Proposal to host the Cochrane Colloquium

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

Expand boxes as required. Please make sure to review the [Colloquium SOPs](https://www.dropbox.com/s/rrwk1tmsys21343/Colloquium%20SOPs_final_March%202017.pdf?dl=0) in order to get an idea of the requirements of Colloquia before you submit your proposal.

Alongside this form, you must submit a budget proposal using the [attached template](https://www.dropbox.com/s/thzxeafr4herwl0/colloquium%20proposal%20budget%20form_2mar17.xlsx?dl=0). Please base your numbers on 800 participants. Consider how much income you could receive through sponsorship (please list possible local and regional sponsors) and income through registration. Also use the [Colloquium Essential and Non-Essential Expenses List](https://www.dropbox.com/s/29do5l069uau48h/cochrane%20colloquium%20essential%20and%20non-essential%20expenses_2mar17.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.

**Please note** Cochrane Centres, Associate Centres, and Affiliates can apply. If you are an Associate Centre or Affiliate you must supply a letter of support from your overarching Centre alongside your proposal stating that they are happy to support your team in the organization of the Colloquium.

**Please note** 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 financial and staff commitment to hosting the Colloquium.

**Please note** that the Cochrane Executive Team (CET) will provide Colloquium hosts with fulltime support throughout the organization of the event. Below is the overall list of roles and responsibilities between CET and Colloquium hosts:

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| **Task** | **Responsibility** |
| Sourcing of venue, suppliers and contractors and arranging all contracts | Host |
| Approving and paying contracts | To be agreed between CET and Host |
| Proposing budget | Host |
| Updating budget | Host |
| Scientific programme proposal, arranging and planning | Host |
| Scientific programme approval | CET |
| Website and app | CET and Host |
| Communications and branding planning and rollout | Host |
| Communications and branding approval | CET |
| Stipends and awards | CET |
| Cochrane business meetings | CET |
| Social events proposal, arranging and planning | Host |
| Social events approval | CET |
| Sourcing and arranging local and regional sponsors | Host |
| Sourcing and arranging regular and international sponsors | CET |
| Branding and graphics work | CET |

1. Benefits of hosting the Colloquium

Briefly describe why you wish to host the Colloquium.

* How will hosting the Colloquium benefit Cochrane activities locally and/or regionally?
* What are the benefits to Cochrane holding the Colloquium in this location, and how does it support our organizational goals?
* Do you have a particular theme in mind?

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1. Timing of Colloquium (year and dates)

Colloquia are usually held in the second half of September or in October. Please explain why you propose these specific dates, verify that these do not clash with any [major religious or public holidays](https://www.timeanddate.com/holidays/uk/2020) and provide the list of holidays here for reference.

Are there particular reasons for wanting to host the Colloquium in the year chosen? Would you be prepared to host it in a different year?

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1. Travel, transport & visas

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 conference?

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1. Meeting and venue facilities

Depending on the size and format of the Colloquium, venues need to accommodate between 600 and 1100 delegates, and have facilities that allow for up to 20 concurrent sessions.

* Are there suitable venues available during the proposed dates?
* How are they connected to the city and major airports?
* Is the venue accessible for people with special mobility needs and do they have a loop system for those with hearing loss?
* Does the venue cater for various dietary requirements?
* Can they meet the technology needs of a Colloquium, including WiFi for all participants?
* Are there facilities for pre- and post-Colloquium 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 Colloquium venue with sufficient capacity for all participants?

* Briefly describe the available options and distance to the venue, and give indicative costs including WiFi access, breakfast and taxes.
* Would hotels be prepared to negotiate discounts for Colloquium delegates?

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1. Location (city hosting the Colloquium)

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 Colloquium, cost of living, personal health and safety issues, requirements for vaccination).

* Please provide an approximate figure for the number of regional delegates likely to attend.
* Please provide ideas for what can be done to attract regional delegates. Consider the cost of simultaneous translation, if English isn’t a first language in the region.

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1. Meeting costs

While registration fees cover a large amount of Colloquium costs, organizers will also need to raise additional funds (subject to [sponsorship policies](https://www.dropbox.com/s/ir8ml1mavz7mpht/Colloquium%20Sponsorship%20Policy%202012.pdf?dl=0)). Briefly describe how you plan to meet Colloquium costs.

* Please state if you have a financial commitment from your institution and/or funders to support your hosting of the Colloquium, if picked. It is important that your funders and institution are aware of the staff time, costs, and financial risk involved. **Please submit** a letter of support from either your host institution or funders alongside this application.
* Please also provide a basic budget with estimates for the main expenses of the Colloquium (venue, catering, logistics, conference organizer, etc.) and the resulting registration fee, based on the expected number of participants.
* A sample budget table is appended. You may provide different 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 Colloquium will require substantial staff resources within your team, and that will delay other work of your team in the time ahead of the Colloquium. Please state approximate staff costs in your budget.

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1. Conference organizers

Have you identified a reputable professional conference organizer (PCO) to assist you? Please describe briefly what options are available and how they qualify for helping with the organization of the Colloquium.

* Please use the [attached PCO task list](https://www.dropbox.com/s/97vtbgwfn6crp3o/cochrane%20colloquium%20pco%20task%20list_2mar17.xlsx?dl=0) to identify costs.

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1. Local Organizing Committee

Please provide information on the proposed composition of the Local Organizing Committee. Do you have experience organizing events, and if yes, please provide examples.

Proposals are welcome from all countries. However, for Colloquia in countries in which English is not the first language, members of the organizing committee must be comfortable in working in English.

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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****:**

* Proposal form
* Proposed budget
* Letter of support from overarching Centre (only relevant for Associate Centres and Affiliates)
* Letter of support from host institution and/or funders