CHECKLIST FOR THE FILLING OUT OF A VISA APPLICATION V1

PART A – GENERAL INFORMATION			
	CHECKLIST	**FAQ**	**TIPS**
A.1.a	**Applicant company**		Did you mention here the data of the sponsoring pharmaceutical or medical device company? Do not mention here the data of, for example, the hospital, the consultant or the PCO who actually completes (prepares) the application (see section A.1.b).
A.1.b	**External person who completes the visa application on behalf of the company**		Only to be filled in if the completion of the visa application is done by a third party mandated (e.g. hospital, consultant, CRO, PCO).
A.3	**Title and organizer of the scientific event**		Did you check the right box (organized by healthcare professionals or by a pharmaceutical or medical device company)? This is very important because the rest of the visa form (part B) adapts to your choice (e.g. regarding the annexes/documents to be added). ! Please note that if your request concerns only the sponsorship of a participation in a symposium taking place during a scientific congress, you should check here that it concerns an event organized by healthcare professionals.
A.5	**Dates and times of arrival, departure and scientific event**		- Is this section fully and correctly completed? No contradiction with the annexes? - Ensure correct chronological order (otherwise an error message will appear in section B.5). - If the main transport is not sponsored, leave the first and last boxes blank ("Arrival on site" - "Departure from the location").

A.6	**(Belgian) healthcare professionals who will be invited/sponsored**		- Did you fill in the right quality (participant or consultant)?
			- In case of a consultant:
			  - Did you explain why it concerns a consultant? Documents added confirming this quality (e.g. invitation for a slide rehearsal, name on the program)?
			  - If it concerns a speaker, chairman or moderator during a congress: did you demonstrate this (e.g. title presentation, date, time, link website)?

A.7.1	**Deadline for submission**	13.1 13.2	Did you check the right box? Deadline: no later than 15 working days before the start of the scientific event - Exception: 6 working days (resubmission / max. 15 persons / consultant) – Urgency procedure: 2 working days ! Note: it concerns *working* days, no *calendar* days ! Click here for more information regarding the submission deadlines
A.7.2	**First introduction or resubmission ?**		If it concerns a resubmission: - Did you mention the file number of the previous decision ? - If it concerns a resubmission after an approval: did you explain why the application is resubmitted (substantial modification: click here for more information)? ! Please note that a resubmission based on the 6 working days is only possible if the previous application was submitted on time (i.e. not possible after a refusal due to late submission).

PART B – DETAILED INFORMATION			
	CHECKLIST	**FAQ**	**TIPS**
B.2	**Scientific program**	4 + 5	
	Scientific nature		Did you clearly explain the scientific added value for the participating/sponsored healthcare professional?
	Investigator meetings	4.4	- Did you explain what the study or test is about (e.g. in section B.8) (e.g. short description of the study protocol)? - Did you explain the abbreviations mentioned on the program?
	Factory visits	5.2	Not allowed
B.4	**Hospitality**		- Did you mention the price per invited person? - Did you mention the correct numbers and data? - Did you mention the price in euro?
	Registration fee		- Did you mention the price in euro? - In case it concerns a third party organized event:

			- Is this price confirmed by an attached document? - Did you add a the required document as explained in FAQ 9.4? - If the entire price is not sponsored, did you explain why in section B.8 (e.g. because a social activity or an annual subscription is included)? - If meal(s) and / or overnight stay(s) are already included in the registration fee: do not mention this again nor subdivide this in section B.4.
	Flight	12.2 10.1 10.3	- In case of extension of stay: if non-accessory extension: only intervention in the price of transport for a proportional part linked to the congress, the private part may not be sponsored: please respect FAQ 12.3, it is not sufficient to simply sponsor only the outward or return journey (justify this in section B.8). - Did you mention the price in euro? - Give the exact amount as stated on the justification, no rounded price! - Did you add the required document as explained in FAQ 10.3? - Is a flex ticket offered? Check FAQ 10.1.b.
	Travel by car	10.1	- Did you mention the mileage allowance and the distance travelled? (also possible in section B.5 or B.8). - Toll is already included in the mileage allowance, so this cannot be offered separately. - Beyond 500km?: check FAQ 10.1.a.
	Meals	11.1 8.1	- A distinction must be made between participants and consultants. Check **FAQ 8.1** for all the details on this. The basic rules listed in FAQ 8.1 apply to both participants and consultants. However, consultants may deviate from them in certain cases. In that case this should not only be contractually defined (and substantiated) but also legitimate/reasonable. See FAQ 8.1 for further explanation. - Did you respect the maximum amounts? A more expensive meal is allowed if the sponsored healthcare professional pays the difference himself (if he consents of course). - Is the mentioned number of meals consistent with the number of dates listed? - If the proposed dates are incorrect, this should be adjusted in section A.5.

	Overnight stays		- In case of a scientific event in Belgium starting in the morning: overnight stay needed the night before? Always motivate why in section B.8 (e.g. long distances) !
			
			- Overnight stay after the scientific event:
			  - Only possible if the participant or consultant cannot reasonably get home before midnight (motivate!).
			  Note: a dinner after a scientific event may not be a reason for an extra overnight stay.

		8.2	- If the participant or consultant opts for a late flight back (instead of an overnight stay), an additional overnight stay (/"late check out") can only be offered if it concerns a flight that departs after 2AM. - Is the mentioned number of overnight stays consistent with the number of dates listed? - Exceptions to maximum amounts of 250€ are explained in **FAQ 8.2**.
	Transfer costs abroad	10.1	- Did you mention which means of transport (bus, taxi, train, metro)? - Where appropriated, did you give some information regarding the distance? - Did you clarify the price? - In case of several healthcare professionals: will the taxi be shared? - Please note that you should always mention in section B.4 the price <u>per person</u> (e.g. not the total price for the whole bus or the shared taxi). - In case of cab: check FAQ 10.1.c. *You can always give more explanations in section B.5 or B.8.*
	Transfer costs in Belgium (only by train for participants / taxi or mileage allowance for consultants)	10.1	
B.5	**Detailed description of travel**		
	Fully and correctly completed?		Please read the visa application carefully before submitting! Grey boxes in B.5. can be modified via section A.5.
	Flex tickets	10.1.b.	Did you add 1) a motivation why, as well as 2) a statement that the flex character will not be used to prolong the stay? *! these are <u>two cumulative</u> conditions*

B.8	**Additional information**	10.3	Mention here all additional information which can be useful for the treatment of your application, e.g.
			
			- Are the healthcare professionals not leaving from or returning to Belgium? This is only allowed for professional reasons: motivate and demonstrate this.
			
			- Are there different healthcare professionals leaving and / or returning at a different time? In that case, explain for each person clearly
			  - when exactly,
			  - what the impact is on the offered hospitality (number of dinners, lunches, overnight stays),
			  - which annex (B.5) of the flight relates to whom.
			
			Base the entire visa application on the group of HCPs for whom the same applies and explain in section B.8 (and/or an appendix) that there is deviation for one or more HCPs. If necessary, do not forget to attach different supporting documents (e.g. in case of a different flight/registration price).

PART C – ANNEXES			
	CHECKLIST	**FAQ**	**TIPS**
	Did you **add all required annexes** ?	10.3 13.3	- scientific program, - justificatif of the flight, and / or - justificatif of what is included in the registration fee
C.1	**Scientific program**		In general: see also higher section B.2.
	Detailed	4.1	- In terms of content? *Explain jargon and abbreviations! (also possible in section B.8 of the visa application)* - In terms of timetable? - Tip: always add -if available- the link of the website of the scientific event (e.g. in section B.8).
	Language		In a language that can be understood by the Visa Office? (DU – FR – EN – GE). If not, a translation must be added.
	Preliminary	4.3	- Possible provided three cumulative conditions. - It is advisable to always mention the link of the congress in section B.8 of the visa application (for the latest updates).
	Justificatif	4.1	- Is the date of the event mentioned on the program ? - Is the origin visible ?
C.5	**Justificatif registration fee**		
	Regarding a scientific event organized by **healthcare professionals**: did you add a justificatif of its cost and of what is included in the registration fee? - print screen website, or	9.4	- If print screen: - is everything sufficiently explicit? Also the price? - is all the necessary information mentioned on one and the same document? - is the origin visible? - If sworn statement: - completed by the congress organizer? - authentic handwritten signature?

	- sworn statement *! This is mandatory to add as soon as it concerns a meeting organized by a third party, even if there is no registration fee or even if the registration fee is not sponsored*	9.3 9.2	- stamp of the organizer or printed on the stationery of the organizer? *!! no combination of documents, no e-mail, no invoice, no modifiable word documents* - Double use of offered hospitality? - Social activity included? - Other benefits included?
	Regarding a scientific event organized by **a pharmaceutical or medical device company:** did you detail all offered hospitality (lunches, dinners, overnight stays, transfers, etc.)?	9.4	This must all be budgeted separately in section B.4 of the visa application (lunch, dinner, overnight stay, break), even if it is not offered by the submitting firm itself (but, e.g., by another entity in the same group).

C.6	**Justificatif flight**
	
	! A train does not require a justificatif (see FAQ 10.1)
		10.3	- If print screen:
			  - is everything sufficiently explicit: cost/clear class/dates/hours?
			  - is all the necessary information mentioned on one and the same document?
			  - origin visible?
			
			- If sworn statement:
			  - completed by the travel agency?
			  - authentic handwritten signature?
			  - stamp of the travel agency or printed on the stationery of the travel agency?
			
			!! no combination of documents, no e-mail, no invoice, no modifiable word documents
			
			- Prices in a foreign currency will need to be converted into euro in the visa application indicating the exchange rate and date.

SUBMISSION OF YOUR VISA APPLICATION V1 - POINTS OF ATTENTION

How do I submit my visa application?

- Use Google Chrome

- After completing your visa application, you must click on "Print".

- You will be redirected to a web page to pay (for more info on fees, click here). Only a payment online (via Maestro, MasterCard, American Express or Visa) will lead to the submission of a visa application. It is impossible to work with a bank transfer.

- After payment, you should receive an **emails** within the hour with the subject line "Mdeon – Visa Application – Acknowledgment of Receipt V1/../../../
- ……" and a copy of the submitted visa application attached.

! If you didn't receive this email, your visa application has <u>not</u> been submitted. In that case, please contact Mdeon asap.

What if I forgot to mention something else or if I mentioned something wrong?

Once submitted, it is impossible to change the visa application. What you can do is send us an e-mail. Indeed, if you send us additional information or supporting documents by email to secretariat@mdeon.be <u>before</u> your application is processed by the Visa Bureau, the members of the Visa Bureau can take it into account. Please mention in your mail the visa number to which your mail refers.

What should I do if I receive a refusal decision?

Without a visa number obtained, the requested sponsorship may not proceed. Following a refusal decision, there are **three options**:

1. *Resubmit the application*

Each application that was submitted on time but that has been refused can be reintroduced after changing the elements leading to the refusal. In that case you need to follow the same procedure as for the first introduction, with an exception for the introduction's deadline which is then of at least 6 working days. If the application is rejected because of late submission, it is not possible to resubmit using the reduced time limit of 6 working days. In this case, the urgency procedure can still be invoked, provided that a submission period of at least 2 working days is respected (click here for more information). In accordance with article 31.3 of the Code of Ethics, payment must be submitted at the moment the Visa request is made regardless of whether the visa is eventually granted or not. These payments are not refundable.

! Don't forget to indicate in section A.7.2 of the Visa Application that it is a resubmission with reference to the first (approved or refused) number

2. *Appeal*

Each refused decision can be appealed at the Chamber of appeal of the Visa office.

Please be careful, the Chamber of appeal evaluates the visa application as it was submitted originally by the applicant. The applicant can possibly add additional information to support his/her original request but cannot change it under any circumstance. If the applicant wishes to alter his/her original request, he/she needs to submit a new visa application.

In accordance with article 21 of the Code of Ethics, the appeal has to be sent by registered mail addressed to "Mdeon - Secretariat of the Visa Office, Culliganlaan 2D.3, 1831 Diegem", at the latest the 5th working day following the day of receipt of the decision. The date of the postmark will serve as proof of date of mailing.

The Chamber of appeal will also send you its decision in a delay of 5 working days.

3. *Accept the refusal*

In this case there cannot be any sponsorship, which does not mean that healthcare professionals cannot participate in or organize the scientific event, but they will have to bear the expenses themselves.