

## IMPORTANT INFORMATION FOR SPONSORS/EXHIBITORS

*Dear sponsors, dear exhibitors!*

*Please read the following information carefully and pay attention to these rules especially valid for companies participating at Congresses in Italy:*

By June 8<sup>th</sup> at the latest, all sponsoring pharmaceutical companies, that are subjected to AIFA procedures, should send a request to our local partner Graciela Stiavetti (stiavetti@sio-obesita.org), to be inserted in the AIFA pre-request that will be made for the ETA congress about 70 days before the event, specifying their SIS code.

The international pharmaceutical companies which are not registered in Italy and therefore do not dispose of a SIS code could entrust their Italian branch to accomplish, on their behalf, the AIFA meetings and congresses authorization procedures, using their own SIS code.

If this is not possible they should send to the local partner by June 8<sup>th</sup>, in paper copy by mail (not by e-mail) the following information:

- Name, postal address and corporate data of the pharmaceutical company
- Identification of the event (venue and starting day of the event)
- Categories of participants addressed by the event
- Topic of the event
- List of medicinal products promoted during the congress (relating to the event subjects)
- Provisional budget of expenses
- Copy of the Identity Document of the person responsible for Meeting and Congresses.

Please see AIFA, Italian Medicines Agency, website to get complete information:

<https://www.aifa.gov.it/en/faq-autorizzazione-convegni-e-congressi>

*For further clarifications and information related to the authorization procedure, please contact the "Conference and Congress Authorization" Division at the following address:*

*[integraconvcong@aifa.gov.it](mailto:integraconvcong@aifa.gov.it), specifying the following in the specifying the following in email subject: "QUERY: TOPIC XXXX (topic description)"*