

Handling fee <i>This covers travel agency fees and our time spent on the project</i>		50,00 €
	TOTAL PER PHYSICIAN	877,50 €

Key milestones:

Agree heads of terms for the educational grants	ASAP
Application page to go live	July 2020
Sign educational grant contracts, and confirm eligibility criteria	December 2020
Grant application deadline	31st December 2020
Applicant selection process <i>Weekly updates will be provided</i>	December - January
Registration of selected applicants <i>Conferre Team will manage the registrations giving the physicians one less thing to think about</i>	December - January
Deadline for receiving the agreed grants from industry partners	1st June 2021
Deadline for receiving physician's payment proofs	4th July 2021
Expenses reimbursement deadline <i>Deadline for Conferre Team to reimburse expenses to grant recipients</i>	4th August 2021
Reporting to industry deadline <i>Full reporting of final travel and accommodation costs and refund of unspent grant monies if applicable</i>	20th August 2021

Key points to remember about the grant process:

- We encourage you to publicise the educational grant to your sales teams so they can drive traffic to the application page
- You are entitled to put a link to the application page on your own company website
- Should it be necessary, Conferre Team can advertise the grant on the 5th AISDD 2021 website and drive additional applications using e-blasts to targeted database lists.

Next

- 1) Decide **how many** people you'd like to support to attend the 5th AISDD 2021
- 2) Confirm the **eligibility criteria** you'd like us to use when selecting recipients, e.g. surgeons, gastroenterologists, trainees, members of particular institutions, etc.
- 4) Once web page for grant applicants is live, your sales force can direct HCPs to the page via your website

FAQs

Can we set the selection criteria?

Absolutely. You can send us your preferred criteria (e.g. 15 Surgeons from Italy, 10 from Spain) including the total number of physicians you wish to fund and the countries and/or specialties preferred.

How will physicians apply?

There are two ways you could ask physicians to apply:

1) We create a unique web page for the applications and provide you with the link which you can then give out

The link can be put on your website (on a private page if necessary) and so that your salesforce can let physicians know that grants are available. The link then takes people to our application page. The selection process is carried out by us independently.

2) Physicians apply on the public page of our website using a unique company code, which we give out to Heads of Department at your chosen institution(s).

What about cancellation?

We ask from all grantees to send us accommodation and travel booking proofs no later than 28th February 2021 as a way of guaranteeing their attendance. In the event of a no-show on the day we make them aware that no reimbursement will be provided.

We can refund, or hold as credit, any monies not spent (on travel and accommodation if applicable) once reporting is complete in August 2021.