



## ***Sponsorship – HCP Conference Attendance Guidelines***

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### **What is a Sponsorship – Healthcare Professional (HCP) Conference Attendance?**

HCP conference attendance sponsorship is support for the payment of registration and/or, travel and/or accommodation costs to attend a conference or educational meeting. The conference or educational meeting must be related to the HCP's area of expertise.

### **Who can apply?**

A healthcare professional may apply for a conference attendance sponsorship.

### **Sponsorship Requirements**

- Sponsorships are not provided with the intent of directly or indirectly influencing the recipient to purchase, prescribe or recommend the use of Biogen products or services
- Requests for funding must cover discrete itemised costs and not an arbitrary lump sum
- Recipient must sign a formal written agreement prior to travel arrangements being made.

### **What criteria are used to determine funding?**

When evaluating an application for a sponsorship, Biogen may consider factors such as:

- Alignment with Biogen's therapeutic areas of interest
- Qualifications, professional standing and educational needs of the HCP
- HCP ability and commitment to communicate any relevant information gathered from the educational event to other HCPs
- Adherence to all relevant regulations, internal guidelines and policies.

### **What information is required?**

To enable an objective review of the request for Sponsorship – HCP Conference Attendance, please include:

- Relevant background information
- Conference or educational meeting program flyer or brochure
- Budget details

### **Application Process**

For your application to be considered, please submit a written application to:

Your Biogen employee contact; or

Email – [grantsaunz@biogen.com](mailto:grantsaunz@biogen.com) ; or

Fax – (61 2) 9889 1162 to the attention of the Marketing Manager; or

Mail – Biogen Idec Australia Pty Ltd, PO Box 380, North Ryde BC NSW 1670.

Please allow us as much time as possible for Biogen to consider your request. At least 2 months prior to the proposed travel date is generally a good guide for our review process.

The Biogen Grant and Donation Review Committee will review all requests. Submission of an application does not guarantee funding. We will reply in writing to all applications submitted.

### **For more information**

Contact the Marketing Manager on (61 2) 8875 3900, or

Email – [grantsaunz@biogen.com](mailto:grantsaunz@biogen.com)

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