

Corporate Membership Terms of Reference

As a corporate member of NIVAS, your company has expressed their willingness to support the philosophy and activities of the association. This document sets down the criteria for the relationship between your company and NIVAS and aims to maintain the independence of the association.

Application for membership may be made at any time through Succinct Medical Communications (www.succinctcomms.com) or the NIVAS website (www.nivas.org.uk).

1. NIVAS mailing/emailing facility

Made available to corporate members of NIVAS in order to enable mail specific items of literature to NIVAS members. It is made available no more than **twice annually** per corporate member and subject to the following conditions:

- It may only be used to mail those specific items that have been approved by the NIVAS Board
- Approval of literature by the Board should not be taken to imply endorsement of any company, product or service by NIVAS. Care must be taken not to create this impression in recipients of mail shots or others
- Any offer (e.g. attendance at meetings) made to individual NIVAS members using the mailing list, should be made available to all individual members regardless of their place or work or employer
- Once approved, the documents/items can be mailed and/or emailed to all members
- An administration charge of £450 + VAT (+ postage) for postal mailings and/or £250 + VAT for emailing will be payable

2. NIVAS website

- Unrestricted access to the NIVAS Members' section of the website is provided for 10 people per corporate membership
- The opportunity of a link to your corporate website from the NIVAS sponsors' page
- Additional collaboration relating to the website will be considered by the Board

3. NIVAS Conference

The conference is currently organised on a cost-neutral basis for NIVAS by Succinct Medical Communications.

Corporate members will receive priority in applications for satellite symposia and are entitled to a discount for exhibition space at the biennial conference. This discount will always be greater than the annual corporate membership fee.

4. Newsletter

Newsletter and other members' correspondence will be sent to the primary member of your company. Previous newsletters are stored on the website (www.nivas.org.uk). A company member may submit an article for the newsletter, subject to approval by the Board.

5. Access to the NIVAS Board

From time to time the Board has acted as a focus group for corporate members in providing opinions and advice on a variety of issues. The Board welcomes approaches from corporate members who wish to work with them in this way. Such approaches should be made to the NIVAS Chair or via Succinct Medical Communications. However, because of time constraints, access to the Board for such purposes cannot be guaranteed and it will normally be limited to one such meeting per corporate member per annum.

Applications to have access to or work with sub-committees must be made through the NIVAS Chair.

6. Sponsorship of NIVAS events

Companies wishing to sponsor events arranged by NIVAS will continue to be welcomed on the understanding that the company or any of its representatives will take no official part in the events and may be excluded from certain discussions. The exception will be where an individual representative may be specifically invited to the event because of their specific interest or experience. In such a case, it would be accepted that the view expressed were those of the individual rather than those of the company. A separate sessions or promotional stand may be arranged with the company representative if deemed appropriate for the type of event being held.

Please note:

- Events may be partly or wholly sponsored by a medical device or pharmaceutical company or companies
- Proposals for events, including administrative and financial details, must be presented to the Board for approval
- NIVAS will have the final say over programme content and speakers
- Companies may be requested to approach potential speakers if it is felt that they have appropriate contacts
- Content of talks given by company-recommended speakers may require pre-approval by NIVAS including talks at workshops
- No overtly promotional sessions will be included unless specifically requested by delegates
- If the company decide to change the focus of the presentation prior to the meeting, NIVAS must be informed beforehand or risk exclusion on the day
- The sponsoring company is bound to abide by the ABPI Code of Practice (where applicable) and as such may request to see any materials produced in relation to the meeting for their individual approval procedures
- NIVAS will endeavour to hold events in venues where it is possible for companies to have promotional stands that can be easily viewed by delegates during lunch or coffee breaks; however, this may not always be possible
- NIVAS will encourage delegates to visit promotional stands at sponsored events