

CODE MEETING PROTOCOL FOR MANUFACTURER'S REPRESENTATIVES

Sponsorship by a dental manufacturer **must be approved by The Regional Code Director and the Host school**. If a Region wishes not to have sponsorship, that must be respected by the manufacturer. In most cases, the Regional Director, or their designee, will contact the representative as to sponsoring a dinner or meeting event.

All communications shall go through the Regional CODE Director or their designee.

Company attendance at the Regional CODE Meeting will be decided by the Regional Director. If a sponsor is donating items to be distributed at the meeting, the Regional Director may allow a few minutes at the beginning of the meeting for the representative to say a few words on behalf of the sponsoring company. This will be included on the meeting agenda. After the representative has presented, it is customary for the representative to leave the meeting, unless approval for them to remain has been obtained from the Regional Director. The National CODE office prefers that the representative not attend the remainder of the meeting.

The sponsor may provide dinner and/or entertainment during the meeting. The representative shall be responsible for the total cost of the sponsored event. Only one representative will attend the dinner or meeting event, unless otherwise approved by the Regional Director. In that case, attendance of non-CODE meeting attendees should be limited.

If there is more than one dinner event during the Regional CODE meeting, and different manufacturer's sponsor the dinner, only one representative from the sponsoring company(s) may attend.