

QUALIFYING CRITERIA FOR VENUES FOR ORGANISING PROFESSIONAL EVENTS ORGANISED OR SPONSORED BY AIFP MEMBERS

All professional events (events held for professional, scientific or educational purpose), e.g. congresses, conferences, symposia and other similar events (including, but not limited to advisory boards meetings, visits to research or manufacturing sites, and planning, training or investigator meetings for clinical trials or non-interventional clinical studies) (hereinafter referred to as the “professional event”) **organised or sponsored by AIFP members**, or on their behalf, **must be held in an appropriate, not renowned or extravagant venue properly reflecting the main purpose of the professional event.**

A hospitality may be offered at the professional event only when such hospitality is appropriate and otherwise complies with the AIFP Ethical Code. Generally, the term “hospitality” refers to the relationship between a guest and a host, wherein the host receives the guest with goodwill, including the reception and entertainment of guests. Hospitality, therefore, is not limited just to boarding and nourishment of the professional event participants but includes also other forms of spending their leisure time at the professional event.

Any professional event sponsored or organised by AIFP members, as regards qualifying criteria of the venue where it is being held, must therefore comply with the following requirements:

1. As a general rule, **the venue** where the professional meeting is being organised or held **and its facilities shall not represent**, for the most of its participant, **the motivator to participate at the professional event.** That includes both geographical and facilities features of the venue.
2. Another general rule is that **the professional event shall always be organised or held in a venue which can be presumed to be possibly selected if no sponsorship or involvement of pharmaceutical industry would occur there**, i.e. what the professional event participants would select as a venue of their professional event if all their costs related to their participation at the professional event would be borne by themselves.
3. **The professional event shall always be organised or held in a venue that is appropriate and as such not renown or extravagant.**
4. **The venue is appropriate** for organising professional events **if the main purpose of its regular use, for which it is also adequately equipped, is holding of professional, educational or scientific events, or if it is commonly renowned for being used for the said purposes.** Such venues mainly include educational or conference centres and conference hotels in

cities with good transport access and parking. Five and more-stars hotels are not considered to be adequate for organising professional events.

5. **The venue is considered renown if it is generally known and recognised for its superb or exclusive peculiarities or features and as such is considered as sports, cultural, entertainment and/or tourism venue sought mainly for leisure activities.** For example, renown venues comprise holiday, golf, spa, amusement or ski resorts, casinos, vineyards, etc. Geographical location of the venue is not making it automatically renown, unless the venue's facilities (its own or located in its proximity – as defined herein below) are renown.
6. **The venue is considered extravagant if it is generally known and recognised as luxurious and spectacular place that is not commonly perceived as professional, educational, scientific or congress centre.** For example, extravagant venues are five and more-star hotels, extra-urban facilities in refurbished castles and palaces, etc.
7. **The professional event shall always be held out of the time for which the venue is generally being renowned.** For example, if the venue is renowned for the ultimate proximity of skiing facilities, the venue shall not be selected for organising professional events in winter. However, if the distance of such skiing facilities from the venue is greater than 10 kilometres, the venue shall be considered as appropriate and not renown.
8. **The professional event shall not be held in a venue whose general characteristics promoted, advertised or perceived by lay public are considered as entertaining.** For example, the said characteristics shall include all types of aqua parks, amusement parks, spas, casinos and gambling facilities.
9. If the professional event is organised or held in a venue which, but just in a marginal or non-significant scope, allows for the use of its own or adjacent facilities intended for a leisure time (i.e. not intended for professional, educational or scientific use), the use of such facilities must never be included in any payments made by the AIFP member companies when sponsoring or organising the professional event, nor hided in any kind of calculation made by the entity running the venue, and the professional event participants must cover all costs related to the use of such facilities themselves.