



**Infection Prevention and Control Canada
Prévention et contrôle des infections Canada**

POLICY & PROCEDURE MANUAL

SECTION:	Chapters	NUMBER:	15.70
SUBJECT:	Industry Sponsorship & Partnerships	PAGE:	1 of 2
	Also refer to IPAC Canada Policy 2.50 and 9.83		
ORIGINATED:	April 2015	REVISION:	Sept 2015

GENERAL PRINCIPLES

1. IPAC Canada Chapters include industry representatives in their membership.
2. Chapters and industry look to mutually beneficial sponsorship and partnerships.
3. The primary objective of professional interaction and collaboration between IPAC Canada chapters and industry should be improving the health of Canadians by promoting excellence in the practice of infection prevention and control.
4. The relationship between chapters and industry must always be in keeping with the fundamental ethical principles that govern social interactions in general. In general, these ethics incorporate mutual respect, honesty, and transparency.
5. Chapters will not endorse any company, product or service in return for a fee or other consideration where such a relationship might jeopardize its ability to exercise its autonomy, independence and commitment to employing evidence-based practice and application of epidemiological principles.
6. Participation and partnership with IPAC Canada or its chapters does not in any way oblige IPAC Canada or its chapters to endorse or promote that company or its products.
7. Where a financial or in-kind partnership with industry exists it must be disclosed.

INDUSTRY SPONSORED PROJECTS

1. A prerequisite for chapter participation in any industry sponsored project is evidence that these activities are ethically defensible, socially responsible and scientifically valid.
2. IPAC Canada chapters and members must not be in conflict of interest by virtue of any relationship with the company that funds the project.
3. The content of any industry sponsored project must not be directed by the involvement of industry sponsors. More specifically the content will not be chosen by the sponsoring company rather by the IPAC Canada Board of Directors or its chapter representative.
4. As per IPAC Canada Policy 15.30, chapters are not independently registered as not-for-profit charitable organizations. Revenue from donations and sponsorship should be forwarded to IPAC Canada which in turn would provide the charitable receipt and reimburse the chapter for the funding revenue.
5. If the revenue is from a promotional event, e.g. annual education day exhibit, sponsorship of lunch, etc., the funds are received directly by the chapter and a business receipt issued by the chapter. Should the funding organization or individual require a charitable receipt, the funds must be forwarded to IPAC Canada for processing (See #4 above.)

INDUSTRY SPONSORED CHAPTER EVENT

1. Conference Exhibits

- 1.1 Negotiations for space or for types of promotional displays at IPAC Canada or IPAC Canada chapter conferences and functions should not be influenced by industry sponsorship of a project or activity.
- 1.2 The chapter will promote the exhibit opportunity to industry citing booth size, trade show hours, fees, and allocation procedures.
- 1.3 Exhibitors do not need to be restricted to member companies.
- 1.4 Fees for exhibit opportunities will be paid directly to the chapter. GST/HST shall not be added to exhibit fees.

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2. Chapter Meetings

- 2.1 Industry may be invited to present an education session during a chapter meeting.
- 2.2 The presentation may not include a direct product promotion but must be scientifically supported practice recommendations.
- 2.3 The presentation may not include comparison between products of differing companies.
- 2.4 One slide may be added which notes the products provided by the presenting company which support the practice recommendations.
- 2.5 The presenting company may be invited to have an exhibit table at which product information is provided.
- 2.6 The presenting company may sponsor the meeting lunch or other activity in return for the presentation opportunity.
- 2.7 Presenting companies do not need to be restricted to member companies.
- 2.8 Fees for the event sponsorship will be paid directly to the chapter. GST/HST shall not be added to meeting/event sponsorship.

3. Sponsorship of Education Sessions

- 3.1 Industry may be requested to sponsor a presenter or workshop at a chapter education day.
- 3.2 If the presenter is an industry representative, the guidelines in #2 must be followed.
- 3.3 If the presenter is not an industry representative, the fees for travel, accommodation and honorarium can either be paid directly to the presenter by industry or to the chapter for reimbursement of the presenter.
- 3.4 If the presenter is reimbursed by the chapter, appropriate receipts showing GST/HST paid must be presented to the chapter. GST/HST is not payable on honoraria but would be reimbursed to the presenter when included with other receipts, e.g. travel, hotel.
- 3.5 If the sponsorship is an unrestricted grant* not for a specific presenter, fees will be paid directly to the chapter. GST/HST shall not be added to education session sponsorship. *An unrestricted grant is defined as a grant made to further the general purpose or work of an organization, rather than for a specific purpose or project. The chapter must be free to use the funds in any way that benefits the chapter by supporting their general education mandate. Unrestricted grants differ from other donations or sponsorship in that there can be no formal requirement by the sponsor and the sponsor has no claim whatsoever to any intellectual property rights that may result from events or projects supported by unrestricted grants. For sponsorship of other chapter projects there is usually either a letter of request outlining the objectives of the project and the benefit to the sponsor; a further agreement between parties may or may not be required. The latter also applies when sponsorship for a specific presenter at an educational event is being sought.
- 3.6 Sponsorship will be acknowledged in the final program and/or prior to the education session.
- 3.7 Although the industry representative may be invited to bring short greetings to attendees, at the discretion of chapter organizers, the greeting should not include any product promotion.

COMMUNICATION FROM INDUSTRY

- 4.1 Communication from industry with product-related marketing should not be posted or distributed to members or to social media.
- 4.2 Communication from industry with educational information, e.g. invitation to webinars or teleclasses, white papers, scientific studies, can be distributed to members.

- 4.3 Communication from or about industry will be sent to those IPAC Canada members who have consented to receive such information.