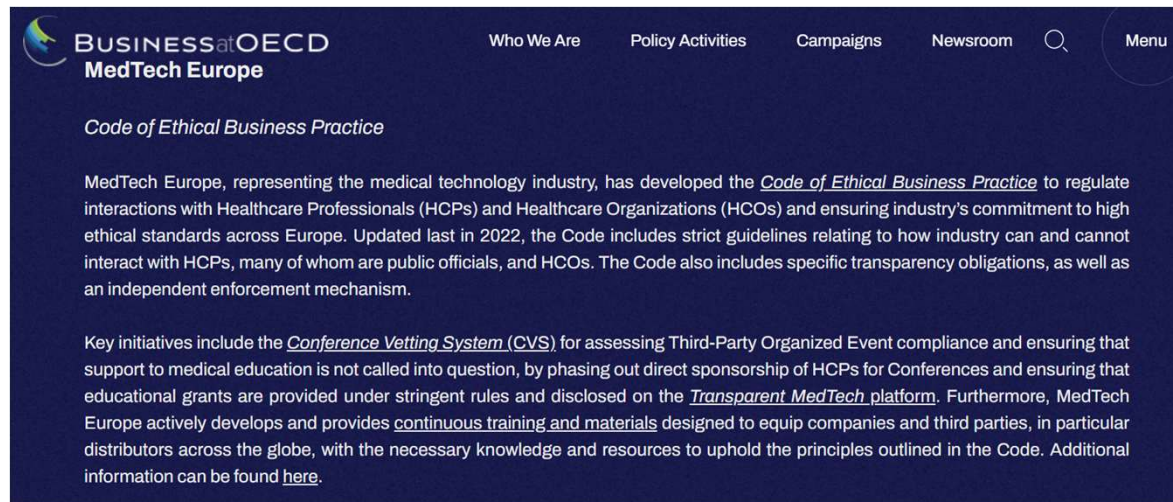
Why a Conference Vetting System?

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.

Appropriate Sponsoring

Public Perception

Safeguard the industry reputation & harmonise assessments

Manage Risk For Companies

Regulators Perception

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)

Scope MedTech Europe – EFPIA

- International medical education events
  - **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

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**

MedTech Europe
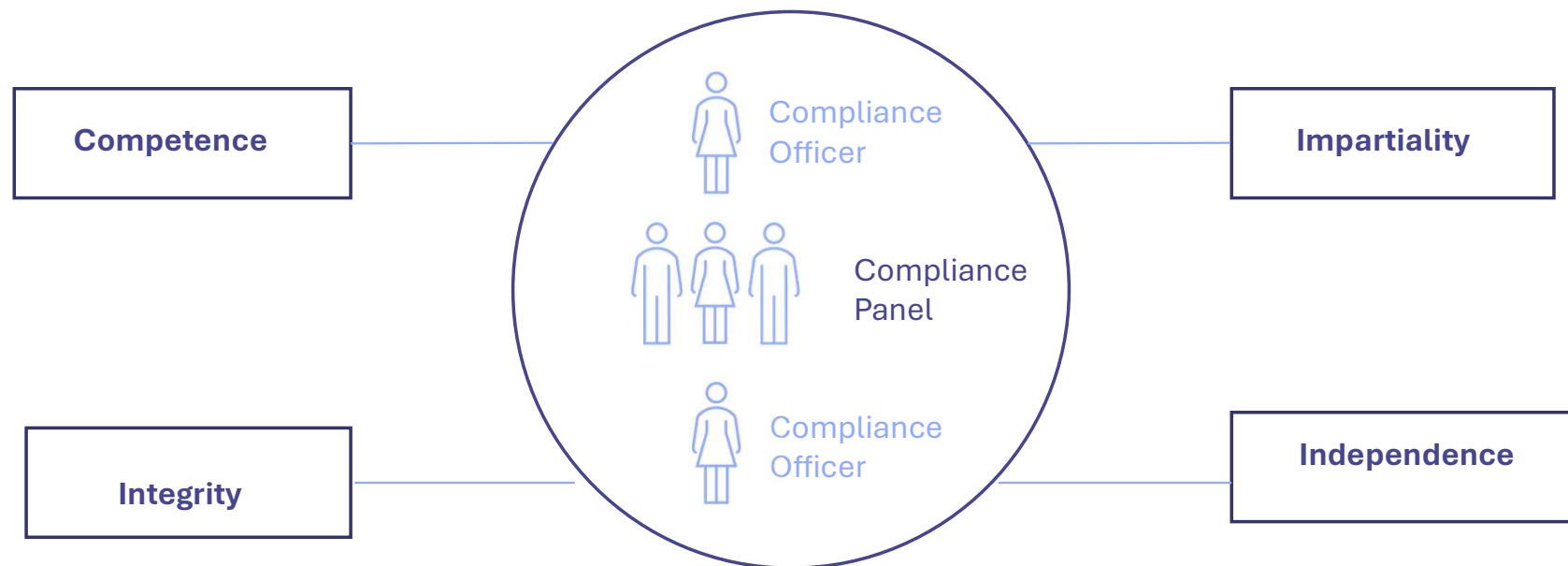**Conference Vetting System**

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**.

Out of scope of CVS & e4ethics: Virtual events & National events

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Compliance Team

Competence

Impartiality

Compliance Officer

Compliance Panel

Integrity

Independence

Compliance Officer

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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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 to 5 Criteria

| 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

  - The faculty for each session must be identified.

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

    - Only the scientific sessions with reasonable breaks will be considered in the duration of the scientific programme (i.e. exclude networking events, opening ceremony, lunch, dinner …)

  - 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, **not funded by the industry and clearly specified on the conference website.**

Hospitality and Registration package - entertainment

Hospitality and Registration Package

○ Entertainment may not be funded by the industry

○ 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
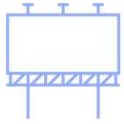
Communication

- 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) must be hosted **on the website.**

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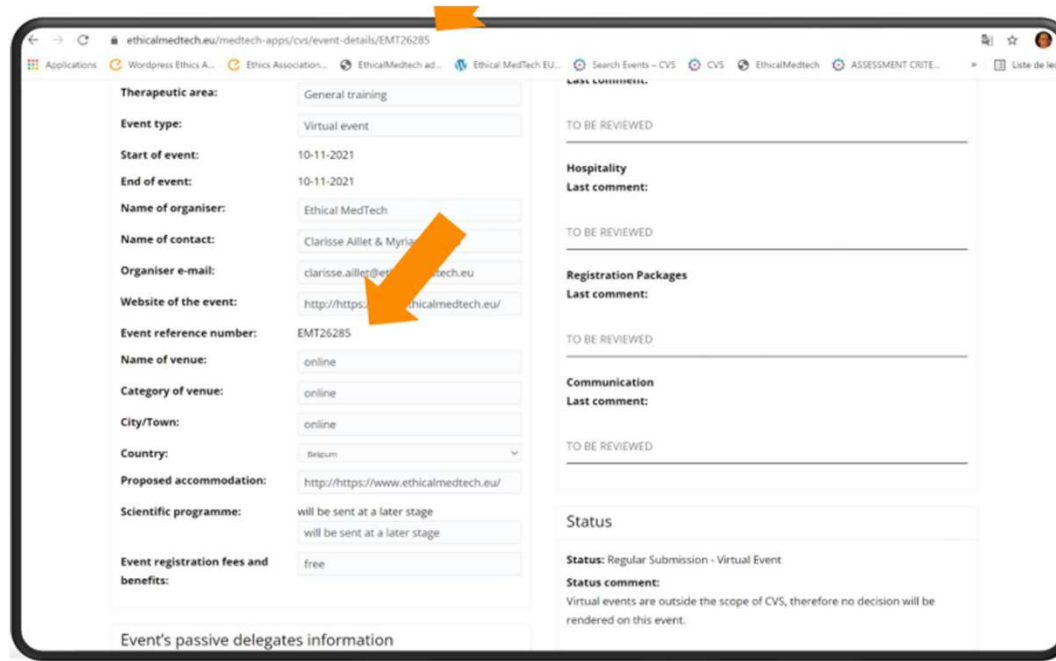
As from January 1st 2024, sponsoring members need to ensure that the event complies with the requirements of a TPPT.

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
- 2.000 events since September 2024

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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

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Link to the platform CVS/e4ethics 2.0

1. **Register as new user**

As first-time user, you need to register and create a new profile

2. Submit an event

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

https://www.ethicalmedtech.eu/conference-vetting-system/submit-a-conference-in-cvs-2-0/

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Click on "Submit an event"

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

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

Event identification

Event name *	Meeting CVS 21-01-2025
Event therapeutic area *	Other
Event type *	Third-Party Organised Event

Event acronym

Event format *

Event websit

Explain why the

https://www.eth

Start date * `12-03-2025` ⊘ 📅

This field is mandatory.

End date * `13-03-2025`

This field is man

First Edition * `Yes` ⊘ ⌄

This field is mandatory.

Notification emails   sara.abanto@e

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

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

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

Event organizer

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

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)

Meeting CVS 21-01-2025 (EMT-25-00074)

re to edit an event

ion

Meeting CVS 21-01-2025	

Other ⌄

Third-Party Organised Event ⌄

12-03-2025	📅

Yes ⌄

Event acronym

[ ]

Event format *

In-Person

Event website

☑ Event website exists, if not , please explain, e...

Please provide website url *

https://www.ethicalmedtech.eu/

End date *

13-03-2025   📅

Notification emails

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

sara.abanto@ethicalmedtech.eu

Add any email address that should receive the notifications

zed by another organization than my organizati...

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

Cancel submission   **Save & Next**   **Next**

Create the event

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

Event updated successfully   ✕

Edit an event : Meeting CVS 21-01-2025 (EMT-25-00074)
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

📍 **Brussels** Belgium
📍 **Bruges** Belgium
📍 **Brusque** State of Santa Catarina, Brazil
📍 **Bruchsal** Germany
📍 **Brühl** Germany

Enter the information related to the location (city)

Edit an event : Meeting CVS 21-01-2025 (EMT-25-00074)
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 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]

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Audience & Scope – part 1

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

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

Venue updated successfully

Edit an event : Meeting CVS 21-01-2025 (EMT-25-00074)

Follow the below procedure to edit an event

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

Audience & scope - part 1

How many Passive delegates do you expect? *

101-500

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, Sweden, Slovakia, Austria

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.

Save & Next

Submit For Pre Clearance

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.

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!)

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

Scientific program updated successfully   ✕

Edit an event : Meeting CVS 21-01-2025 (EMT-25-00074)
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

Catering

Is there any sort of catering (coffee breaks, lunches, dinner, ...) foreseen at the event? *

| Yes | ⌄ |

You answered that catering is foreseen. Excluding coffee breaks and lunches that take place at the Event venue, please specify any catering that is foreseen at the Event. If you select other, please specify which catering you refer to

☑ Dinner/Gala Dinner
☑ Welcome/Closing Reception/Ceremony
☐ Networking Event/cocktail/Social activity
☐ Other (Please specify)

Information on Dinner/Gala Dinner

Is the catering payed for?

| Separate fee to be paid by the HCPs | ⌄ |

What is the fee?

| 100 |

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

| https://www.ethicalmedtech.eu/conference-vetting-system/objective/ |

Please specify where it takes place

| Takes place at another location | ⌄ |

Please provide exact location

| Chez Léon, https://chezleon.be/en/home-2/ |

Is any form of entertainment such as live music (with a band/DJ), live show, culture, sight-seeing, walking tours, cruise, sporting event, etc – organized?

| Yes | ⌄ |

Information on Welcome/Closing Reception/Ceremony

Is the catering payed for?

| Included in the registration package | ⌄ |

Please specify where it takes place

| Takes place at the Event venue | ⌄ |

Is any form of entertainment such as live music (with a band/DJ), live show, culture, sight-seeing, walking tours, cruise, sporting event, etc – organized?

| No | ⌄ |

| Previous | Cancel submission | Save & Next |

Social programme

Networking activities ≠ Entertainment (party, concert, …)

Social programme

If the catering section does not already include this information, could you please specify any social activity with 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.

Can you please detail the social Programme *

City tour and vsit of the Beer museum foreseen on the last day of the congress - separate fee applies :
bus ticket 30 € https://www.brussels.info/tours/brussels-hop-on-hop-off-bus/
Beer museum: 20€ https://www.belgianbeerworld.be/en/la-bourse

Gala dinner at the restaurant with a DJ - 100€

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

Is the social programme or entertainment *

Separate fee to be paid by the HCPs?

What is the fee?

30 + 20 + 100

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

https://www.ethicalmedtech.eu/conference-vetting-system/objective/

Previous | Cancel submission | Save & Next | Next

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Registration package

Social programme updated successfully ✕

Edit an event : Meeting CVS 21-01-2025 (EMT-25-00074)
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

Registration package

What is included in the registration package ?

☑ Access to the scientific sessions
☑ Lunches/coffee breaks
☑ (Gala) Dinner/Receptions/Networking events (must be detailed in previous sections)
☑ Accommodation
☑ Conference bags and/or course materials
☐ 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, market price : 150,-

Previous   Cancel submission   Save & Next

Additional information

Registration package updated successfully ✕

Edit an event : Meeting CVS 21-01-2025 (EMT-25-00074)

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

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

Final Step : Submit the Event
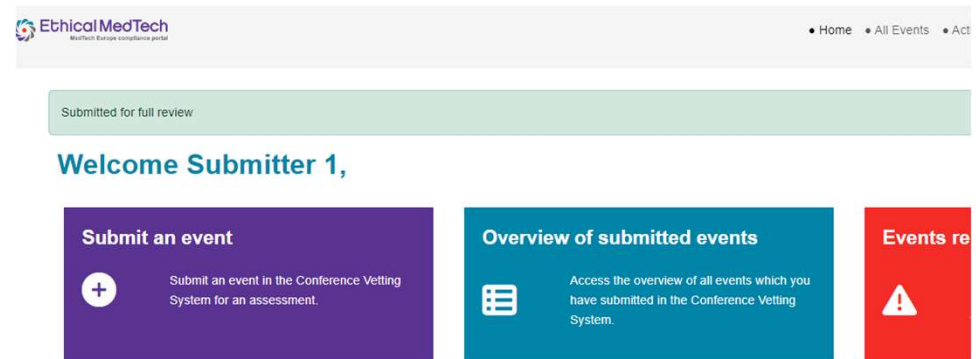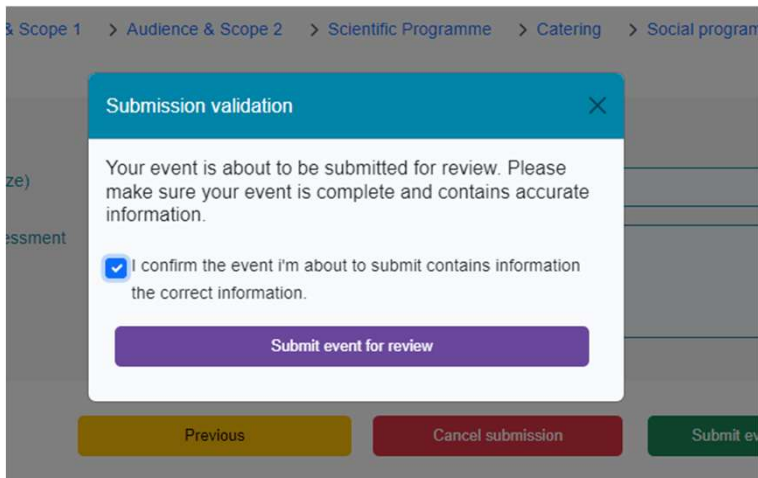
Checklist for a Submission

- 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

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Scientific Programme – good practice

- **Timetable format**

Request for Information

- Notification by email
- Visible in the messaging (red bubble)

Appeal via CVS 2.0 within 10 days

- 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

Claim Ownership ✕

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

Close | Claim now

- **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

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

Search an Event

- Search for Events
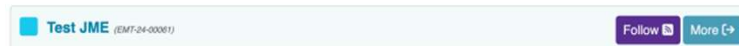

- No Calendar anymore

Follow the Event

- On the public page, a button is available for each event to follow this event.

- Provide your email address and you will be notified when there are changes in the statuses of the event.

Key Changes in CVS/e4ethics 2.0

New Features for submitters (system users):

- Save a draft of the submission
- Can modify the submission until the Compliance Officer (CO) begins the review
- CO cannot alter submissions in the backend (e.g. dates, name of the event)
- Request for information through the messaging system
- View events by organization
- Appeal process integrated into the system (no separate email needed)
- You need to click on "submit" after your replied/corrected a correction notice

New Features for users (including the public):

- No calendar functionality; enhanced search functions
- Claim ownership of an event (when an existing event)
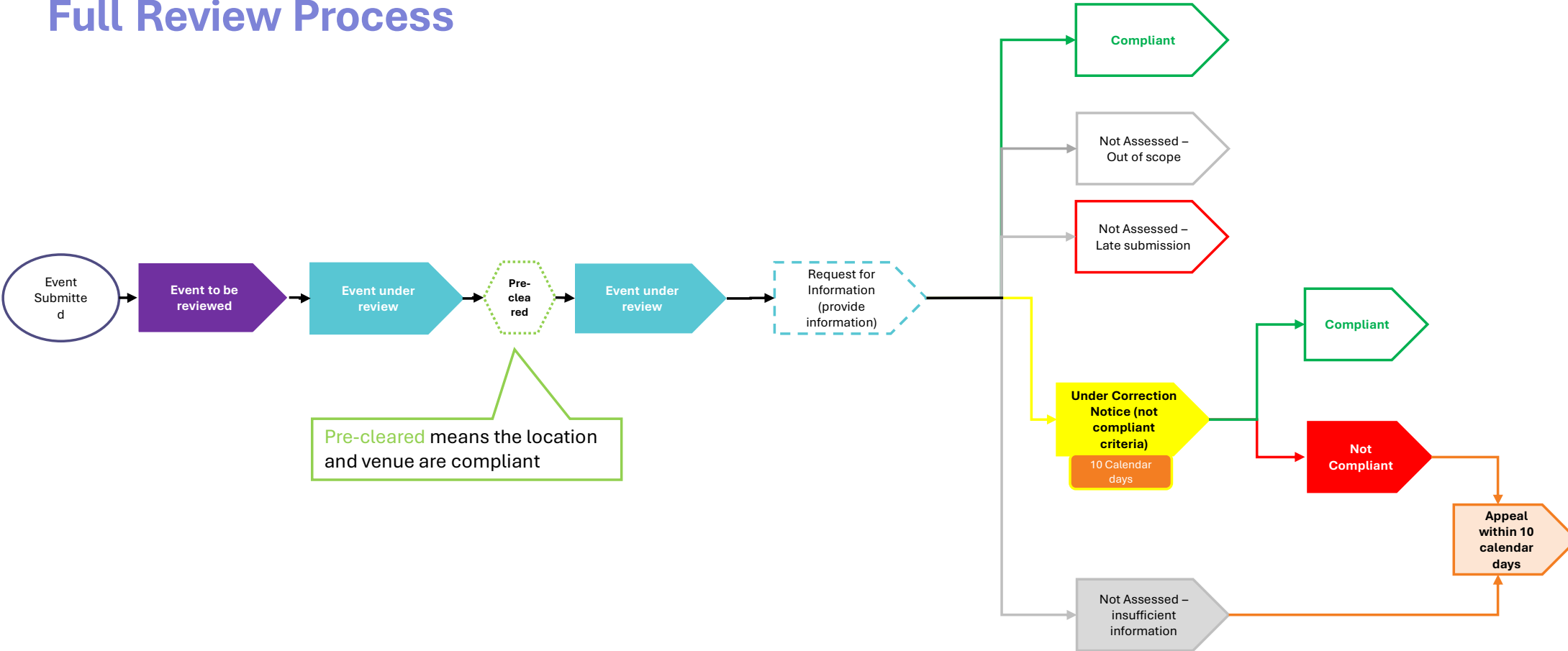
Terminology Changes

- No more "provisionally compliant"
- New terms: pre-cleared, under review, waiting for information

New in 2025

- Email notifications : improved with key event information
- Follow event feature : provide your email address to receive status update
- Attachments functionality in the messages
- List of organizations in alphabetical order with search function

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

Not Assessed – insufficient information

Appeal within 10 calendar days

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Questions?

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Thank you for the support

The CVS team

Contacts

For more information, please

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

- Contact the CVS team at

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

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

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