PROCEDURE TEMPLATE

Procedure on Distributor Organized Events with Alcon Portfolio

# PURPOSE

This Procedure establishes requirements to follow Alcon’s *The Lens* policy requirements that govern organization of events and professional meetings. This Procedure also reflects any additional and/or stricter requirements that apply under the local law or *Industry Code*. Local requirements are to be considered and applied in conjunction with *The Lens* requirements.

# SCOPE

This Procedure applies to all relevant [Insert company name] associates (“Associates”) to the scope of Alcon’s *The Lens* activities who plan, arrange, approve, attend, and/or host events or professional meetings that are organized by [Insert company name]. This procedure also applies to third parties who engage in these activities on behalf of [Insert company name].

# RESPONSIBILITY

[Insert company name] associates who plan, arrange, approve, attend, and/or host events or professional meetings that are within the above scope are responsible for following this procedure and for overseeing the actions of any third party [Insert company name] retains to assist with the event or meeting.

# DEFINITIONS

Terms that are initial capitalized and italicized are defined in Alcon’s *The Lens* glossary.

# REQUIREMENTS

# Meeting Request – *INSERT/REFERENCE the local process to document a request for an event or professional meeting, to include:*

# *Business need for the event/meeting*

# *Description of the program or meeting agenda and timing*

# *Description of the targeted audience (who and how many)*

# *Proposed HCP service providers, if applicable*

# *Proposed venue and travel logistics, including any local limitations that apply*

**5.2 Approval**

* ***INSERT*** *or REFERENCE the local approval process and specify approvers for events/meetings.*

# Service Providers – *INSERT/REFERENCE the local approval process to retain service providers, when required for a particular event/meeting*

* **HCP** – If engaging a *Healthcare Professional* (“*HCP*”) to provide services at [Insert company name] organized event or meeting, all applicable requirements stated in *The Lens* and the **Procedure on HCP Consultant Engagement** for selection, engagement, and compensation of *HCP* consultants must be met.
* **Patients/Consumers** – If engaging *Consumers*, *Patients*, or *Patient Organizations* to provide services in connection with at [Insert company name] organized event or meeting, follow all requirements of *The Lens* policy that apply to interacting with *Patients* and *Consumers*. ***Insert*** *any stricter local restrictions.*
	1. **Logistics**
* **Travel arrangements and expenses** – ***INSERT or REFERENCE*** *the local process requirements for, where permitted, arranging travel for HCPs for event/meeting. Specify any stricter limitations under applicable local law and Industry Code.*
* **Meals and Refreshments [*INCLUDE refreshments references in this section if needed locally]*** –Following are the local limits on the value of meals and refreshments that [Insert company name] may provide to *HCP* attendees and participants in [Insert company name] organized events/meetings:

|  |  |
| --- | --- |
| Breakfast | ***Insert local limit*** |
| Lunch  | ***Insert local limit*** |
| *Refreshments (optional)* | ***Insert local limit*** |
| Dinner | ***Insert local limit*** |

* **Attendance** – HCP attendance at the event must be recorded and tracked appropriately using ***INSERT or REFERENCE*** *the local processes for HCP Attendance Tracking*

****

**5.5 Post event/meeting follow-up** – After the event/meeting has concluded, the meeting organizer or an appropriate delegate must undertake these follow-up activities: ***INSERT or REFERENCE*** *the local processes for these post event/meeting activities:*

* *Process for documenting that the event/meeting actually occurred (e.g., through meeting minutes, photographs of exhibit booths, or other evidence appropriate for the type of event/meeting)*
* *Process for documenting in the appropriate company system of record anything of value that was provided to an HCP recipient (for record keeping purposes and use in transparency reporting, if required locally)*
* *Process for timely reporting of any adverse event or Product complaint expressed by an attendee, and*
* *Process for maintaining meeting/event documentation according to records retention requirements.*

# REFERENCES – Alcon’s *The Lens* policy