



NATIONAL ORGANISATION FOR MEDICINES

www.eof.gr

Office of the Chair of the Board / EOF

Questions & answers on scientific events falling within the competence of EOF

Version 1, 01.09.2026

Revision history

Version	Date	Nature of revision
1	01.09.2026	Initial version

This document is dynamic in nature and is updated as required.

Preliminary

What this document covers

This document brings together the most frequent questions concerning: (a) scientific events organised by State bodies and scientific healthcare bodies, or organised and funded by companies marketing products that fall within the competence of EOF, (b) the participation of healthcare professionals in such events, and (c) the final financial report and the disclosure of the relevant transfers of value.

The answers are based on the EOF Circular on Scientific Events in force, ref. no. 45560/corrected reissue of 21.05.2025, and on the subsequent announcements of the Organisation, which are set out in the Annex. Each answer cites the relevant article or announcement.

This document does not replace the official regulatory texts, which prevail in all cases.

Courtesy translation. In the event of any discrepancy, the Greek text prevails.

Part A. Definitions and scope

A1. What is a scientific event falling within the competence of EOF?

Scientific events are the congress, the one-day meeting, the two-day meeting, the seminar, postgraduate courses, webinars, as well as training and educational activities of any kind, where all four of the following conditions are met cumulatively:

- they are held in Greece or abroad.

- their content is strictly scientific and relates, directly or indirectly, to products falling within the competence of EOF.
- they receive funding from companies marketing products within the competence of EOF; and
- they are organised by a body belonging to one of the categories of organisers (see A4).

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 3. See Annex S1.

A2. Which products fall within the competence of EOF?

Medicinal products for human use, veterinary medicinal products, foods for special dietary uses and food supplements, biocides and medical devices.

Separate Circulars are envisaged for veterinary medicinal products and medical devices, and until they are issued the Circular in force applies.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 2. See Annex S1.

A3. To whom does the Circular apply?

It applies to all bodies which organise or fund scientific events (companies marketing products within the competence of EOF, scientific healthcare bodies, State bodies), as well as to the healthcare professionals who take part in them.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 3 and 4. See Annex S1.

A4. Who may act as organisers?

- State bodies, including higher education institutions, public hospitals (clinics, laboratories, etc.) and primary health care units.
- Non-profit scientific associations, non-profit scientific foundations, public law or private law legal entities, associations of health scientists and scientific unions of any legal form of a non-profit character.
- Private clinics.
- Companies marketing products within the competence of EOF.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 3. See Annex S1.

A5. What applies to forms of cooperation not referred to in the Circular?

The list of scientific events and the regulatory restrictions of the Circular are exhaustive. Any other form of advisory or other cooperation between a healthcare professional and companies marketing products within the competence of EOF does not fall under the Circular and is governed by the general provisions of the framework in force at the material time.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 12. See Annex S1.

Part B. Organising scientific events

B1. How many events may a company organise per year?

Up to forty (40) in total per year, calculated on a calendar basis.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.1.i. See Annex S1.

B2. What may a Scientific Healthcare Body organise?

- One (1) panhellenic congress, of a maximum duration of up to five (5) days and up to four (4) overnight stays, with sponsorship of up to €25,000 per company/sponsor.
- In addition, up to three (3) scientific events of a duration of up to three (3) days, with sponsorship of up to €5,000 per company/sponsor.

In order to organise a panhellenic congress the body must cumulatively: (a) correspond to the specialties and sub-specialties recognised by KESY (Central Health Council) and (b) have completed a period of operation equal to or greater than four (4) years, with demonstrable scientific and educational work.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.2. See Annex S1.

B3. What may a State body organise?

Up to three (3) scientific events per year, of a maximum duration of up to three (3) days. Sponsorship amounts to up to €2,500 per company, with an overall ceiling from all sponsors of up to €20,000.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.3.i. See Annex S1.

B4. What is a Course Series and who organises it?

It is an educational event held in Greece, in person, online or in hybrid form, in the form of a series of courses or seminars covering education and training subjects as a whole. It is organised by higher education institutions, hospitals and Scientific Healthcare Bodies and is addressed to specialist and resident doctors, postgraduate, doctoral and post-doctoral students, nurses and other healthcare professionals.

- Each body may organise up to ten (10) Course Series.
- They are submitted for a single approval, with the upload of the complete educational programme and the corresponding sponsorship package.
- Minimum duration of four (4) hours per day.
- Maximum registration fee of €150 and maximum sponsorship per company of €3,500.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.3.ii–iii. See Annex S1.

B5. In what ways are scientific events held?

With the physical presence of participants at the venue, online by audiovisual or other electronic means, or in hybrid form, that is by a combination of physical presence and remote participation.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 6. See Annex S1.

B6. When is no organisation request required?

- For webinars of a duration of up to three (3) hours, provided that cumulatively there is no organisation cost and no cost of funding the participation of healthcare professionals. Where an organisation cost exists, the request is submitted but is not counted.
- For events organised in Greece exclusively by International Scientific Healthcare Bodies.
- For events informing patients and citizens which are organised by patient associations.

- For events organised in Greece exclusively by a company established abroad, without the participation of Greek healthcare professionals and without the involvement of the Greek subsidiary.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 4.1.v, 4.1.x, 4.4.i and 8.iv–v. See Annex S1.

B7. What applies to international events held in Greece?

Different rules apply depending on the organiser:

- Organisation exclusively by an international body: no organisation request or notification is required and the costs are borne by the international body, while companies wishing to fund the participation of healthcare professionals or to declare sponsorships submit an "HCP Participation Request" and a "Notification of Sponsorship of an International Event". The international body is entered in the "organiser" field; otherwise the request is automatically rejected.
- Co-organisation with a Greek body: the organisation request is submitted by the Greek scientific healthcare body and the international body contributes at least 50% of the budget and of the speakers, while sponsorship of the Greek body amounts to up to EUR 25,000 per company/sponsor. The international co-organiser is entered in the "comments" field; otherwise the request is automatically rejected.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.i–ii. See Annex S1.

B8. May a company organise an event abroad or co-organise one with another body?

No. Companies marketing products within the competence of EOF may not organise scientific events abroad, nor co-organise scientific events with other bodies (State organisations, non-profit scientific bodies, private higher education institutions or hospitals), whether in Greece or abroad.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.1.iv. See Annex S1.

B9. What applies to an event organised in Greece by a company established abroad?

Where the event is organised exclusively by the foreign company, without the participation of Greek healthcare professionals and without the involvement of the Greek subsidiary, no notification to or validation by EOF is required.

Where Greek healthcare professionals take part and the Greek subsidiary wishes to fund their participation, it submits the corresponding participations through the Online Application using the "HCP Participation Request" procedure for a scientific event held abroad.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.1.v–vi. See Annex S1.

B10. Are events informing patients permitted?

- Events organised by companies to inform patients about specific preparations or products are not permitted.
- Events informing patients and citizens about the prevention, diagnosis and treatment of diseases are permitted upon submission of a request through the Online Application.
- Companies marketing medical devices may organise events training patients who have already obtained their products in the use of those products, upon submission of a request.
- Events organised by patient associations require no request or notification.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.1.vii–x. See Annex S1.

B11. May PCO companies hold a scientific event in their own right?

No. Companies organising scientific events are not organisers. They provide secretarial and other organisational support to scientific healthcare bodies, State bodies or companies within the competence of EOF, which are the organisers.

The organisation is assigned by the body itself, which declares the PCO in the corresponding category of the Online Application. The contract with the contractor is expressly referred to in the request of the body to EOF.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.iii. See Annex S1.

B12. Is separate approval required for a satellite symposium or a satellite lecture?

No. Satellite symposia and satellite lectures take place within scientific events held in Greece, are included in the congress programme and no separate approval by EOF is required. The programme, the speakers, the content of the presentations and any invitations to healthcare professionals are approved by the medical or scientific department of the company and by the organising committee of the event.

The following also apply:

- they are non-promotional in character.
- they carry no continuing education credits and no attendance or absence is recorded.
- no reference to commercial product names is permitted.
- their total duration per event does not exceed 20% of the overall duration of the programme and, by way of exception and with clear justification, 25%.
- each healthcare professional may take part as a paid speaker or chair in up to three (3) satellite sessions per event.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.3.iv. See Annex S1.

B13. Do the same restrictions apply to veterinary events?

No. Requests for the organisation of veterinary events held in Greece and/or for the participation of healthcare professionals in them are not subject to restrictions as to the number of events, the number of participants or the submission deadline.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.ix. See Annex S1.

Part C. Participation of healthcare professionals

C1. Is prior approval by EOF mandatory in order to fund a participation?

Yes. The funding of the participation of a healthcare professional by companies within the competence of EOF is subject to the prior approval of the Organisation, which is granted exclusively through the Online Application. Responsibility for accuracy and timely submission lies with the applicant. Coverage of participation costs without prior approval is not recognised at the stage of the final financial audit.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7, and EOF Announcement of 28.07.2018. See Annex S1, S6.

C2. Which costs are covered and up to what ceilings?

Registration, travel, accommodation and subsistence costs may be covered.

The ceilings for accommodation and subsistence costs are as follows:

	In Greece	Abroad
Accommodation (per day)	up to €270 including VAT	up to €400 including VAT
Subsistence (per day)	up to €100 including VAT	up to €150 including VAT

The same ceilings apply to advisory boards held in Greece and abroad respectively. All amounts are inclusive of VAT.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 7.ii and 4.4.viii. See Annex S1.

C3. How is the participation request submitted?

Exclusively through the Online Application, and submission constitutes a solemn declaration within the meaning and with the consequences of Law 1599/1986, by completing the following as mandatory fields:

- full name of the healthcare professional.
- AMKA (social security number).
- specialty.
- employing body.
- cost per healthcare professional.
- any exemption in accordance with the terms of the Circular.

If the particulars are not declared in full, the request is automatically rejected.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 7.iii–iv and 13. See Annex S1.

C4. What are the deadlines?

Action	Deadline before the start date
Event organisation request	up to 8 calendar days
HCP participation request in an event or board	up to 8 calendar days
Registration of particulars of an event held abroad	up to 15 calendar days
Cancellation or replacement of an HCP participation	up to 5 calendar days

Late and incomplete requests are automatically rejected by the Application.

A participation cancelled within the deadline is not counted.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 5.iii, 7.iii, 7.vii and 10. See Annex S1.

C5. In how many events may a healthcare professional take part each year?

Up to three (3) scientific events held abroad and up to four (4) held in Greece per calendar year, active participations excluded. Participations which were not realized within the current year are not carried over to the next.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 7.xii–xiii. See Annex S1.

C6. How many times may the same company fund the same healthcare professional?

- Twice (2) for events of scientific bodies and hospitals held in Greece.
- Twice (2) for events of companies within the competence of EOF held in Greece.
- Twice (2) for events of scientific bodies held abroad.
- In addition to active participations (see C7).

Counting is carried out exclusively through the Online Application, per calendar year.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.xiii. See Annex S1.

C7. What is regarded as active participation?

Active participation is not counted towards the limits in C5 and C6 and is understood as the participation of a healthcare professional as:

- a speaker,
- a chair, in sessions with up to two (2) chairs,
- first, second or last author of a paper (oral or poster presentation) which has been accepted for presentation, with the necessary supporting evidence.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.xiv. See Annex S1.

C8. Is there a limit on participants per sponsoring company?

- For events held in Greece there is no maximum number of participations.
- For events held abroad: up to ten (10) healthcare professionals per event for Europe and up to five (5) for the other continents.

For doctors specifically, in events organized by scientific bodies in Greece and abroad, at least 20% of participants must be residents (per group of ten: the 4th and the 8th).

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 7.v, 7.viii–xi. See Annex S1.

C9. In which categories of events held abroad is participation permitted?

- International scientific events with an international scientific body as organiser, not merely under the auspices of that body.
- Pan-European scientific events with a scientific body as organiser, not merely under the auspices of that body.
- Events and specialized seminars in countries abroad of particular scientific interest, with a scientific body or a company established abroad marketing products within the competence of EOF as organiser.
- Events on rare diseases, as provided for in Article 24 of Law 4213/2013, with a scientific body or a company established abroad as organiser.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.vi. See Annex S1.

C10. What applies to online attendance?

- Companies may fund the online participation of healthcare professionals, individually or as a group, by providing access codes, submitting a request bearing the indication "Web Scientific Event" and stating the registration cost.
- For group viewings, the costs of the venue and facilities may be covered by the company and only coffee or a soft drink may be offered.
- Online participation in online and hybrid events held abroad (registration and certificate of attendance) is permitted beyond the limits of ten (10) and five (5) healthcare professionals. Attendance in person remains subject to the limits in C8.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 8. See Annex S1.

C11. What applies to educational leave and supporting documents?

Coverage of participation costs presupposes that the healthcare professional has obtained educational leave from the employing body, pursuant to paragraphs 1 and 18 of Article 11 of Law 2889/2001. The healthcare professional is solely responsible for the accuracy of the information and for compliance with the terms of the leave. The relevant supporting documents are not filed with EOF and are the responsibility of the participant.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.i. See Annex S1.

C12. Does a participation whose costs are borne exclusively by a company established abroad require approval?

No. Participations in scientific events or advisory boards, whether in Greece or abroad, whose costs are borne exclusively by a company established abroad require no notification to or approval by EOF.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.xv. See Annex S1.

Part D. Periods, duration and venues

D1. When may scientific events not be held?

- During the summer period, from 10.07 to 20.08 inclusive.
- During the winter period, from 22.12 to 07.01 inclusive.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.iv, as amended by EOF Announcement of 20.11.2025. See Annex S1, S3.

D2. What is the duration of events?

Category	Duration
Events of companies within the competence of EOF	from 4 hours per day up to 3 days
Panhellenic congress of an SHB	up to 5 days
Other events of an SHB	up to 3 days
Events of State bodies	up to 3 days

Category	Duration
Course Series	at least 4 hours per day
Webinars	up to 3 hours

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 4.1.ii, 4.2, 4.3 and 8. See Annex S1.

D3. Which venues does the Circular permit?

- Events by companies marketing products within the competence of EOF may not be held on the premises of universities or hospitals.
- Events of State bodies are held in the vicinity of the city where the hospital is located, preferably in its amphitheatre, without any promotional activity for companies or products, while sponsors may be mentioned in the printed scientific programme.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 4.1.iii and 4.3.i. See Annex S1.

D4. What does EOF publish in respect of events held in Greece?

EOF publishes on its website, twice a year, the approved and pending submitted requests for the organisation of scientific events, stating the name of the organiser, the subject of the event, the venue, the date and the amount of the budget.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.v. See Annex S1.

Part E. Promotional expenditure and honoraria

E1. What does promotional expenditure include?

Promotional expenditure concerns the promotion of specific products through exhibitions, demonstrations, printed material, stands and similar means and also includes the costs of organising events: venue hire, congress material, audiovisual equipment, hospitality for organisers and invited guests, catering for participants, as well as the travel, hospitality and registration of healthcare professionals.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 1. See Annex S1.

E2. May events informing patients and citizens be financially supported?

Yes, subject to conditions. Financial support for events informing patients and citizens more generally on matters of prevention, which are organized by Scientific Healthcare Bodies, is subject to approval by EOF and is permitted up to the amount of €3,500.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.1.xi. See Annex S1.

E3. Are honoraria permitted for speakers and chairs of round tables?

Yes. An honorarium may be paid to invited speakers or chairs of round tables, provided it complies with paragraphs 1 and 18 of Article 11 of Law 2889/2001, with an obligation to inform EOF by submitting a request (full name, specialty, employing body and the amount payable to each speaker).

For healthcare professionals of the National Health System (ESY) or academic staff working in clinics located in ESY hospitals or higher education institutions, payment is made through ELKEA or ELKE.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 11. See Annex S1.

E4. What is expressly prohibited?

- Recreational events or participation in them, such as excursions.
- The coverage by companies within the competence of EOF of the costs of accompanying persons.
- Charging the cost of the products with expenditure on congresses or seminars.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 1 and 7.xvi–xvii, and Joint Ministerial Decision DYG3a/G.P.32221/2013. See Annex S1, S7.

E5. Are the amounts referred to inclusive of VAT?

Yes. All amounts referred to in the Circular are inclusive of VAT.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.viii. See Annex S1.

Part F. Advisory boards

F1. What are they and who may take part?

Advisory boards concern medicinal products and treatments and must be strictly scientific in content. Healthcare professionals are permitted to take part in such boards, in Greece or abroad, where these are organized by pharmaceutical companies, with or without remuneration, provided they have obtained the relevant permission from their supervising body.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 9.i. See Annex S1.

F2. How is a request submitted for a board held in Greece?

An organisation request for the board is submitted through the Online Application, and the participations of healthcare professionals are declared in the same request.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 9.ii. See Annex S1.

F3. How are boards held abroad registered?

In two stages: they are first entered in the Register of scientific events held abroad bearing the indication "Επιτροπή Εμπειρογνομόνων" or "Advisory Board", and a request for the participation of healthcare professionals is submitted thereafter.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 9.iii. See Annex S1.

F4. What quantitative limits apply?

- In Greece: up to five (5) meetings per pharmacological category, down to ATC level 3, per year, with a maximum annual calendar ceiling of twenty (20). The number per meeting does not exceed ten (10) experts and each expert may take part up to twice (2) per year per company. Meetings are held in person or OnLine.
- Abroad: each company may submit an unlimited number of participation requests.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 9.v–vi. See Annex S1.

F5. What is the deadline and what particulars are declared?

Requests are submitted up to eight (8) calendar days before the start date of the board, with the same particulars as those required for participations in scientific events (see C3).

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.iii. See Annex S1.

F6. What are the cost ceilings?

The same accommodation and subsistence ceilings apply as for scientific events (see C2).

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 7.ii. See Annex S1.

F7. What is the responsibility of the healthcare professional?

The healthcare professional is solely responsible for the accuracy of the information declared and for their educational leave.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 9.iv. See Annex S1.

Part G. Final financial report and expenditure report

G1. When is the final financial report submitted?

After the event or the board has taken place, within the current year in which it was held and by 30.06 of the following year. The applicant submits, exclusively through the Online Application, a financial report containing the exact figures. This concerns requests for the organisation of an event or a board, sponsorships and participations of healthcare professionals.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 4.4.vi. See Annex S1.

G2. May a final financial report or an expenditure report be amended after submission?

No. Submission is final and irrevocable.

Once a final financial report or an expenditure report has been submitted, no further action is provided for: neither amendment, nor editing, nor withdrawal. Nor does the Organisation cancel a submitted final financial report or expenditure report.

Verification of the completeness and accuracy of the data must be completed before submission. Submission constitutes a solemn declaration within the meaning and with the consequences of Law 1599/1986 and the data are published exactly as entered.

Source: Operation of the EOF Online Application, and EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 13. See Annex S1.

G3. What is the expenditure report under Law 4316/2014?

The disclosure of transfers of value under Law 4316/2014 is a separate obligation and concerns transfers of value to healthcare professionals and Scientific Healthcare Bodies in respect of both scientific events and clinical research. They are entered by those subject to the obligation through the EOF Online Application for Scientific Congresses by 30.06 of each year.

Transfers of value which are not recorded in the final financial reports for the organisation of an event, the organisation of a board and the participation of healthcare professionals are entered in the "Expenditure Report" service within the same deadline of 30.06 of each year. The data are published on the official EOF website as entered by the companies.

Source: Law 4316/2014, Article 66(7), and the reminder EOF Announcements of 07.01.2026 and 20.07.2026. See Annex S4, S5.

Part H. Online Application and technical matters

H1. How does a body register in the Online Application?

The body registers by following, from the EOF website (www.eof.gr), the path: "Electronic Services" → "Scientific Events" → "Forgotten your password or do not have an account?" → "New user" → "Select service" → "Scientific Events". Each body is assigned a unique code which identifies it in all subsequent communication with the Organisation.

- State and public bodies complete registration upon an official letter to EOF sent by electronic mail (med_conf@eof.gr), by which the account is activated.
- Other bodies, such as associations, scientific unions and companies, register directly through the Electronic Services of EOF, with no further step.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Article 5.i–ii. See Annex S1.

H2. What happens if the password is lost?

The user resets the password through the Application itself, using the "Forgotten your password or do not have an account?" option. If the reset cannot be completed, the body submits the request by official letter under H4.

Source: EOF Scientific Events procedure.

H3. May requests and notifications be submitted by any other means?

No. Requests for the organisation of events, the organisation of boards, sponsorships and the participation of healthcare professionals, as well as the notification of final financial reports and expenditure reports, are submitted exclusively through the Online Application. Those sent by electronic mail or filed with the registry are neither taken into account nor assessed, while late and incomplete ones are automatically rejected by the Application.

This rule concerns substantive requests. Administrative requests relating to the account, described in H4 to H7, continue to be submitted by official letter, as they are not supported by the Application.

Source: EOF Circular 45560/16.04.2025 (corrected reissue of 21.05.2025), Articles 5.iii and 13, and EOF Announcement of 28.07.2018. See Annex S1, S6.

H4. What does the official letter to EOF contain?

The letter is sent to med_conf@eof.gr, bears the signature of the legal representative and the seal of the body (the round seal in the case of public bodies) and states in every case:

- the name of the body.
- the code of the body in the Online Application.
- the contact person and their contact details.
- the specific request, expressly formulated.

A letter which does not meet the above is returned for completion.

Source: EOF Scientific Events procedure.

H5. How is the contact e-mail address of the account changed?

The body submits a letter under H4, expressly declaring the replacement in the form "from: (existing e-mail) to: (new e-mail)".

Source: EOF Scientific Events procedure.

H6. How is the contact person of the account changed?

The body submits a letter under H4 requesting the deactivation of the current user. EOF proceeds with the deactivation and the body then registers the new user through the Application.

Source: EOF Scientific Events procedure.

H7. How can the Scientific Events desk of the Office of the Chair of EOF be contacted?

By telephone: +30 213 2040203. By electronic mail: med_conf@eof.gr

Source: EOF Scientific Events procedure.

Annex. Announcements

Of the announcements issued since the Circular entered into force, only S3 is amending in nature, while the others are informative or serve as reminders and do not alter the content of the Circular.

S1. EOF Circular ref. no. 45560/16.04.2025 on Scientific Events, corrected reissue of 21.05.2025. In force since 01.05.2025 and replacing all previous circulars.

<https://www.eof.gr/%ce%b4%ce%b7%ce%bc%ce%bf%cf%83%ce%af%ce%b5%cf%85%cf%83%ce%b7-%ce%bf%cf%81%ce%b8%ce%ae%cf%82-%ce%b5%cf%80%ce%b1%ce%bd%ce%b1%ce%ba%ce%bf%ce%b9%ce%bd%ce%bf%cf%80%ce%bf%ce%af%ce%b7%cf%83%ce%b7%cf%82/>

S2. EOF Announcement of 11.06.2025 on compliance with the framework governing hospitality provided to healthcare professionals. Informative; it does not amend the Circular.

<https://www.eof.gr/%cf%84%ce%ae%cf%81%ce%b7%cf%83%ce%b7-%cf%80%ce%bb%ce%b1%ce%b9%cf%83%ce%af%ce%bf%cf%85-%cf%80%ce%b5%cf%81%ce%af-%cf%87%ce%bf%cf%81%ce%b7%ce%b3%ce%af%ce%b1%cf%82-%cf%86%ce%b9%ce%bb%ce%bf%ce%be%ce%b5/>

S3. EOF Announcement of 20.11.2025 on the winter period for holding scientific events. It amends Article 4.4.iv.

<https://www.eof.gr/%cf%87%ce%b5%ce%b9%ce%bc%ce%b5%cf%81%ce%b9%ce%bd%ce%ae-%cf%80%ce%b5%cf%81%ce%af%ce%bf%ce%b4%ce%bf%cf%82-%cf%80%cf%81%ce%b1%ce%b3%ce%bc%ce%b1%cf%84%ce%bf%cf%80%ce%bf%ce%af%ce%b7%cf%83%ce%b7%cf%82/>

S4. EOF Announcement of 07.01.2026 on the disclosure of transfers of value under Law 4316/2014. A reminder: it activates the "Expenditure Report" service and recalls the deadline of 30.06.

<https://www.eof.gr/%ce%b4%ce%b7%ce%bc%ce%bf%cf%83%ce%b9%ce%bf%cf%80%ce%bf%ce%af%ce%b7%cf%83%ce%b7-%cf%80%ce%b1%cf%81%ce%bf%cf%87%cf%8e%ce%bd-%cf%84%ce%bf%cf%85-%ce%bd-4316-2014-%ce%ad%cf%84%ce%bf%cf%85%cf%82-2025/>

S5. EOF Announcement of 20.07.2026 on transfers of value by companies marketing products within the competence of EOF pursuant to paragraph 7 of Article 66 of Law 4316/2014. A reminder: it accompanies the publication of the previous year's data.

<https://www.eof.gr/%cf%80%ce%b1%cf%81%ce%bf%cf%87%ce%ad%cf%82-%ce%b5%cf%84%ce%b1%ce%b9%cf%81%ce%b5%ce%b9%cf%8e%ce%bd-%cf%80%cf%81%ce%bf%cf%8a%cf%8c%ce%bd%cf%84%cf%89%ce%bd-%ce%b1%cf%81%ce%bc%ce%bf%ce%b4%ce%b9%cf%8c/>

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