SOLUTIONS
Event production & AV · Kolkata · since 1997

SAMPLE

Report no. SE/CME/2026/0914-01
Issued 16 September 2026

Post-event report: CME programme

This sample shows the report we send after every CME. The client, doctors, venue and figures are illustrative. Real reports are issued on the event's own data, with the full attendance log and recordings attached.

1. EVENT DETAILS

Programme	Managing type 2 diabetes with cardiovascular risk: an update for primary care
Client	Northvale Pharmaceuticals Ltd (illustrative), East zone medical affairs
Date and time	Saturday 14 September 2026, 17:30 – 21:15
Venue	Hotel ballroom, Kolkata (name withheld in this sample)
Format	Hybrid: in-person with a private live stream for registered doctors
Sessions	3 scientific sessions and a panel discussion
Our scope	Show management, sound, LED wall, lighting, stage and branding, live stream, recording, QR registration and attendance log

142
doctors registered

118
attended in person (QR check-in)

36
watched the live stream

3 h 05 min
scientific content recorded

2. SESSIONS AND RECORDINGS

SESSION	TIME	TOPIC	FACULTY	RECORDING
S1	17:45 – 18:30	Cardiovascular risk in type 2 diabetes: what the outcome trials changed	Dr. A. Sengupta, DM (Cardiology)	S1_1080p.mp4 · 44 min
S2	18:30 – 19:15	Choosing second-line therapy in primary care	Dr. M. Roychowdhury, MD (Endocrinology)	S2_1080p.mp4 · 46 min
S3	19:15 – 19:50	Kidney protection: screening and early treatment	Dr. S. Lahiri, DM (Nephrology)	S3_1080p.mp4 · 35 min
S4	19:50 – 20:50	Panel: difficult cases from the clinic	All faculty; moderator Dr. P. Kar	S4_1080p.mp4 · 60 min

Recordings delivered as 1080p MP4 files with the slides embedded, through a private download link valid for 30 days. Stream analytics (unique viewers, average watch time) are in Annexure B.

3. ATTENDANCE LOG (QR CHECK-IN)

ATTENDEE ID	NAME	QUALIFICATION	COUNCIL REG.	IN	OUT	SESSIONS
NV-CME-1001	Dr. Arindam Basu	MBBS, MD (Medicine)	WBMC ••••93	17:31	21:21	S1–S4
NV-CME-1002	Dr. Sudeshna Roy	MBBS	WBMC ••••47	17:32	21:10	S1–S4
NV-CME-1003	Dr. Rahul Majumdar	MBBS, DNB (Family Medicine)	WBMC ••••69	17:32	21:23	S1–S4
NV-CME-1004	Dr. Moumita Mukherjee	MBBS, MD (Endocrinology)	WBMC ••••25	17:35	21:14	S1–S4
NV-CME-1005	Dr. Kaushik Bhattacharya	MBBS, DM (Cardiology)	WBMC ••••50	17:37	21:09	S1–S4
NV-CME-1006	Dr. Priyanka Kundu	MBBS, MD (General Medicine)	WBMC ••••90	17:39	21:10	S1–S4
NV-CME-1007	Dr. Sayan Dutta	MBBS, MD (Medicine)	WBMC ••••94	17:40	21:07	S1–S4
NV-CME-1008	Dr. Debjani Saha	MBBS	WBMC ••••18	17:42	21:07	S1–S3
NV-CME-1009	Dr. Anirban Ghosh	MBBS, DNB (Family Medicine)	WBMC ••••20	17:42	21:21	S1–S4
NV-CME-1010	Dr. Ritika Mitra	MBBS, MD (Endocrinology)	WBMC ••••58	17:44	21:08	S1–S4
NV-CME-1011	Dr. Subhojit Nag	MBBS, DM (Cardiology)	WBMC ••••66	17:47	21:20	S1–S4
NV-CME-1012	Dr. Nandini Banerjee	MBBS, MD (General Medicine)	WBMC ••••24	17:47	21:22	S1–S4
NV-CME-1013	Dr. Aritra Pal	MBBS, MD (Medicine)	WBMC ••••72	17:49	21:07	S1–S4
NV-CME-1014	Dr. Sreya Chakraborty	MBBS	WBMC ••••37	17:50	21:10	S1–S4
NV-CME-1015	Dr. Partha Sen	MBBS, DNB (Family Medicine)	WBMC ••••23	17:53	21:11	S1–S4
NV-CME-1016	Dr. Ishita Biswas	MBBS, MD (Endocrinology)	WBMC ••••25	17:53	21:04	S1–S4

First 16 of 118 entries shown. Registration numbers are masked in this report and supplied in full in Annexure A (CSV), together with consent records. Each doctor scanned a personal QR code on arrival and on leaving; sessions attended are taken from hall entry scans.

4. ITEMISED INVOICE SUMMARY

#	HEAD	SAC	QTY	RATE	AMOUNT
1	Event production and show management (1 day)	998596	1 Lot	₹12,000	₹12,000
2	Line-array sound system with 6 wireless microphones and engineer	997319	1 Day	₹22,000	₹22,000
3	LED wall, 16 × 9 ft (144 sq ft) at ₹100 per sq ft, with processor and operator	997319	144 Sq ft	₹100	₹14,400
4	Stage and ballroom lighting	997319	1 Day	₹9,500	₹9,500
5	Stage, backdrop and branding fabrication	998596	1 Lot	₹18,000	₹18,000
6	Live stream, 2 cameras, vision mixing and private player	998596	1 Day	₹16,000	₹16,000
7	Session recording and edited files (4 sessions)	998596	4 Session	₹1,625	₹6,500
8	QR registration desk, attendance log and certificates	998596	1 Lot	₹4,500	₹4,500
9	Transport, crew travel and standby generator	998596	1 Lot	₹7,000	₹7,000
	Sub-total				₹1,09,900
	GST at 18%				₹19,782
	Total				**₹1,29,682**

Each head is billed on its own line so the client can report expenditure by category. Venue, food and beverage, faculty honoraria and travel are contracted by the client directly and do not appear on our invoice.

5. BUILT FOR UCPMP DISCLOSURE

DISCLOSURE FIELD	WHERE IT COMES FROM	IN THIS REPORT
Event name, date, venue and city	Solutions	Section 1
Number of participating doctors	Solutions (QR log)	Sections 1 and 3, Annexure A
Expenditure on AV, staging, streaming and recording	Solutions	Section 4
Faculty, honoraria and the basis of selection	Client	Not part of our scope
Venue, hospitality and travel costs	Client	Not part of our scope
Proof that the programme took place	Solutions	Recordings, photographs, timestamps

This report gives the client the records for the parts of the event we handled. Whether a programme meets the Uniform Code for Pharmaceutical Marketing Practices 2024 is decided by the client's own compliance team.

6. FEEDBACK (QR FORM IN THE HALL)

QUESTION	RESPONSES	AVERAGE (OUT OF 5)
Relevance of the content to your practice	94	4.5
Clarity of audio and slides in the hall	94	4.7
Stream quality (online attendees)	29	4.4

7. PHOTOGRAPHS



Main hall during S1 (representative photo)



Faculty at the lectern (representative photo)



Production desk and stream control (representative photo)

Prepared by: Show manager, Solutions Events

Received by: Client representative (name, signature, date)