

Conferences and Meetings

IQVIA aims as a partner able to support the Company in the evaluation and management of sponsorships of conference events in the scientific field.

Based on the Article 124 of Legislative Decree 219/2006, any Italian or foreign pharmaceutical Company which is the owner of medicines with marketing authorization in Italy (AIC), or which on the basis of an agreement with the respective owner provides for the actual marketing of medicines, and which intends to organize or contribute to the organization of a congress, conference or meeting on topics related to the use of medicines, must send the communication authorizing the proposed event to the competent AIFA office at least 60 days before the date of start of the event.

IQVIA, thanks to a team of dedicated experts, is able to

provide support for the entire congress management process starting from the initial evaluation of the sponsorship up to the management of the notification in AIFA through the AIFA application “**Autorizzazione Convegni e Congressi**” (ACC). IQVIA also supports the Company by managing relations with AIFA, in the event of integrations or changes, and relations with the organizational secretariats and providers.

IQVIA helps companies at all stages of the process with the aim of minimizing risk and ensuring *compliance* to all regulatory requirements. The support is divided into 3 phases:

Phase 1 — Regulation and compliance

- Evaluation of the sponsorship of conference events in compliance with current legislation, the code of ethics and the Company's internal procedures
- Evaluation of the relevance of the event with the products marketed by the Company and the need to send the communication authorizing the proposed event to AIFA



Phase 2 — Organizational secretariat and provider

- Support activities for managing contacts with the organizational secretariats and providers with the aim of finalizing the agreement and collecting all the necessary documentation for the submission of the AIFA request and its successful outcome

Phase 3 — AIFA authorization and archiving

- Assuming the role of Representative for Conferences and Congresses
- Management of AIFA authorization procedures through the Front End portal for the authorization of Conferences and Congresses (ACC) for single and multi-sponsor events
- Management of the procedure for payment of the fee amount corresponding to the estimated cost of the event according to the Health Ministerial Decree of 6 December 2016: data entry into the AIFA system, payment request and coordination with the Company, accounting entry on the AIFA website and fulfillment of the stamp duty
- Submission of the AIFA authorization request and its validation
- Management of additional requests and follow-up with AIFA
- Submission of the analytical final statement of expenses within 90 days of the end date of the event. Management of any remodulation of the payment (POL) associated with the practice in the event that the final balance entered does not correspond to the budgeted expense
- Archiving of all documentation related to the event
- Population of any Company databases related to the management of Congresses

CONTACT US

Federica Santagostino
Regulatory & PhV Engagement
Manager IQVIA

federica.santagostino@iqvia.com

IQVIA Solutions Italy S.r.l.

Via Fabio Filzi, 29

20124 – Milano – Italy

iqvia.com