

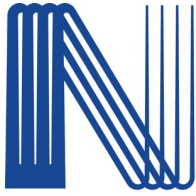
Schweizerische Neurologische Gesellschaft
Société Suisse de Neurologie
Società Svizzera di Neurologia
Swiss Neurological Society

Schweizerische Neurologische Gesellschaft Société Suisse de Neurologie Swiss Neurology Society (SNG)

Information on the SNG Sponsorpool

General information on the Sponsor Pool

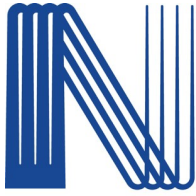
The SNG Sponsor Pool is an institution of the Swiss Neurology Society (SNG) and its aim is to allow SNG members to visit high-quality international congresses and participate in the exchange of scientific and specialist information under favourable conditions. To promote collegiality and friendship between the neurologists, all participants are accommodated in the same hotel. One international (usually European) congress is normally visited each year. In addition to the SNG, companies from the medical sector who support the SNG as partner companies in this activity also take part in the Sponsor Pool. The partner companies are not involved in any entertainment or free-time activities. Pharmaceutical companies may not pay the travel, food and accommodation expenses of persons accompanying the invited specialists to the event and are excluded from the sponsor pool. The partner companies are allowed to delegate company representatives, who accompany the doctors to the congress and stay in the same hotel, thereby facilitating contact between doctors and the industry. The code of conduct set out below must be complied with. The guidelines of both the SAMW and Swissmedic must also be complied with. After a three-year planning phase, one European congress has been visited annually since 2002. The administrative management is carried out by an Equality Committee, consisting of select members of the SNG and the industry. This Committee's job is to ensure compliance with agreements and to implement any necessary corrective action. The inviting institution is the SNG. The industry has no influence on the invitations.



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Further details on the Sponsor Pool

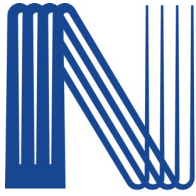
- **Equality Committee:** The Equality Committee, composed of three select members of the SNG and three select members of the partner companies, takes on the management responsibilities and also supervises the institution commissioned to look after the event. One of the SNG members is President of the committee. The Committee determines the number of neurologists who travel to the event as part of the project, depending on the budget, and sets out the further conditions.
- **Partner companies:** The partner companies pay one sponsorship amount, which is determined each year according to the project in a meeting attended by all sponsors. The sponsorship amount is paid to a special account of the SNG Sponsor Pool. According to the instructions of Swissmedic, any excess funds must remain in this SNG account and are earmarked for the Sponsor Pool. Apart from the planned events (see below), the sponsors do not undertake any other company-oriented advertising.
- **Administrative management:** To ensure neutrality, at the request of the sponsors, the practical organisational tasks are carried out by an impartial institution (IMK Ltd.). The administrative management office looks after general business, as well as the SNG Sponsor Pool account. The auditors comprise at least one member of the SNG and one member of the industry.
- **Participants:** all SNG members are entitled to take part (any exceptions for non-members must be determined on a case-by-case basis by the Equality Committee). The number of participating SNG members has to be limited for financial reasons. If more applications are received than places, the time of receipt of the application will be the deciding factor for participation. A waiting list is also kept in this regard. A limited number of junior doctors (determined by the Equality Committee) may be registered each time by the senior consultant of the hospital/medical centre.
- **Invitations:** the SNG invites all SNG members to take part by means of a neutral invitation process carried out by the SNG administrative management office.
- **Hotel:** all participants and company representatives should (where possible) stay in the same hotel in order to promote collegiality and friendship. Five-star hotels may not be considered.



- **Share of costs:** Each participant must pay a share of the costs. According to Swissmedic, the Sponsor Pool must pay 33% of the effective costs, to include the flight, congress fee, hotel with breakfast, welcome drink and a fringe events programme. The share of the costs is calculated so that the fringe events are also covered with a 33% share, in accordance with the Swissmedic requirements. Specialists in further training are eligible to pay a reduced contribution (20%).
- **Costs of the accompanying partner company representatives:** the costs of the accompanying company representatives are not borne by the Sponsor Pool. These are borne by the partner companies themselves.
- **Evening invitations:** The Sponsor Pool invites all participants (doctors and industry representatives) to both a welcome dinner and an official SNG dinner at the event. The costs are borne by the Sponsor Pool. The partner companies do not organise their own fringe events. Low-key invitations at the event, which have not been pre-organised, (e.g. straightforward dinner individually or in small groups up to max. 10 participants) are possible. However, the guidelines of Swissmedic must be adhered to precisely and the times must not clash with the two Sponsor Pool invitations. If anything is unclear, the Equality Committee can always be contacted for clarification.
- **Please note:** the guidelines of the Swiss Pharma Cooperation Code (PKK) apply: payment of meals (including drinks) must be for a reasonable, modest amount, up to 100.- CHF per specialist per meal. This amount only applies to events that take place within Switzerland. For events taking place abroad, the limits set out by the applicable code for the host country apply for all participants, irrespective of where their primary practice, main business address or registered office is located.
- **Transparency:** All participants are listed on the SNG website together with their share of the costs. However, for companies, the participants are not listed individually on their websites. For companies, only the SNG with the funding contribution is listed.
- **Dos and Don'ts for participating pharmaceutical employees**

Congress registration:

is carried out by the partner company itself for the company representatives (alternatively by IMK)



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Participation in the Sponsor Pool:

Company representatives must be notified to the IMK. The flight and hotel are booked by IMK. The costs of the flight and hotel will be invoiced to the companies separately after the event.

Number of company representatives:

The number of participating company representatives per sponsor is set at two (Partner) or one (Supporter). No further company employees are allowed in the same hotel as the Sponsor Pool group above this number.

Participation in the preparatory meeting:

All representatives of the partner companies who are accompanying the group should attend the preparatory pre-travel meeting (coordination meeting). Important information is provided at this meeting and the specific tasks for at the event are discussed and assigned.

Support role and logistical assistance:

The partner companies are asked to identify themselves with a name badge throughout the trip (name with sponsor pool logo + company logo).

Options for on-site support roles:

- Welcome/assistance at the airport
- Accompanying the travelling group during transfer to the hotel
- Assistance with check-in at the hotel
- Distribution of the congress documentation on site
- Assistance with the IMK Hospitality Desk on site
- Showing the way to the congress centre
- Assistance with the two fringe events
- Networking between doctors and the industry is a positive opportunity and should take place in a well-balanced manner.

Basel, September 2023

Dr. med. Uta Kliesch
President of the Equality Committee

Prof. Dr. med. Peter Sandor
President SNG

Harald F. Grossmann
CEO, **IMK** Ltd. / Institute commissioned to organise the event