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

Dear [Name],

[Name + Date + Place of Conference]

[Details of HCP]

It is the current intention of [member company] to offer sponsorship to [details of HCP] 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].

It is proposed that the Sponsorship for [HCP] to attend 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. [HCP] will be responsible for any additional expenses.

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

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 [HCP] to attend [Conference], the Code requires us to provide you with notification of the proposed Sponsorship. Please therefore treat this letter as this notification, and provide us with any comments you may have (if any) concerning the proposed Sponsorship at your earliest

convenience. In particular, if you oppose the current proposed Sponsorship arrangements, or wish to designate an alternative HCP to attend the Conference in place of [HCP] please let us know immediately.

Yours Sincerely,

[Name]

[Title]

[Contact Information]

[Email address]