

HOSPITAL TRAINING – CONTRACTS WITH PAID SPEAKERS



Paid speakers, contracts required. Speaker presentations must be approved by local BI.

Topic:

Venue:

Date:

A: PLANNING THE EVENT	
	COMPLETION DATE ▼
Hospital registration	
Hospital agreement (Portugal, France, Italy)	
Save the date	
Provisionally book speaker	
Book meeting room	
Invite list	
Contact local BI to get info about speaker tier/fees	
Develop Agenda	
Prepare slides/content (allow 6 weeks if new material has to be approved)	
Check if you have enough material (allow 6 weeks if new material has to be ordered)	
<i>Welcome Pack Folder</i>	
<i>Agenda (Printed locally from template)</i>	
<i>Checklists (Printed locally)</i>	
<i>Carabiners Cards</i>	
<i>Wing Pins</i>	
<i>Softback Notebook A4</i>	
<i>Pens (supplied by venue)</i>	
<i>Workshop Certificates (Printed locally from template)</i>	

B: 2 MONTHS BEFORE THE EVENT	
	COMPLETION DATE ▼
Submit approval documents with necessary attachments to local BI.	
Approval to be documented under: "Events and Meetings" under an event specific folder on Sharepoint	
Fill in IQVIA Speaker Contract template, get Speaker to sign Speaker Contract and send to local IQVIA	

C: 4 WEEKS BEFORE THE MEETING	
	COMPLETION DATE ▼
Send out invitation (meeting title, dates, location details, aim of meeting, agenda, accommodation, logistic details, contacts for information)	

D: 2 WEEKS BEFORE THE EVENT	
	COMPLETION DATE ▼
Phone to check the meeting room	
Confirm number of participants	
Check the availability of AV equipment	
Speaker briefing	
Save signed Speaker Contract on Sharepoint under: "Events and Meetings" and in an event specific folder	
Check all printed material	
Check the invitation confirmed attendees and send reminder if necessary	
Send speaker presentation to local BI.	
Approval of speaker presentations to be documented under: "Events and Meetings" and in an event specific folder on Sharepoint	

E: DAY BEFORE THE EVENT	
	COMPLETION DATE ▼
Send out reminders	
Check slides	
Pointer + batteries	
Test software or other tools used during meeting	
Prepare material	

F: EVENT DAY	
	COMPLETION DATE ▼
Meeting room set up - completed 1 hour before start	
Check the computer and speaker presentations	
Check the audio visual equipment	
Take picture for Community page	

G: EVENT FOLLOW UP	
	COMPLETION DATE ▼
Follow up within 1 week	
Feedback on Basecamp / Community page	
Send a Thank you email	
Store Transfer of Value spreadsheet under the meeting folder on Sharepoint (for any persons who received benefits/payments: speakers)	