

# Community Speaker Agreement between a patient advocate and a pharmaceutical company

*\* Patient advocate is an individual or representative of a patient organisation that gives a voice to patients on healthcare related issues and looks out for the best interests of an individual or group of patients. Other terminology that might also be used is “patient representative” or “patient advisor” though the meaning might slightly differ. EUPATI defines “Patient Advocates” as persons who have the insight and experience in supporting a larger population of patients living with a specific disease. They may or may not be affiliated with an organisation. (Source: EUPATI)*

## **Reference agreement “Community Speaker Agreement” draft version 1.2 (16 June 2020)**

This is a reference agreement, specific for Community Speaker Agreements, that should be adapted according to the needs of the users. It is based on the “Guiding Principles on Reasonable Agreements between Patient Advocates and Pharmaceutical Companies”, provided by the WECAN project on “Reasonable Legal Agreements between Patient Advocates and Pharmaceutical Companies”, for the most recent version and more information about the guiding principles, please visit <http://www.wecanadvocate.eu/rapp> [www.wecanadvocate.eu/rapp](http://www.wecanadvocate.eu/rapp)

## What is this Agreement about?

This is a standard agreement to be signed by a patient advocate and a pharmaceutical company when a patient advocate (i.e. “you”) has been invited and has agreed to provide a speech in an event organised by the Company. It defines what is expected from the speaker and fees agreed on between the parties, as well as sections on confidentiality, liabilities, data protection, and disputes (among others.)

## What does the Agreement include?

The first part of the Agreement (i.e. sections “Between” and “Whereas” page 2) provides the contact details of the pharmaceutical company and of the patient advocate, a definition of both. It sets the principle that the Company will respect the independence of the patient advocate in regards to his/her decisions and activities or those of the patient organisation (if the patient is affiliated with or works for a patient organisation).

- Make sure that your personal details are correct and that you are happy with the way you are described as a patient advocate in the text.

Then, the Agreement is divided into a total of 13 sections and 3 appendices which provide details of what has been agreed on.

- Please note that the specific details of what is expected from you, timeframes, fees and expenses are included in the appendices.

## Sections 1 to 13 in a nutshell:

1. **Definitions:** This section provides definitions of some key concepts.
2. **Services:** This section describes the activities / involvement which are expected of the patient advocate. Please note that the particular details of the event are described in Appendix 1.
  - Read carefully Appendix 1 and make sure you are happy with the suggested time frames, description of what is expected from you, use of your presentation by the company and financial terms. The last section provides information related to the confidentiality of the materials provided and discussions during your involvement.

For more information about the principle of “confidentiality” you can also read section 3 of the Guiding Principles document.

3. **Fees and expenses:** This section provides details of the agreed fees and expenses for which the patient advocate will be able to claim reimbursement to the company and of the applicable taxes and charges which will be taken in charge by the company and patient advocate. The relevant details are provided in Appendix 1 (section IV) and Appendix 2 and include the fees, expenses which will be reimbursed and terms of payment.

For more information about the principle of “financial compensation and reimbursement of expenses” you can also read section 8 of the Guiding Principles document.

4. **Independence and conflict of interest:** This section is about the independence of the patient advocate from the Company and defines the advocate’s involvement as an “independent contractor”. It explains that the company will respect and not influence the decisions of the patient advocate. In particular, the payment of a fee to the patient advocate for their involvement in a meeting/ event, should not influence their decisions in this involvement. The patient advocate is expected to declare, where appropriate, that he/she is involved in this meeting/ event.

For more information about the principle of “independence and conflict of interest” you can also read section 10 of the Guiding Principles document.

5. **Term and termination:** This section relates to the timeframe of the agreement between the Company and patient advocate in the context of the meeting/ event. The exact times where the agreement comes into force and finishes are established in Appendix 1 Section 1 (Term). It provides information of how the agreement can be terminated before the time established in Appendix 1 and the necessary notice period for this.
6. **Confidentiality:** This section is about the information which will be shared between the patient advocate and the company and which will be considered as “confidential” and therefore, should not be disclosed

to other people. It also contains details of the situations where confidentiality would not apply. The specific people and obligations for confidentiality are provided in Appendix 1 section IV.

For more information about the principle of “confidentiality” you can also read section 3 of the Guiding Principles document.

7. **Recording of the meetings:** This section is about the use of recordings in meetings that are made for the purposes of compiling minutes or a report of the meetings.

For more information about the principle of “recording of meeting” you can also read section 5 of the Guiding Principles document.

8. **Intellectual Property rights:** This section is about the protection of ‘creations of the mind’ which have both a moral and commercial value. It details clauses on copyright, external use, and sole or joint ownership of intellectual property rights on materials, data, and products developed. Please refer to Appendix 1 for more details on this.

For more information about the principle of “intellectual property rights” you can also read section 4 of the Guiding Principles document.

9. **Liability:** This section is about the legal responsibility of the patient advocate for his/her involvement with the company and explains in which situations a patient advocate could be legally responsible and to what amount of money.

For more information about the principle of “indemnification, remedies and conflict resolution” you can also read section 7 of the Guiding Principles document.

10. **Data protection (Europe only):** This section is about the personal data held by or relating to either party (patient/patient advocate and company) that may be exchanged during the time of the agreement. It outlines who is liable for the use of the data and how the data should be handled and used to ensure its protection.

For more information about the principle of “data protection” you can also read section 6 of the Guiding Principles document.

11. **Anti-bribery compliance:** This section is about the patient advocate and the company having to comply with existing anti-bribery laws and codes. It explains the type of conduct and ways of ensuring that the patient advocate can do so and how to proceed if there is any breach or reasons to believe there may be a breach.

12. **Entire agreement:** This section is about the entirety of the agreement between the patient advocate and company and contains details about the replacement of any and all previous oral or written agreements. It also details that any changes to the agreement need to be agreed on by both parties and made in writing.

13. **Disputes:** This section is about any disputes (disagreements) that may come up in connection to the Agreement that cannot be settled appropriately between the parties. It details that the agreement is to be governed by the laws of the relevant country and how mediation works in cases of disputes.

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**The agreement starts below**

## COMMUNITY SPEAKER AGREEMENT

### BETWEEN:

(1) Company name incl. legal form, a company organised and registered under the laws of insert country with registered office at insert address and registered with the insert register under number insert company registration number, duly represented by insert name, insert role/function,

Hereafter referred to as the "**Company**";

### AND:

(2) insert name, resident at insert address and country;

Hereafter referred to as the "**Speaker**";

The Company and the Speaker are hereafter jointly referred to as "**Parties**" and individually as "**Party**".

### WHEREAS:

The Company is a pharmaceutical company active in the field of research and development of pharmaceuticals and medicinal products.

The Speaker is a patient advocate, who has comprehensive expertise and experience in the field of health and patient advocacy, e.g., as an individual patient, carer, patient advocate, patient organisation representative or patient expert.

The Company wishes to engage the Services of the Speaker to provide the Services set forth below, and the Speaker wishes to provide such Services. The Services are provided for the purpose of supporting healthcare and/or research.

It is specified that the Company respects the mission, autonomy and independence of the Speaker and does not seek to exert any improper influence on its objectives, activities or decisions.

*1) This sentence justifies why we are entering into an agreement with this specific patient advocate i.e. because they have expertise and experience in a specific field.*

*In this context, this means that the person who will be involved as a speaker in a meeting/ event should have the relevant experience and expertise.*

*2) This means that the company does not aim to apply improper or inappropriate influence. In this context, it means that the Company will not influence the patient advocate's decisions or activities or those of the organisation the patient advocate is affiliated with.*

## NOW, THEREFORE IT IS AGREED AS FOLLOWS:

### 1. Definitions

**Event:** the event organised by the Company in one or more sessions, as further described in Appendix 1.

**Affiliate:** any company, organisation, <sup>1)</sup> subsidiary or other business entity that is formally attached to, legally connected to a Party or indirectly controlling, controlled by or under common control with a Party to this Agreement. "Control" shall mean the power to directly or indirectly, appoint a majority of the directors, or to otherwise direct or cause the direction of the management or policies of such company or entity whether through shared ownership, by contract or otherwise.

**Confidential Information:** all non-public and business-related information, such as, but not limited to commercially sensitive information, strategic plans or processes, unpublished scientific data, planned public campaigns or policy actions, draft project plans or concepts, written or oral, disclosed or made available to either Party, directly or indirectly, by or on behalf of one Party or its Affiliates (in the case of the Company) through any means of communication or observation and which may be further defined in Appendix 1.

**Fees:** the compensation paid for the Services performed by the Speaker to the Company as specified in Appendix 1, exclusive of the expenses such as travel costs.

**Services:** The presentation made during the Event by the Speaker, as set out in <sup>2)</sup> Appendix 1.

*1) Subsidiary in this context would mean a company, corporation, or limited liability company that is a separate legal entity owned and/or controlled by another company that can have local and national branches.*

*2) Further details of the working relationship and the role of the speaker are described in the Appendix.*

### 2. Services

2.1 The Speaker shall provide the Services to the Company as set out in Appendix 1.

2.2 The content of the Services may be amended from time to time by written mutual agreement between the Parties.

2.3 Whilst it is understood and agreed that the Speaker will determine the content of any presentation which forms part of the Services and be responsible for it, any handouts, visual aids or other materials the Speaker anticipates using for the provision of the Services must be approved by the Company prior to the date of delivery of the Services to ensure compliance with all relevant laws and codes of practice, and the Speaker will procure such obligations are met.

### 3. Fees

- 3.1 For the Services <sup>1)</sup> rendered under the Agreement, the Speaker shall be compensated in accordance with the terms of payment described in Appendix 1.
- 3.2 The Company will also reimburse for all <sup>2)</sup> reasonable international and business-related travel expenses incurred in relation to the performance of the Agreement in accordance with the expenses policy set out in Appendix 2, if such costs occur and are approved by the Company.
- 3.3 The abovementioned fee and expenses are considered net of Value Added Tax ("VAT"). The Company will additionally pay VAT as legally required. The Speaker shall be responsible for all other taxes and/or any social security charges, as applicable, related to the Fee, unless otherwise agreed between the Parties or stipulated otherwise in the applicable law.
- 3.4 The Parties acknowledge that the fees for the Services are reasonable and aligned with the prices requested by professionals on the market for similar professional services taking into account all the contributing factors such as <sup>3)</sup> inter alia individual expertise and training, complexity of tasks, responsiveness and country of origin, as well as the total time invested into the Services by the Speaker (work time and preparatory time) and comply with the industry, regulatory, and ethical guidelines as well as with the European Federation of Pharmaceutical Industries and Associations (EFPIA) "Working Together with Patients" principles, and the relevant national codes of practices applicable to the pharmaceutical industry.
- 3.5 The Company will ensure transparency of the payments made to the Speaker in accordance with the applicable local and international laws, regulations and Codes of Conduct., in particular the European Federation of Pharmaceutical Industries and Associations (EFPIA) "Code of Practice" This may involve the publication on its website or the communication to third parties of the payments made under this Agreement, including fees and expenses of the Speaker which the Company has covered.

*1) rendered under = In this context 'rendered under' means- delivered under this agreement.*

*2) reasonable = Reasonable expenditure is usually taken as expenditure which is necessary to fulfil the contract (without being excessive). It may vary by contractor, so if you need further clarity on this in the context of the specific contract, you should discuss it in advance with the other party (see Annex 2 - Expense policy for more comments). Although circumstances will differ from situation to situation, as a general rule of thumb "reasonable" travel expenses include (1) air or train fare; (2) related additional transportation costs, such as taxis to and from the airport or from your hotel to and from the designated venue; and (3) hotel accommodations when an overnight stay is required.*

*3) inter alia = This means "Among other things"*

#### 4. Independence and conflict of interest

- 4.1 The Agreement does not create any relationship of <sup>1)</sup>agency, or partnership or employment or <sup>2)</sup>joint ventures between the Parties. The Speaker shall exercise its activities under the Agreement as an independent contractor.
- 4.2 The Parties acknowledge that the Fees shall never constitute in any way an inducement to, or reward for, recommending or taking any decisions favourable or promotional to any products or services of the Company or its Affiliates, or have any influence on the content of any materials authored by or on behalf of the Speaker.
- 4.3 When the Speaker is writing, speaking or acting in public in the scope of this Agreement, the Speaker must <sup>3)</sup>declare that it is providing Services to the Company whenever the disclosure is required or deemed appropriate by the Company.
- 4.4 The Parties confirm that the Agreement is concluded independently from any business transactions and decisions in relation with the supply or purchase of goods or other services related to the Company.

*1) Agency - Refers to a person or entity that has the power to act on behalf of another person or entity, in other words, a relationship where one party has the legal authority to act in place of another (for example, a sales representative who has the authority to sign a sales contract on behalf of his/her company). In this context, it means that the Speaker is considered an "independent contractor" e.g. the person is contracted just for the task described in the Agreement and this does not involve other types of relationship between the Company and the Speaker (such as employment, partnership etc.)*

*A relationship of agency always involves an agent and a principal. A principal is a party who gives legal authority to another to act on his or her behalf. The agent is obligated to act in the best interests of the principal because the agent's actions will create legal obligations for the principal.*

*2) Joint venture = A commercial activity undertaken jointly by two or more parties which otherwise retain their distinct identities*

*3) Declare In this context means that, when presenting or referring to the project in public, the patient will need to formally disclose their collaboration with the Company*

#### 5. Term and termination

- 5.1 This Agreement comes into force upon the last signature by the Parties and shall remain in effect for the duration of the Services as set out in Appendix 1, unless terminated earlier in accordance with the terms of this Agreement.
- 5.2 Both Parties shall have the right to terminate this Agreement without cause upon thirty (30) days' prior written notice to the other Party.

## 6. Confidentiality

6.1 The Parties undertake and agree to keep secret and confidential all Confidential Information. Confidential Information may be further specified in Appendix 1.

6.2 Both Parties agree to make reasonable efforts to mark their documents and data as confidential.

1) In case of lack of marking, the receiving Party should make reasonable efforts to clarify with the disclosing Party whether the information is confidential or not.

6.3 Any disclosure of Confidential Information to third parties requires prior written consent of the owner, except for additional persons specified in Appendix 1. The Speaker shall ensure these persons follow the confidentiality rules as stated in this Agreement.

6.4 The obligations and limitations<sup>2)</sup> set forth herein regarding the Confidential Information shall not apply to information which is:

- 3)
- (i) in the public domain other than by a breach of this Agreement on the part of the receiving Party; or
  - (ii) rightfully received from a third party which has the right and transmits it to the receiving Party without breaching any obligation of confidentiality; or
  - (iii) rightfully known to the receiving Party without breaching any limitation on use or disclosure prior to receipt of the same from the disclosing Party, as shown by the records of the receiving Party; or
  - (iv) generally made available to third parties by the disclosing Party without any restriction concerning use or disclosure; or
  - (v) required to be disclosed by law or by a court of competent jurisdiction or by the rules or regulations of<sup>4)</sup> an applicable governmental or taxation or regulatory body or authority to whose jurisdiction the receiving Party is subject.

6.5 After the completion of delivery of Services, termination of this Agreement or whenever the disclosing Party requires it, the receiving Party may be asked to return and/or delete the Confidential Information. The Speaker may be permitted to retain copies if required to demonstrate compliance with this Agreement or with legal proceedings.

1) *In case the documents and data are not marked clearly as confidential, the receiving Party should make reasonable efforts to clarify with the disclosing Party whether the information is confidential or not. This means that when information is disclosed (e.g. as a part of a discussion or conversation) the Company or Patient Party should make reasonable efforts to explain to the other involved party if the information is confidential.*

2) *Set forth herein means as specified in this contract, i.e. underneath in this case.*

3) *6.4 The obligations and limitations, regarding Confidential Information, described in the Agreement, shall not apply to: (i) information which is already in the public domain; (ii) information which was received by the patient from a third party which has the right to transmit it; (iii) the patient knew this information by other means before the information was disclosed to him/her by the Company and has records of this; (iv) the information is generally disclosed to third parties by the Company without any restriction concerning use or disclosure; (v) the patient has been required to disclose it by law, court or by rules and regulations of a relevant authority (e.g. governmental, taxation or regulatory).*

4) *An applicable governmental or taxation...body = required to be disclosed by law or by a court of competent jurisdiction or by the rules or regulation of...a relevant governing body, taxation authority, or regulatory body.*



## 7. Recording of the meetings

- 7.1 Unless otherwise specified in writing, the Parties agree that the use of recordings, minutes and reports of the meetings attended by the Speaker:
- (i) is allowed by both Parties for internal purposes;
  - (ii) is permitted subject to the prior written consent of the other Party for any external use;
  - (iii) is permitted, in any case, where required for the performance, or for the verification of the performance, of the Services as set out in Appendix 1.

## 8. Intellectual Property Rights

- 8.1 All information, data and Intellectual Property Rights owned by each Party prior to this Agreement shall remain the property of that Party.
- 8.2 Unless otherwise agreed between the Parties, all Intellectual Property Rights on materials and products developed or prepared by the Speaker in connection with the Services performed hereunder shall remain the Speaker's sole property, without prejudice to Article 7.1.
- 8.3 The Company shall have the right to use the Speaker's presentation materials as described in Appendix 1.

*Performed hereunder = performed hereunder means carried out as part of this Agreement.*

## 9. Liability

- 9.1 To the extent permitted by law, the Speaker shall not be held liable for the performance of its Services under this Agreement, unless caused by gross negligence or wilful misconduct. They shall in no circumstances be liable for any indirect or consequential loss or damage incurred by the Company in connection with the activities contemplated in this Agreement (such as a loss of profit or damage to the reputation of the Company etc.).
- 9.2 In any event, the Speaker's liability is limited to a maximum of the Fees set out in Appendix 1, excluding VAT. If no Fee was paid, the Speaker's liability is limited to the amount of all expenses paid under this Agreement.

*9.1 This means that, under this agreement and to the extent permitted under the law, the Speaker is not responsible for any bad consequences for the services provided, unless this is by **gross negligence** (a conscious disregard of the need to use reasonable care which results in an action that is likely to cause harm), intentional misconduct or intentional omission.*

***Wilful omission** means to deliberately or knowingly failing to do or say something*

## 10. Data protection [For Europe only]

10.1 During the term of the Agreement, in the context of delivering the Services that is the subject of this Agreement, either Party may be processing the personal data exchanged under the Agreement. The Parties acknowledge that, in relation to the processing of such personal data,

1) each Party will be free to determine the lawful purpose and the means of such processing and therefore will act as separate data controller. In no event will this Agreement lead to a situation where the Parties can be considered joint controllers.

2)

10.2 Each Party agrees to comply with its obligations under the Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and any other applicable data protection laws. In particular, each Party shall:

- (i) process either Party's personal data for the purpose of
  - (a) managing the contractual relationship;
  - (b) complying with a legal obligation; and
  - (c) responding to requests from a competent supervisory authority or individuals;
- (ii) implement and maintain appropriate technical, organisational and security measures that are necessary to protect Personal Data processed under this Agreement from any accidental, unauthorized or unlawful use, destruction, loss or damage, as well as from alteration, access or processing personal data.

10.3 In addition, each Party shall:

3)

- (i) maintain, and procure that its employees and agents keep, Personal Data confidential in accordance with the Parties' confidentiality obligations contained in this Agreement;
- (ii) notify the other Party in writing without undue delay, but no more than 48 hours after becoming aware of a personal data breach, and provide reasonable cooperation after becoming aware of a personal data breach relating to any personal data processed in the context of this Agreement;
- (iii) provide reasonable cooperation and assistance to the other Party and notify in writing without undue delay in relation to any request formulated by a data subject to exercise their rights to have access, correct, object or delete any Personal Data held about them in the context of the Agreement.

(iv) notify the other Party in writing without undue delay and provide reasonable cooperation and assistance in the event of receipt of any request, allegation, complaint or the initiation of inspection proceedings by a competent Supervisory Authority, without undue delay for the adoption of the appropriate measures, if this affects the processing of personal data under this Agreement;

(v) save where a Party has a duty to keep the other Party's personal data as required by the law, a competent supervisory authority and for client relationship purposes, delete or return all personal data to the other Party upon termination or expiry of this Agreement.

4)

10.4 In case that the disclosure of personal data is required for the performance of the Agreement, the Parties will provide the data subjects with an adequate privacy notice regarding said disclosure.

10.5 Personal data of the Speaker and of individuals representing the Company will be kept confidential. This data may only be used by the other Party if required by law or with prior written consent of the other Party.

5)

The Speaker consents to the Company using their personal data they have provided as set out in Appendix 3.

1) **Section 10.1** defines the roles and responsibilities of each party during the agreement.

“...each party will be free to determine the lawful purpose...” = this sentence describes that the parties will have no joint liability/accountability regarding their collection, processing and use of data during the agreement, meaning that each party is liable and responsible on their own.

- **Data controller** = the party that decides in the first place why and how to use the personal data

2) **Section 10.2.** Establishes that following the European General Data Protection Regulation (GDPR), the parties agree to observe the applicable laws and that all personal data is processed in a secure manner.

- **Alteration** = Making a change to [something]

3) **Section 10.3**

- **Agent** in this context means that any 3rd party consultants or temporary staff within each contracting organisation (should also observe the data protection obligations within this agreement).
- **Data subject** is a generic legal terminology used to mean the individual(s) to whom data that is being collected during the agreement/ project relates and who can be identified.
- **(iv)** In the case of a request for information (sent by data protection authorities) concerning this agreement, the parties agree to notify each other of the request and cooperate to comply with the request.
- **(v)** If there is a legal obligation to retain the collected data, then the parties agree to comply, but if not, they should delete or return the data collected during the project.

4) **Section 10.4** describes that if there is a need to disclose/ share the collected data with a 3rd party as part of the project, the individuals whose data it is need to be notified/ informed.

5) **Section 10.5** sets the obligation for the parties to always have a written consent from the other party when collected data relating to the Speaker or to the representatives of the Company is being used for a specific purpose, unless they have to comply with a legal obligation to use data for certain purposes.

- The consent is collected by filling in and signing the form in Appendix 3.

## 11. Anti-bribery compliance

11.1 The Parties undertake to comply with any applicable anti-bribery regulations and codes relating to anti-bribery and anti-corruption (the "Anti-Bribery Laws"), including but not limited to the US Foreign Corrupt Practices Act and the UK Bribery Act 2010. The Speaker is prohibited from offering or paying directly or indirectly **anything of value** to a government official or any other person, entity or institution covered under the Anti-Bribery Laws in order to:

- (i) win or retain business for the Company;
- (ii) improperly influence an act or decision that will benefit the Company;
- (iii) gain an improper advantage for the Company.

The Speaker undertakes to keep accurate and transparent records to reflect transactions and payments. Should the Speaker breach or have any reason to believe that they might have breached this section, they shall inform the Company immediately, in writing, and cooperate with the Company to investigate and document the facts.

11.2 The Speaker will notify the Company if the Speaker attains a position to influence purchasing decisions of a government entity of health-care-related institution (including a hospital, health board or any other institution of a similar nature). Such purchasing decisions may relate, for instance, to tenders issued by health authorities or decisions of formulary committees of public hospitals. In case of such notification by the Speaker, the Company has the right to terminate this Agreement with immediate effect by written notice. The Speaker shall also notify the purchase decision-maker in said institution of the Speaker's financial relationship with the Company before any purchasing decision is made.

*Section 11 **Anti-bribery** - A bribery is an attempt to make someone do something for you by offering, giving, receiving or soliciting of any item of value to influence the actions of an official, or other person, in charge of a public or legal duty*

***Anything of value** refers to any good (or service provided) that has a certain benefit to the recipient that is real and that is ordinarily purchased rather than given away for free.*

## 12. Entire Agreement

- 12.1 The Agreement constitutes the entire agreement between the Parties, and <sup>1)</sup> **supersedes** and replaces any prior or <sup>2)</sup> **contemporaneous** communications, representations or agreements between the Parties, whether express or implied, oral or written, including all previous agreements with regard to the subject matter of the Agreement, as well as all negotiations, conversations and discussions between the Parties. The Parties will therefore not be able to derive any rights from prior agreements.
- 12.2 Any amendment to the Agreement may be made only in writing and by mutual agreement between the Parties.

*1) Supersedes means to replace something that is older. In this context it means that, for this particular Project, this Agreement replaces any previous or current agreements, communication, representations, discussions or conversations between the Company and the patient related to the Project, either in written or oral.*

*2) Contemporaneous = Existing or done at the same time*

## 13. Disputes

- 13.1 This Agreement shall be governed by and **construed** in accordance with the laws of insert country.
- 13.2 For any dispute arising in connection with the Agreement which cannot be settled amicably by mediation shall be submitted to the exclusive jurisdiction of the courts of the country in which the defendant (where the defendant is a legal entity) has its main registered office (where the defendant is the Speaker acting as a legal entity) or its residence (where the defendant is the Speaker acting as a physical person).

*Section 13.1 - Construed = understood or interpreted*

*Section 13.2 - This article specifies how and where any disputes will be determined. It assumes that in the event of a disagreement, there will first be an attempt to resolve it through mediation. If it cannot be resolved by mediation, the person (company or consultant) will need to sue in a court where the other person lives or, for a corporate entity, is registered.*

Signed by the Speaker

Signed for and on behalf of the Company

Signed .....

Signed .....

Date .....

Date .....

IN WITNESS WHEREOF, the Parties have signed and executed the Agreement in [insert place of signing] on [insert date of signing], in two (2) originals, each Party acknowledging receipt of a signed original.

Appendix 1: Description of the Event, the Services, Financial terms, and Confidentiality

Appendix 2: Expense Policy

Appendix 3: Consent form for the use of Personal Data

## **Appendix 1: Description of the Event, the Services, Financial terms, and Confidentiality**

This order is issued in accordance with the Agreement signed on [Click here to enter a date](#) by the Parties.

### **I. Event**

Title :

Start date: [Click here to enter a date.](#)

End date: [Click here to enter a date.](#)

Location : [Click here to enter a location.](#)

Duration of each session: [Click here to enter duration.](#)

### **II. Description of the Services**

[Click here to enter text.](#)

### **III. Right of use the Speaker's material**

The Company shall have the right to use the material and products developed, for the performance of the Services, by the Speaker as follows [**To be adapted case-by-case**]:

- Subject to not disclosing any Confidential Information, distribution of the presentation and material to participants in a PDF form;
- Publication of the presentation of a specified website to be defined by the parties in advance;
- Internal use by the Company of the presentation and materials

### **IV. Financial terms**

Specify here the financial terms, e.g. the fixed fee or hourly rate and hours to be covered

All amounts referred to in this Agreement are expressed exclusive of VAT (added if applicable).

#### **Invoicing conditions:**

The Speaker's invoice shall be paid by bank transfer within 30 days after the date of the issuance of its invoice.

### **V. Confidentiality**

Specify here the third parties / names to whom the rules of disclosure of confidential information is extended, including all obligations for non-disclosure and confidentiality

## **Appendix 2: Expense Policy**

### **The Company agrees to cover:**

- I. **Reasonable travel expenses**, e.g. inbound and outbound flight and/or train cost, accommodation, as well as transfer to and from the meeting venue, taking into account the specific needs, physical or mental, of the Speaker's condition (flights lasting more than six hours shall be in Business class);
- II. Travel costs of accompanying person, in case the Speaker has a justified medical need to be accompanied by other persons;
- III. In case of three-way travel or additional stayover at the meeting is required within the Speaker's patient advocacy duty from preceding or to subsequent meetings, this shall be covered if deemed reasonable. Shared costs with other meeting organisers should then be considered wherever possible.

In addition, the parties have agreed on the reimbursement of the following expenses:

Click here to enter text.

### **The following terms of payment are agreed:**

The Company shall either pay the above-mentioned expenses directly or reimburse the Speaker. Where the Speaker has incurred the expense directly, reimbursement will be made upon provision of satisfactory invoices/requests for payment and itemized receipts clearly detailing the nature of each expense claimed. The Speaker will always comply with the applicable laws, codes of practice. No additional expenses other than those stated above shall be due to the Speaker.

The payment of expenses shall be paid by bank transfer within 30 days after the date of the reimbursement claim.

*This section explains that expenses which are **reasonable** will be reimbursed/paid and provides examples of some of the types of expenses which should be considered as reasonable. This is an important issue as it means that some expenses if considered as unreasonable may not be reimbursed. Ideally this should be discussed and agreed in advance.*

*Although circumstances will differ from situation to situation, as a general rule of thumb "reasonable" travel expenses include (1) air or train fare; (2) related additional transportation costs, such as taxis to and from the airport or from your hotel to and from the designated venue; and (3) hotel accommodations when an overnight stay is required.*



**[For Europe only]**

### **Appendix 3 – Consent Form for the use of Personal Data**

1)

In the context of the Agreement, the Company may use some of the personal data you (the "data subject") provided for various purposes. For some of these purposes, the Company may need to obtain your prior consent. The table below lists each of these purposes and allows you to consent (or not) to the use of your personal data by the Company for each separate purpose.

**IMPORTANT:** Your consent is entirely voluntarily, and you are under no obligation to consent. Even if you provide us your consent, you can subsequently withdraw consent at any time (although this will not affect the lawfulness of any use of your personal data prior to such withdrawal) by

- using the provided form available on hyperlink
- notifying us in writing thereof on address
- or by e-mail e-mail address

2)

Please note that if you do not provide us with your consent, or if you subsequently withdraw consent, we will not (no longer) be able to explain consequences of not consenting

<b>Data subject</b>	<b>Purpose of the processing</b>	<b>Types of personal data that will be processed</b>	<b>Tick if you consent</b>
Clearly state which data subject's consent is sought – e.g. the Speaker	Clearly describe each purpose, e.g. to use Speaker's health-related data for analysis purposes	Add text here	<input type="checkbox"/> I agree

*This Appendix serves as a consent form that should be pre-filled by the contracting parties and signed by the individual(s) who give their consent for the pre-defined purpose.*

1) **Data subject** is a generic legal terminology used to mean the individual(s) to whom data that is being collected during the agreement/ project relates and who can be identified. In this Appendix specifically it means the speaker who is giving his or her consent for the purposes described.

2) This means that if individuals do not provide the Company with their consent, or if they have already consented, but subsequently withdraw their consent, there may be consequences for them –although they will not suffer from negative consequences. The Company seeking the individuals' consent may not be able to explain in detail the consequences of not consenting or withdrawal, besides the information already provided to the individuals.