Proposal to host the Cochrane Governance Meetings

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| Host Cochrane Group |  |
| Location (city, country) |  |
| Date (month, year) |  |
| Contact person for this proposal |  |

Expand boxes as required. It is recommended that you review the [Governance Meetings SOPs](https://www.dropbox.com/s/7gnh2cvz3hb0duf/Cochrane%20Governance%20Meeting%20SOPs_17March17.docx?dl=0) in order to get an idea of the requirements of Governance Meetings before you submit your proposal.

Alongside this form, you must submit a budget proposal using the [attached template](https://www.dropbox.com/s/06vmkqkk9msddkw/Governance%20Meeting%20proposal%20form%20-%20sample%20budget%20table_May18.xlsx?dl=0). Please base your numbers on 170 participants. Please use the [Governance Meetings Essential and Non-Essential Expenses List](https://www.dropbox.com/s/fhe1k5sud5tmsj1/Cochrane%20Governance%20Meeting%20essential%20and%20non-essential%20expenses_May18.xlsx?dl=0) when filling in the budget template. You are welcome to expand and add to the spreadsheet where necessary.

**Please note:**

* that your proposal will be put forward to the Cochrane Governing Board for decision as an Open Access paper, and as such can be accessed online by a public audience;
* Governance Meetings need to be held in Europe or an easily accessible transport hub. At a minimum, the location of the Governance Meetings should be within two hours’ travelling time of an international airport;
* you will be required to submit a letter of support from your host institution and/or funders alongside this application. It must state that they are aware of the staff commitment to hosting the Governance Meetings;
* that the Cochrane Executive Team (CET) will provide support throughout the organization of the event. Below is the overall list of roles and responsibilities between CET and hosts:

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| **Task** | **Responsibility** |
| Sourcing of venue, suppliers and contractors and arranging all contracts | Host |
| Approving and paying contracts | CET |
| Updating budget | Host |
| Arranging programme | CET |
| Venue/room planning (including catering and technology) | Host |
| Travel and hotel information | Host |
| Website and registration | CET |

1. Timing of the Governance Meetings (year and dates)

Governance Meetings are usually held at the beginning April. The Cochrane Governing Board have already approved the following dates for 2020 Governance Meetings:

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| **2020** | 30 March – 3 April 2020 |
| **2021** | *Not yet confirmed – please provide suggested dates* |

Please state:

* Are there particular reasons for wanting to host the Governance Meeting in the year chosen?
* Would you be prepared to host it in a different year?
* Is this time of year busy in the location chosen?

If you would like to host the 2021 Cochrane Governance Meeting, please verify that these do not clash with any major religious or public holidays and provide the list of holidays here for reference.

* 2021 holiday’s: <https://www.timeanddate.com/calendar/?year=2021>

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1. Travel, transport and visas

Governance Meetings need to be held in Europe or an easily accessible transport hub. At a minimum, the location of the Governance Meetings should be within two hours’ travelling time of an international airport.

* How good are transport links, particularly access to international airports for overseas delegates?
* What about connection from airport to the city, venues and hotels. List the different options and related costs.
* What are the visa requirements for international delegates to attend the meetings?

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1. Meeting and venue facilities

The venue needs to accommodate up to 200 delegates, and have facilities that allow for up to 10 concurrent sessions.

* Are there suitable venues available during the proposed dates?
* How are they connected to the city and major airports?
* Are they accessible for people with special mobility needs? Do they have a loop system for those with hearing loss?
* Can they meet the technology needs of a Governance Meeting, including WiFi for all participants?
* Are there facilities for pre- and post-events that can be acquired either in the main venue, nearby hotels or University facilities?

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1. Accommodation options

Is there a wide choice of accommodation (5-star hotels through to budget hostels) available within a reasonable distance of the venue with sufficient capacity for all participants? Briefly describe the available options and give indicative costs including WiFi access, breakfast and taxes.

* Is this time of year busy, will hotels book out quickly?

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1. Location (city hosting the Governance Meeting)

In addition to the transport links and venue facilities described above, are there particular advantages or disadvantages of this location? These might relate to environmental, social, political or economic concerns (e.g. seasonal climate conditions, major festivals/events happening around the time of the Governance Meetings, cost of living, personal health and safety issues, requirements for vaccination).

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1. Meeting costs

There are no registration fees for the Governance Meetings but hosts will be expected to provide budget updates and arrange contracts for the Cochrane Executive Team (CET) to pay.

* Please provide a basic budget using the [attached template](https://www.dropbox.com/s/06vmkqkk9msddkw/Governance%20Meeting%20proposal%20form%20-%20sample%20budget%20table_May18.xlsx?dl=0). Please base your numbers on 170 participants. Please use the [Governance Meetings Essential and Non-Essential Expenses List](https://www.dropbox.com/s/fhe1k5sud5tmsj1/Cochrane%20Governance%20Meeting%20essential%20and%20non-essential%20expenses_May18.xlsx?dl=0) when filling in the budget template. You are welcome to expand and add to the spreadsheet where necessary.
* You may provide different budget scenarios, e.g. depending on different venue options, or different numbers of participants. We appreciate that these costs will be subject to change at a later date, so this should be indicative only.
* Please confirm that you understand that the organization of the Governance Meetings will require substantial staff resources within your team, and that will delay other work of your team in the time ahead of the Governance Meetings.
* CET cover costs of main programme.
* Please do not include social events. Social events are reserved for the Colloquium only.
* If you are planning on hosting a local symposium alongside the Governance Meetings, these costs will not be covered by CET.

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1. Host staff

Please provide information on the proposed staff who will help organize the Governance Meetings. Do they have experience organizing events, and if yes, please provide examples.

In countries in which English is not the first language, staff involved in arranging the event must be comfortable in speaking and writing in English.

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1. Benefits of hosting the Mid-Year Meeting

Briefly describe why you wish to host the Cochrane Governance Meetings.

* How will hosting the Governance Meetings benefit Cochrane activities locally and/or regionally?
* What are the benefits to Cochrane more generally of holding the Governance Meetings in this location?
* Are you planning to hold a symposium alongside the Governance Meetings? (This is not a necessity).

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1. Any other information

Is there anything else you would like to mention in support of your proposal?

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**Please submit the following documents to Cochrane’s Event Support Officer, Holly Millward at** [**hmillward@cochrane.org**](mailto:hmillward@cochrane.org?subject=Cochrane%20Colloquium%20proposal)**:**

* Proposal form
* Proposed budget
* Letter of support from host institution and/or funders