

## **General rules for leisure activities at professional events supported by AIFP members**

AIFP members may support a professional event that includes leisure activities ("the so called social events" - recreational, social, cultural, sporting and other activities) for its participants as long as they meet all the requirements of the AIFP Code of Conduct regarding leisure activities at professional events supported by AIFP members.

The structure of the social activities must always be secondary to the professional event agenda. Leisure activities must not be the primary motivation for participants to attend the professional event.

### **How is it possible to implement the appropriate leisure activity in the context of the professional event ?**

Leisure activities must not overlap with the professional event's agenda, i.e. they must take place outside the official professional or work agenda of the professional event.

The professional event agenda must be presented individually and separately from leisure activities; that must apply to agendas and invitations in a printed form as well as in an electronic form available at the websites of the organiser or of the professional event. It must be clear at all times that it is a voluntary leisure activity of the participants at the professional event.

An example of separation on the website is the listing of the professional programme and leisure activities in separate tabs clearly naming them.

### **Will it be considered appropriate if the leisure activity is paid by the organiser and there is no cost to the participants attending the leisure activity and the activity is clearly separated from the professional agenda of the event?**

Due to legal requirements and ethical standards, AIFP members must not pay for or support in any way other than the professional, scientific and educational activities of healthcare professionals. Should it be declared that the cost of the leisure activity is covered by the organiser and not by the participant, it becomes a non-transparent source of funding and it is therefore not excluded that the leisure activity is covered by the AIFP members.

Appropriate leisure time activities shall not be reimbursed from the registration fee or Member's sponsor contributions but rather exclusively from the participant's resources. The amount of leisure activities participation fee must reasonably correspond to the adequate fair market value of such leisure activity.



A recommendation for organisers is an official declaration, e.g. on the event website, that the leisure activity has not been and will not be paid by the registration fees or sponsorship fees of AIFP members. It is recommended for AIFP Members to have the declaration on the funding of the professional event also captured in their contractual terms and conditions documents with the organisers of the professional event.

Each participant pays for the leisure activities voluntarily and individually, including any transport/transportation.

Payment for the professional event agenda must not be conditional on payment for the leisure activity. In practice, it is recommended to clearly separate the fees at registration.

**Is it possible for a leisure activity to be chosen to be an event that is not organised exclusively for the participants of a professional event, but also one to which the general public also has access ?**

Yes, as long as the above-mentioned conditions of appropriateness, secondarity and conditions of payment of the full price of the leisure activity by its participants are met.

**It takes time to organize a professional event and appropriate leisure activity. How far in advance of the event must the range of the planned leisure activities be known ?**

The AIFP Code of Conduct states that AIFP members may support a professional event that includes appropriate leisure activities if the scope and subject matter of the leisure activities had been known and publicly disclosed sufficiently prior the concerned leisure activities took place (at least 1 month in advance). Proper assessment, documentation of the decision to support a professional event, including the adequacy of leisure activities and the preparation of contracts, is a time-consuming process and a period of time of at least one month before the professional event takes place is required. If the situation permits, it is appreciated by AIFP Members if the terms of support for the professional event are known even earlier.

This document fully complies with AIFP Code of Conduct.

