

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
Start date *	01-11-2024
First Edition *	Yes

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

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

“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 *

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

Explain why there is no website *

End date *

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 *

bru

Search for and select the Event city.

Brussels Belgium
Bruges Belgium
Brunswick GA, USA
Brusque State of Santa Catarina, Brazil
Brunswick VIC, Australia

Previous

powered by Google

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 *

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

The venue will be identified using Google API

Category of venue *

Conference Center, Convention & Exhibition Center, Palais des Congrès

Venue website

https://square-brussels.com/

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? *

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

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

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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.