



Alcon Academy Facility Request Form

Please complete all the sections as failure to do so could result in either a rejection or a request for additional information. Requests will be reviewed by a Grants Review Panel.

When you submit the form, **please remember to include a copy of the agenda(s)**. Completed forms and relevant supporting documentation should be sent to **uk.grants@novartis.com**. Requests must be made at least 3 months in advance of the proposed meeting date. If you have any general questions about this form or the process, please send them to the same address.

Please note that all 'Benefits in Kind' to Health Care Organisations (HCOs) will be disclosed by Novartis. Any disclosure made by Novartis will be against HCOs only. This disclosure is a commitment by our industry to transparency in our relationships with HCOs. We believe that making this information public will allow us to create a much better understanding of how and why we work together to improve patient care.

Submission date

Project Title

Submitted by
[Name and Title]

Contact details
[Email, phone, fax]

Name and address of the NHS organisation that wishes to use the Alcon Academy

General Questions

Please confirm that this request is related to Ophthalmology.

Are you requesting use of the Alcon Academy at least 3 months in advance?

Have you provided a proposed agenda(s) for the days that you wish to use the Alcon Academy?

Is your request for at least two days of use of the Alcon Academy? (Use of days does not have to be consecutive)

Do you understand and agree that Novartis will disclose use of the Alcon Academy as a 'Benefit in Kind' to the requesting healthcare organisation?

Can you please specify the unmet need that leads you to make this application and what are the specific benefits for your institution?

Have you previously had an application to use the Alcon Academy accepted? If so, what year and for how many days?

Programme Details

What is the name of the programme you would like to run in the Alcon Academy?

Please provide a brief description of the programme you would like to run.

How many days and what times would you need the Academy for?

What are your preferred dates (please note that dates cannot be confirmed until an application has been approved)?

How many people do you anticipate attending and who are your target attendees (please do not invite attendees until your application is approved)?

Is there anything other than use of the Alcon Academy that you are asking Novartis to provide (e.g., catering, consumables)? Please provide details.

Patient Impact

Will the use of the Alcon Academy benefit patients?

Please describe how this use of the Alcon Academy will benefit patients.

Other

Is there anything else that you would like to make Novartis aware of?

Thank You

- Completed forms and relevant supporting documentation (if any) should be sent to uk.grants@novartis.com at least 3 months in advance of the project /meeting date.
- Please send any questions to the same email address.