**Notification letter to HCP re. support for HCP’s attendance at Conference**

Dear [Name],

[Name + Date + Place of Conference]

On behalf of [member company] I am pleased to offer you sponsorship to attend the [Name, Date & Place of Conference].

The main scientific topics within the programme are as follows:

* [list scientific topics]
* ……

The above information, and further details for the Conference can be found at their website, [link to conference website].

Sponsorship for this meeting will cover [insert class of travel] return flights for one person from [Country], registration for the meeting and hotel accommodation for one person on a bed and breakfast basis. You will be responsible for any additional expenses.

If you wish to have someone accompany you, we will not cover any travel, or other costs related to such participation and we are only responsible for your expenses.

Sponsorship is not conditional upon any obligation for you to use, recommend, promote or purchase products of [member company] (or any of its affiliates) and is not intended to influence you to do so.

[member company] will not be responsible for any injury, death or property damage or other loss, claim or injury you may suffer from your attendance at the Conference.

Please note that, as a member of the Association of British Healthcare Industries, we are required to comply with the ABHI Code of Business Practice (the “Code”). Prior to providing any Sponsorship to you to attend [Conference], the Code requires us to provide your hospital administration, or superior, or other designated competent authority with notification of the proposed Sponsorship, offering them the opportunity to comment on or oppose the proposed Sponsorship arrangements and/or to designate an alternative HCP to attend [Conference] in your place.

Please therefore be aware that we will be sending a letter to your hospital administration, or superior, or other designated competent authority (as appropriate) providing this notification in parallel to this letter. In addition however, if your acceptance of the proposed Sponsorship is subject to professional and/or employment rules requiring approval by professional organizations or your employer, you agree to obtain such approval before accepting the present congress attendance sponsorship.

Similarly, if you currently are or within six months will attain, a position to influence purchasing decisions by a government entity or a health-care-related institution owned or substantially controlled by a government or public body, you also agree to notify the purchase decision-maker of this congress attendance sponsorship.

If you would like to accept the sponsorship, Please send me back the signed reply form.

I look forward to meeting you in [Place of Conference]

Yours Sincerely,

[Name]

[Title]

[Contact Information]

[Email address]

**Reply from**

I [Name HCP address and further identification]

accept the sponsorship to Name Congress from [member company]

I fully understand and agree with the conditions as stipulated in the sponsorship letter;

Signature