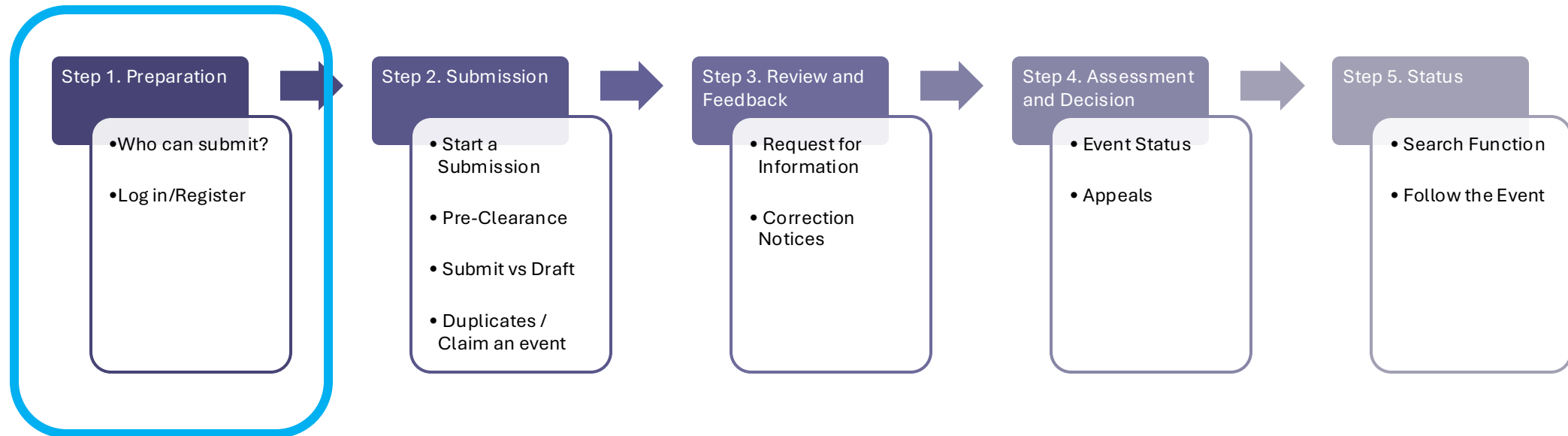


How to Submit an Event in the CVS/e4ethics 2.0 Platform



1. Who can submit an Event in CVS/e4ethics 2.0?

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

💡 Tips and Best Practices

- Member companies have the option to directly submit if the PCO declines or fails to timely submit (50 days timeline).
- The PCO can always claim the event at a later stage.

2. Log In to CVS/e4ethics 2.0

➤ Register as a new user

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

<https://cvs.solutions.iqvia.com/register>

➤ Submit an event

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

Register As User

Follow the below step to register as a user

Personal information

First Name *

Last Name *

Email *

Phone Number *

Password *

Repeat password

Organization

Organization *

Select organization

☐ I confirm my organization is not present in the list and I wish to create new

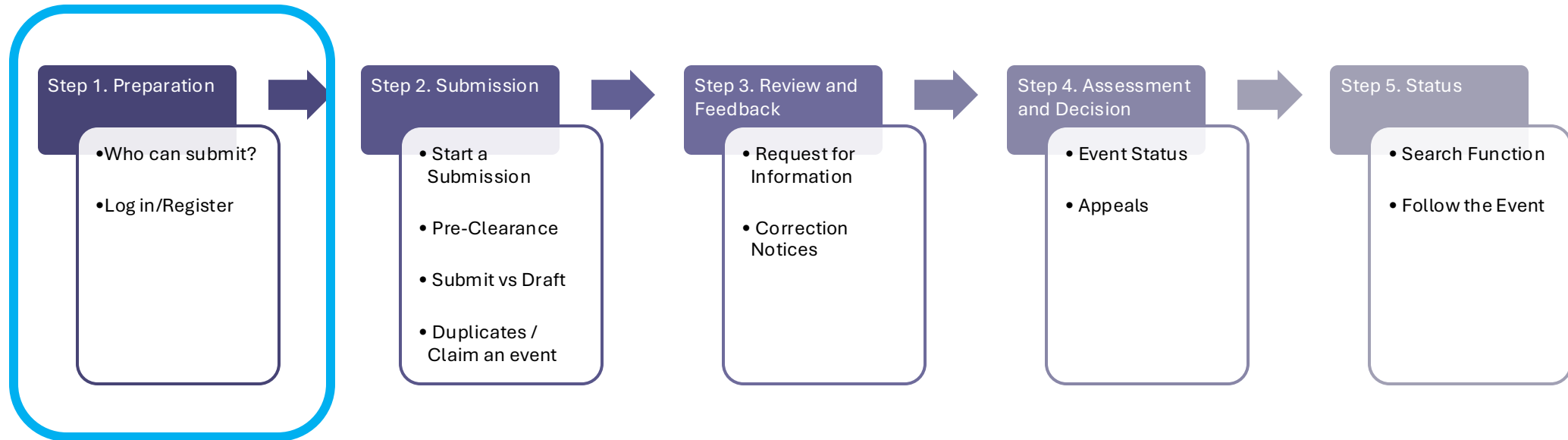
Register

Select the correct organisation

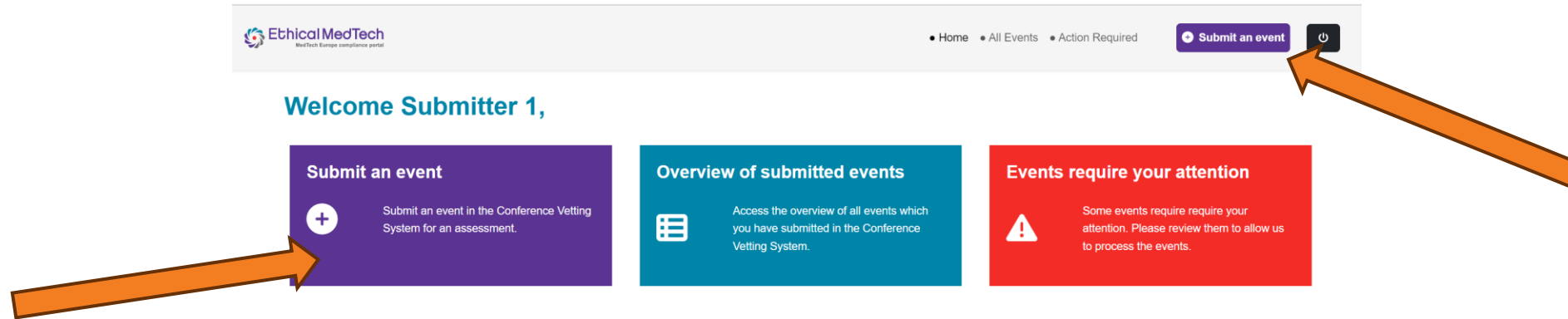
💡 Tips and Best Practices

- **CVS 1.0 credentials are not supported on the CVS 2.0 platform. New profile registration is required**
- When creating a new profile, ensure the information is **accurate** :
 - CVS team cannot modify submitted data
 - Submissions are shared across the same organization
 - Select your organization using the searchable dropdown list

How to Submit an event in the CVS/e4ethics 2.0 Platform



1. Click on “Submit an event”.



Pre-Clearance and Regular Full Submission

Pre-Clearance

*Preliminary and Expedited Review
on Location and Venue*

- Submit at least 6 Months before the event Starts
→ It can be initiated years ahead of the event starting date
- Exclusively assesses the Geographic Location and Event Venue
- No other details (programme, hospitality, website) required
- It is a provisional assessment pending the other details for the final assessment.

Submit For Pre Clearance

Regular Full Submission

Full Review with Final Assessment

- Submit no later than 50 days before the Event starts
- Provide Scientific Programme, Hospitality and Registration Package details, Event website and communication materials
- Final Assessment

Submit event for review

Complete information must be provided at least 35 days before the Event starts

2. Create the Event:

Enter the event identification details and Event Organiser 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 > Additional information

Event identification

Event name *	Cheat Sheet 3	Event acronym	
Event therapeutic area *	Other	Event format *	In-Person
Event type *	Third-Party Organised Event	Event website	☐ Event website exists, if not , please explain, else provide url Explain why there is no website * under construction
Start date *	01-11-2024	End date *	02-11-2024
First Edition *	Yes	Notification emails (List comma seperated email address which (next to yourself) need to receive event updates)	

Event organizer

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

Save & Next

2. Create the Event:

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 > Re

Event identification

Event name *

Cheat Sheet 3

Event therapeutic area *

Other

Event type *

Third-Party Organised Event

Third Party Procedure Training (TPPT) or Third-Party Organized (TPOE)

Start date *

01-11-2024

Event must be submitted no later than **50 days** before the first day of the event. **No exceptions.**

Enter only the dates with scientific sessions

First Edition *

Yes

“Yes” if it is the first time you enter the event in CVS 2.0. or if you don’t find the reference

Event organizer

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

Tick this box if you are submitting this event on behalf of another organisation. If so, select the organisation from the dropdown list or add its details

2. Create the Event:

on package > Additional information

Event acronym

Event format *

In-Person

Event website

☐ Event website exists, if not , please explain, else provide url

Explain why there is no website *

under construction

End date *

02-11-2024

Notification emails

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

Check this box when a website exists

Provide a valid link to the Event website or explain why it is not available.

Add any email address that should receive the notifications.

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

Save & Next

3. Location and Venue

💡 Tips and Best Practices

- Add the **venue** name and official website link to accelerate the review.
- Be specific with the data
 - Venue name ≠ City name
 - Venue name ≠ Address
 - Venue website ≠ Event website

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 *

Search for and select the Event city.

Brussels Belgium

Bruges Belgium

Brunswick GA, USA

Brusque State of Santa Catarina, Brazil

Brunswick VIC, Australia

powered by Google

Previous

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 > Registration package > Additional information

Event venue

Venue Name *

Category of venue *

Venue website

SQUARE Brussels Meeting Centre, Mont des Arts, Brussels, Belgium

Conference Center, Convention & Exhibition Center, Palais des Congrès

https://square-brussels.com/

The venue will be identified using Google API

Previous

Cancel submission

Save & Next

4. 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 & Scope 2 > Scientific Programme > Catering > Social programme > Registration package > Additional information

Audience & scope - part 1

How many Passive delegates do you expect? *

51-100

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

National events are out of scope of CVS/e4ethics

Only for events in the Mecomed region

Previous

Cancel submission

Save & Next

Submit For Pre Clearance

The “out of scope” assessment means the following for MedTech Europe members:

- **No CVS compliant assessment required** before providing an educational grant
- **Internal assessment** by MedTech Europe members : Each company is still responsible to assess the event internally, to make sure it aligns with the MedTech Europe Code of Ethical business Practice as well as their own internal policies and procedures.

4. Audience & Scope – Part 1 - Example

Review Audience Scope

- How many Passive delegates do you expect?

101-500

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

It is a **National** (only for Mecomed)

Is in scope (European Event)

Marked *incorrectly* as National

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

France and European French speaking countries (Belgium, Luxembourg, Monaco, Switzerland)

A French national congress with invited/expected passive delegates coming from other countries than France is international and therefore in scope

💡 Tips and Best Practices

- An event marked as « national » will be assessed automatically « out of scope » if details regarding the origin countries of the passive delegates are missing
- National events are not determined by a common language

5. Pre-Clearance

On the same screen, you can submit for Pre-Clearance (events > 6 months in advance)

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 & Scope 2 > Scientific Programme > Catering > Social programme > Registration package > Additional information

Audience & scope - part 1

How many Passive delegates do you expect? *

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

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

51-100

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

Spain, Portugal,Belgium, Sweden, Slovakia

Previous Cancel submission Save & Next

Submit For Pre Clearance

💡 Tips and Best Practices

- Use the pre-clearance to obtain expedited preliminary approval for the event venue and geographic location.
- Events can be submitted years in advance

The pre-clearance is 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, and registration package at any time, then **submit** into regular submission; but you must complete the regular submission no later than 35 days before the event starts.

6. Audience & Scope – Part 2

The questions help ensure the event is within the scope of CVS.

Audience & scope part 1 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](#) > [Registration package](#) > [Additional information](#)

Audience & scope - part 2

You anticipate financial support from (tick all that apply)

☒ EFPIA members ☒ Mecomed members ☒ MedTech europe members

If the event takes place in an MedTech Europe country, do you anticipate that attending Healthcare Professionals will come from at least 2 countries covered in the scope of Medtech Europe? *

If the event takes place outside the MedTech Europe or Mecomed geographic area, do you anticipate that the event will be attended by at least one Healthcare Professional registered and practicing in the MedTech Europe Geographic Area? *

Do you anticipate that the event will be attended by at least one Healthcare Professional registered and practicing in the Mecomed Geographic Area? *

Do you anticipate the participation of at least 500 Healthcare Professionals coming from at least 5 EFPIA countries covered in the scope of the EFPIA Code? *

[Previous](#) [Cancel submission](#) [Save](#)

Select the categories that apply – it helps us determine whether it is in scope of CVS or e4ethics

💡 Tips and Best Practices

CVS/e4ethics Compliant Assessment is **NOT required** if

- The Event receives no support from EFPIA, Mecomed, or MedTech Europe Members.
- Answers to the 4 questions are negative

7. Scientific Programme

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

💡 Tips and Best Practices

- ☐ Detailed agenda with the topics and faculty for each session (relevant and scientific topics)
- ☐ In English
- ☐ No gaps
- ☐ 6 hours / 3 hours duration
- ☐ If you add a link, we have access to the up-to-date programme at the time of the review

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

Scientific Programme

Either link or file is required

Please add the link to the scientific programme

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

Please upload the scientific programme

Choisir un fichier Aucun fichier choisi

Previous

Cancel submission

Save & Next

8. Catering

- Identify the hospitality provided to the delegates
- Lunches and coffee breaks are usually organised at the Event Venue. Specify when lunches or coffee breaks are located elsewhere
- Specify any entertainment

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 paid for?

Separate fee to be paid by the HCPs

What is the fee?

150

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

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

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?

Yes

If “Yes”, to be specified on the next page

Information on Welcome/Closing Reception/Ceremony

Is the catering paid 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

💡 Tips and Best Practices

- **Be transparent** about the hospitality
- Align with the agenda and « Registration package » answers
- Detail any entertainment on the next page

9. Social programme



Tips and Best Practices

- If you selected « don't know yet », you will be asked to confirm/provide the details
- If you indicated on the previous page that entertainment will be provided, provide specific details on this page

Edit an event : test Aug 2025 (EMT-25-00082)

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

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

Please detail any planned entertainment, even if it is subject to a separate fee paid by the HCP

Can you please detail the social Programme *

Describe the social activities, specifically the type of entertainment planned during the social programme.
e.g. city tour, networking events with a DJ, or live music

Is the social programme or entertainment *

Entertainment foreseen during the Gala Dinner. A DJ will come after the dinner. The separate fee of 150,- covers the cost of the meal and the entertainment. The fee is at market value.

There is a city tour with a guide on the 2nd evening. The fee is published on this website (<https://www.viator.com/fr-FR/tours/Barcelona-Sagrada-Familia-Guided-express-english-tour/d562-190179P1>) and is the public fee (56€).

Separate fee to be paid by the HCPs?

What is the fee?

150€ for the Gala dinner, 56€ for the tour

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

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

Previous

Save & Next

Next

💡 Tips and Best Practices

- The registration package items be aligned with Catering section and the Event website

10. Registration package

Entertainment may not be included in the registration package

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/welcome reception/networking event
- ☒ Accommodation
- ☒ Conference bags
- ☐ Gifts, Prizes
- ☐ Guided Tour
- ☐ Childcare
- ☒ please specify:

Usually takes place at the Event Venue

Describe what is included in the bag

Must be charged separately to the HCP

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

11. 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)

Please provide any clarification deemed needed for the assessment

Choisir un fichier

Aucun fichier choisi

Old EMT40123

Add any relevant information for the assessment

Previous

Cancel submission

Submit event for review

Save as draft

12. Submit the Event

💡 Tips and Best Practices

- **Track your confirmation** : Verify that you have received the confirmation email with the EMT number
- **Deadline** : Submit at least 50 days before the Event starts
- **Submit to review** : CVS team cannot access or review Events saved as draft.

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

Previous

Cancel submission

Submit event for review

Save as draft

Action required: Submit your event for review. Unsubmitted drafts will not be processed

12. Final and Important Step : Submit the Event

Scope 1 > Audience & Scope 2 > Scientific Programme > Catering > Social program

Submission validation ✕

Your event is about to be submitted for review. Please make sure your event is **complete** and contains **accurate** information.

☒ I confirm the event i'm about to submit contains information the correct information.

Submit event for review

Previous Cancel submission Submit event

Ethical MedTech
MedTech Europe compliance portal

• Home • All Events • Act

Submitted for full review

Welcome Submitter 1,

Submit an event
+ Submit an event in the Conference Vetting System for an assessment.

Overview of submitted events
Access the overview of all events which you have submitted in the Conference Vetting System.

Events re
!

Fra: Conference Vetting System <cv@ethicalmedtech.eu>
Sendt: 23. oktober 2025 19:28
Til: [redacted]
Emne: EMT-25-01234 - Event Submitted for Full Review in the Conference Vetting System (CVS)

💡 Tips and Best Practices

- Ensure the submission form details accurately provided on the Event website
- Misalignment triggers clarification questions which will delay the assessment
e.g.: discrepancies regarding Gala dinner, entertainment, dates of event, etc.

Ethical MedTech
MedTech Europe compliance portal

EMT Number: EMT-25-01234

Event Name: [redacted]

Dates of the Event: 2026-06-23 to 2026-06-25

Location: [redacted]

Event Link: [%7bevent_url%7d]https://cvs.solutions.lqvia.com/event/[redacted]edit

Event EMT-25-06727 submitted for full review.

Dear [redacted]

We hereby acknowledge receipt of your submission request for the Event "[redacted] Masterclass", which will take place from 2026-06-23 to 2026-06-25 in [redacted], herewith referred to as the "Event").

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 whether the event was already submitted.
- Automated control based on Event details.
- If you are the organiser, you can claim ownership, so that you can adapt the Event.

Adapt: Allows to change the Event details of the newly created submission

Discard: Deletes the newly created submission

Tips and Best Practices

- **Parallel event** : If the event shares the exact same dates, venue, and location as another already submitted event, contact the CVS team.
- If you submitted an Event on behalf of a PCO, approve the *ownership claim* so they can access the submission

Summary for a submission

Step-by-step

1. Click on « Submit an event »
2. Create the event
3. Location and venue
4. Audience and scope – Part 1: specify where the HCPs are from
5. OPTIONAL: Submit for pre-clearance (**6 months in advance**)
6. Audience and scope – Part 2: information about sponsors and attendance
7. Scientific Programme
8. Catering
9. Social programme
10. Registration package
11. Additional information if relevant for the assessment
12. **Submit the event**

Checklist

- ☐ 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, are planned 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 a previous edition was already submitted in CVS 2.0, the CVS 2.0 EMT number of the previous edition
- ☐ Any other relevant information