

## Annex VIII (EMA/2019/12/DED)

### Guidance note on hosting activities during scientific committee meetings

#### Roles and responsibilities of host during oral explanations

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- Host is informed by reception that a company has arrived.
- Host welcomes the company and collect their presentation + a memory stick with an updated version of the presentation where appropriate.
- All documents need to be brought into the meeting room.
- Each delegate, expert and EMA staff should receive a copy of the presentation.
- Host liaises with the Chair / Meeting Secretariat to know at what time the oral explanation will start and when the company should be brought up. (For example, if an oral explanation is scheduled for 14.00, the Committee may need a 10 min introductory discussion – so it may not be appropriate to have the company waiting directly outside for that period of time).
- Host should inform the company about any delays.
- Host collects the company from the Industry Lounge to the floor where the oral explanation will take place and awaits to receive the final OK from the meeting secretariat before ushering the company into the room (this latter step is quite important so as to prevent the company from accidentally hearing parts of the internal discussion on their product).
- Before entering the meeting room, Host informs the company that the Chair will give them a briefing about the procedure:
  1. The Chair starts speaking first to welcome the company
  2. Each member of the company introduces him/herself
  3. The company starts its 20 minute presentation
  4. Afterwards there will be questions and answers from the members of the committee
  5. The company can also ask questions

- Also before entering the room with the company, the Host should first enter the room to quickly check if all is ready in the room.
- Inside the meeting room, Host shows to the company the seating area and demonstrates how the technical equipment works. Key board, mouse, microphone....
- Host leaves the room and returns to their desk and awaits instructions from the meeting secretariat to escort the company to the Industry Lounge after the presentation.
- The EMA coordinators and Rapporteurs will go to debrief the company once a decision has been made by the committee.