

Report of the Colloquium Policy Advisory Committee (CPAC)

Paper prepared by Steve McDonald and Jordi Pardo, CPAC Co-convenors, 10 September 2012

Purpose

1. To present the CPAC's response to the proposals from the South Asian Cochrane Network & Centre to host the Colloquium in 2014 and from the Austrian Branch of the German Cochrane Centre to host the Colloquium in 2015. (Decision required)
2. To request approval for the revised Colloquium Sponsorship Policy (Decision required)
3. To provide an update on Event Manager

Urgency

High, decision required on proposals for 2014 and 2015 Cochrane Colloquia.

Access

Open.

1. Proposals to host the Cochrane Colloquium in 2014 and 2015

The call for proposals for the 2014 and 2015 Colloquium was made in June. In response, we received submissions from the South Asian Cochrane Network & Centre to host the Colloquium in Hyderabad in either 2014 or 2015 and from the Austrian Branch of the German Cochrane Centre to host the Colloquium in Vienna in 2015. Both proposals follow.

Hyderabad 2014

The CPAC was positive and supportive of having a Colloquium in India. Several potential locations were explored, including Delhi, Chennai and Bangalore, but the venue, local infrastructure and costs tipped the decision in favour of Hyderabad. Hyderabad offers several advantages:

- Hyderabad's reputation as one of India's foremost conference venues because of its facilities, transport connections and lower costs compared to other major cities in India.
- As a major city in the southern and eastern part of India, Hyderabad is well-connected by air to all major Indian cities. Two cities in Europe (London & Frankfurt) have direct flights to Hyderabad.
- The Hyderabad International Convention Centre (HICC) is a flexible venue that can easily accommodate the needs of a Colloquium and the space requirements can be varied depending on delegate numbers.
- HICC is located on the outskirts of Hyderabad, close to Hi-Tech City where major international IT companies have their offices. The area also has many restaurants, shops and leisure facilities.
- There is a 300-room Novotel adjacent to HICC and several other major international hotel chains within a 5 km radius, easily served by taxis and autos/rickshaws.

If India is chosen as the location, it will have been seven years since the Collaboration last held a Colloquium in a low- and middle-income country. A Colloquium in India will emphasise the Collaboration's relevance as the pre-eminent global organisation in evidence-based health care and

act as a focal point for Cochrane activities in the South Asian region. There are now over 500 registered authors in South Asia, representing a rapid increase since the South Asian Cochrane Network & Centre was established in 2005. The Cochrane Collaboration's profile in India will be enhanced and should provide new opportunities to engage with clinicians, researchers, policy makers and patients who otherwise have limited exposure to the Collaboration through the Colloquium.

The anticipated number of participants (1200) may be an achievable target, however, we will advise that for budgeting purposes, the break-even target should be closer to 750-800 participants.

The South Asian Cochrane Centre regularly organises symposia and other meetings, and has access to a large number of people who can provide additional organisational support as required. Furthermore, several key staff members will be in Auckland, enabling them to get a better understanding of Colloquium arrangements. Although there are always challenges in organising a Colloquium in a different city to where the Cochrane Centre is located - Hyderabad is about 600km from Vellore - the professional services provided by the HICC should help reduce potential problems.

Proposed dates

The proposed dates are 21-25 September*. This is to avoid significant cost rises that are applied from the beginning of October. September/October is the transition from the warm, humid and monsoonal conditions present from July-September to the cooler, sunnier and drier conditions present from October-December.

* These dates do not clash with Yom Kippur, Canadian Thanksgiving or Ramadan.

Vienna 2015

The response from the CPAC was universally positive. With the 2012, 2013 and 2014 Colloquia in locations outside Europe, the Committee felt it was important to return to Europe in 2015. The proposal from the Austrian Branch has several strengths:

- Vienna's reputation as a leading international congress location with excellent transport links, accommodation options and ease of travel within the city.
- The prospect of significant government sponsorship by combining the Colloquium with the biennial European Forum for Evidence-based Prevention (EUFEP) Congress in 2015.
- In-kind support from the host university to provide promotional and financial services.
- Track record of the local organisers in organising the three previous EUFEP congresses, and the expertise and support that is available from the German Cochrane Centre.
- Opportunity to strengthen links with German-speaking contributors and stakeholders, as well as the prevention health community.

Proposed dates

Late September or October 2015.

For consideration by the Steering Group

We have no specific questions in relation to the two proposals, however, we would like to highlight the importance of reviewing the current arrangement whereby the Collaboration and the organisers (usually through their host institution) sign a memorandum of understanding (MOU). Execution of the MOU was problematic for Auckland and Quebec, mostly because of concerns over financial liability in the case of cancellation or fewer than expected registrations. The process for future Colloquia, including alternatives to MOUs, should be reviewed by the Operations Unit.

Recommendation

- I. Given the proposal to combine the Colloquium with the 2015 European Forum for Evidence-based Prevention (EUFEPP) Congress in Vienna, the CPAC recommends the Steering Group approves the proposal from the South Asian Cochrane Network & Centre to host the Cochrane Colloquium in 2014 in Hyderabad, and from the Austrian Branch of the German Cochrane Centre to host the Cochrane Colloquium in 2015 in Vienna.
- II. That the Steering Group instructs the Cochrane Operations Unit to review the legal arrangements between the Collaboration and prospective Colloquium organisers.

2. Colloquium Sponsorship Policy

At the meeting in Paris, the Steering Group endorsed the recommendation from the CPAC to amend the Colloquium Sponsorship Policy by prohibiting commercial sponsorship, thus bringing the policy for Colloquia in line with the Collaboration's overall policy on commercial sponsorship. The original policy document has been revised to reflect this change (follows the Colloquium proposals) and we seek the Steering Group's approval.

The Colloquium Sponsorship Policy will be reviewed following changes to the Collaboration's sponsorship policy that are likely to be approved at next year's mid-year meetings.

Recommendation

- III. That the Steering Group approves the revised Colloquium Sponsorship Policy.

3. Event Manager (Colloquium Manager)

The Auckland Colloquium represents the first full try-out of Event Manager after its piloting for Madrid in 2011. The Web Team continues to play a significant role in developing the functionality of Event Manager and making modifications in response to feedback from Colloquium organisers and others responsible for creating content or using components of the system (e.g. handling submissions, stipend applications, etc.). At our meeting in Auckland we will discuss a possible evaluation of Event Manager, hoping to get the views of Colloquium organisers, organisers of non-Colloquium events who have used event Manager, as well as delegates who use Event Manager to manage their sign-up and personal schedule.

We also plan to consider how the site can become more of a promotional tool for Colloquia, as well as a functional resource for organisers and delegates.

Resource implications

No additional resources required.

Impact statement

The two Colloquium proposals are the only proposals on the table for 2014 and 2015. Acceptance of both proposals will ensure we continue to have annual Colloquia and demonstrates the Collaboration's commitment to global health and promoting wide participation across different regions and languages.

Decision required

Yes, to accept the proposals to have the Cochrane Colloquium in Hyderabad in 2014 and Vienna in 2015; to approve the revised Colloquium Sponsorship Policy.



The South Asian Cochrane Network & Centre invites the Cochrane Collaboration to host the 2014 Cochrane Colloquium at the Hyderabad International Convention Centre.



Proposal to host the Cochrane Colloquium in 2014

Host Cochrane Centre or Branch	South Asian Cochrane Network & Centre
Location (city, country)	Hyderabad, India
Date (month, year)	Late September 2014
Contact person for this proposal	Prathap Tharyan, Director

[Expand boxes as required]

1. Style and format of Colloquium

Briefly describe the style or format of Colloquium you propose to organise. (Please refer to 'Models for Cochrane Colloquia' at <http://cpac.cochrane.org/policies> for guidance.)

Format: We are considering the Singapore (1 + 4 day) format with the first day (Sunday) devoted to pre-Colloquium workshops and skills building activities, the second day (Monday) to internal meetings and an evening inauguration and opening plenary, and the main Colloquium days on the third to fifth days (Tuesday, Wednesday, Thursday) and post-Colloquium meetings and some limited activities on the sixth day (Friday).

Target audience: Existing Cochrane contributors; newcomers (national and regional); people involved in EBM who wouldn't normally be able to attend Colloquia; policy makers (local and regional); media; researchers; clinicians and students.

Participants: We anticipate around 1200 participants (around 400 to 500 local and regional) but can accommodate up to 1500 if needed.

Structure: We propose to host a continuous Colloquium but will also have a separate registration fee for the pre-colloquium day workshops for those not attending the full Colloquium.

Plenaries: We will not have a plenary on the pre-colloquium day but will have one plenary daily on the Colloquium days that do not clash with meetings or workshops, starting with the opening plenary on Monday.

Other sessions: Meet the entities on the opening day (Monday); parallel oral sessions every morning; posters daily; workshops in parallel in the afternoons; meetings daily with dedicated sessions avoiding clashes other programme sessions; meetings can be scheduled on the pre- and post-Colloquium days; newcomers' programme on day one (Monday).

Satellite events: on pre-Colloquium day (if needed, also on post-Colloquium day); venue and other requirements will be charged separately from the Colloquium registration fee.

Social programme: Welcome reception on Monday; Farewell dinner and party on Thursday (included in registration costs); possibly one free afternoon with optional sporting or other event(s) (Wednesday).

Optional events: including a costume night (traditional costumes can be arranged on hire); golf at the Boulder Hills Golf course; sailing; horse riding; visits to the Golconda Fort; Salarjung Museum; Falaknuma Palace; etc. One of the colloquium dinners could be arranged at a historical monument like the Falaknuma Palace, to provide participants with a taste of Hyderabad's rich cultural heritage. Hyderabad is also renowned for its culinary delights and shopping.

2. Benefits of hosting the Colloquium

Consider why you wish to host a Colloquium. How will hosting the Colloquium benefit Cochrane activities locally and/or regionally? What are the benefits to The Cochrane Collaboration of holding the Colloquium in this location? Do you have a particular theme in mind?

The benefits of hosting the Colloquium in India will be to help raise the profile of the Collaboration and its activities locally and in the region, and involve a range of participants from within and outside the Collaboration, including local and regional policy makers, researchers, clinicians, students, and the media.

We are at a critical stage in working collaboratively with policy makers to build structures and processes that can demand, locate and use reliable evidence to inform health policy, and the timing of the Colloquium in 2014 (or even 2015) will help facilitate the process.

The Collaboration will benefit by being exposed to the challenges of using evidence in low and middle income countries, and will further its aims of being relevant to people from all walks of life and all cultures. The tentative theme of the Colloquium is *Evidence-Informed Public Health and Health Policy: Challenges and Opportunities*.

3. Timing of Colloquium

Are there particular reasons for wanting to host the Colloquium in the year chosen? (If you propose to hold the Colloquium at a different time of year, i.e. not October, please explain why.)

The proposed dates are 21-25 September 2014.

2014 (or 2015) are the years that we wish to host the Colloquium due to internal organisational reasons. 2015 will mark 10 years since the South Asian Cochrane Network & Centre was registered as an entity with the collaboration (Branch of the Australasian Cochrane Centre) and 2014 will be 10 years since the exploratory meeting in Goa.

Late September will entail less cost in hiring the venue as rates go up considerably from 1st October.

4. Travel and transport

How good are transport links, particularly access to international airports for overseas delegates?

Hyderabad's Rajiv Gandhi International Airport (RGIA) is a world class International airport and is well connected nationally, regionally and internationally. Currently 11 major international airlines connect destinations in Europe and Asia, and partner airlines ensure connectivity with all parts of the world. New connections with international airports are envisaged and connectivity is likely to improve even more by 2014.



International Airlines flying out of Hyderabad

AIRLINE	DESTINATION
Lufthansa	Frankfurt
British Airways	London
Emirates	Dubai
Qatar Airways	Doha
Oman Air	Muscat
Air Arabia	Sharjah
Saudi Arabian Airways	Riyadh
Silk Air	Singapore
Malaysian Airlines	Kuala Lumpur
Thai Airways	Bangkok
Ethihad Airways	Abu Dhabi



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5. Meeting and venue facilities

Depending on the size and format of the Colloquium, venues need to accommodate between 500 and 1200 delegates, and have facilities that allow for up to 20 concurrent meetings. Are there suitable venues available?

The Hyderabad International Convention Centre (HICC) has a 6480 square metre pillar-less hall that can host a 5000-delegate plenary. This can be broken down in minutes into six separate halls or parts thereof. A 1200 plenary hall is easily possible in the space at the HICC. Charges for use of space are dependent on the space we use and we will not be charged for the entire hall if we do not use it.

The HICC also has 32 break-out rooms and state of the art conference facilities, including IT, audio-visual equipment and multi-lingual translations in the official UN languages, and in-house 5 star banqueting facilities. The entire facility is smoke free and a green venture. The HICC has excellent facilities for those with mobility needs and all floors and rooms have wide elevators and easy wheelchair access. A link to the HICC is provided at the end of this document.

The Novotel attached to the HICC is a 288-room international business hotel.

6. 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 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).

Advantages

Hyderabad is currently rated as the best venue in India to host international conferences because of its facilities, connectivity, pleasant weather at the time of year, rich cultural heritage, excellent infrastructure, and relatively low costs compared to other metros in India.

Special features of the HICC are the collaboration between the Hyderabad Convention Bureau (a government agency) and the HICC to ensure all licenses and permissions are obtained speedily; and links with local hotels to ensure safe accommodation and free transport to the HICC.

Hyderabad is a safe city, and the area where the HICC is located (Hi-Tech city or Cyberabad) houses offices of numerous international IT companies and other organisations including Microsoft and Facebook; and therefore appears to be considered safe by these organisations as well.

The HICC has many restaurants, malls, leisure centres and shops within a five km radius and there are numerous places for delegates to stay within the same radius. Taxis, autos, buses are easily available from and to the HICC for nominal costs. The city of Hyderabad can be reached by taxi within 20-25 minutes and by 2014, by metro.

The HICC offers numerous options for pre- and post-Colloquium tours and has many package deals that can be accessed from: <http://www.hicc.com/prepostconferencetours.html>.

Potential problems

There are political agitations related to separatist ambitions by some political groups that have cropped up now and then for the past 30 years. They are the usual street marches and protests and are mostly noise and nuisance; life goes on (and has gone on for 30 years) in spite of this. These take place in the inner parts of the main city that are not close to the HICC. The HICC is closer to the International Airport than the main city is and would not be affected by any political events. The Hyderabad Convention Bureau offers guarantees against any disruptions to international conferences at the HICC.

2014 is an election year but it is anticipated that the elections would be over before September.

Other options

We considered Delhi, Chennai and Bangalore (as well as Goa, Cochin and Ahmedabad) but did not find suitable venues and accommodation requirements to meet the Collaboration's needs, or organisational and infrastructure resources to match Hyderabad and the HICC.

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7. 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? Briefly describe the available options.

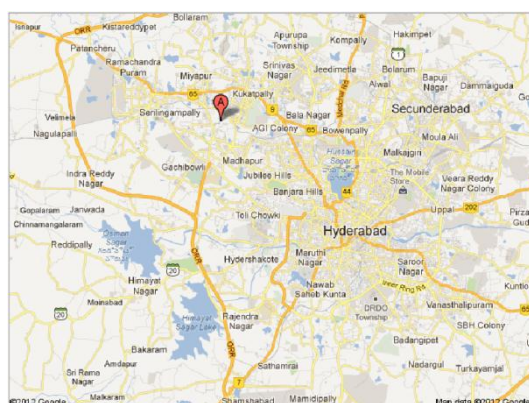
There are numerous accommodation options to suit a wide range of tastes and budgets within a 0-5 km radius of the HICC (see table provided by the HICC that details the number of rooms available in 2011 and anticipated in 2012). A 288-room Novotel is adjacent to the HICC.

The hotels in the vicinity of the Hyderabad International Convention Centre syndicate to extend special rates for delegates who attend international conferences with loaded value add-ons like breakfast and transfers to the Hyderabad International Convention Centre. Also the Tourism Board, International Airport and transport companies join hands to ensure the comfort and security of conference delegates.

OVER VIEW OF HYDERABAD CITY ACCOMMODATION			
Category	2011 Existing	2011/2012 upcoming	Total
5 Star	3022	2034	5056
4 Star	1244	642	1886
3 Star	2323	To be sourced	2323
2 Star	286	To be sourced	286
Service Apartments/Guest houses	883	To be sourced	883
University Accommodations	870	To be sourced	870
	8628	2676	11304

There are also a number of universities in Hyderabad, which offer single and shared accommodation to students. The universities/institutes offer a number of housing options and special rates to students who attend conferences.

Many serviced apartments and guest houses are located in the 0-5 kms distance from the HICC. Most of the serviced apartments and guest houses offer facilities comparable to the 3 star hotels.



Distance from HICC to:

- Hi-Tec City: 5 KM (13 mins)
- Madhapur: 6.5 KM (15 mins)
- Jubilee Hills: 9 KM (20 mins)
- Banjara Hills: 12 KM (25 mins)
- Gachibowli: 7 KM (18 mins)
- Begumpet: 16 KM (30 mins)
- Hyderabad: 23 KM (35 mins)
- Secunderabad: 23 KM (35 mins)

8. Meeting costs

While registration fees cover a large amount of Colloquium costs, organisers will also need to raise additional funds (subject to sponsorship policies, see *Sponsorship of Colloquia* at <http://cpac.cochrane.org/policies>). Briefly describe how you plan to meet Colloquium costs, e.g. do you have a financial commitment from your institution, funders, etc.?

The registration costs will have to support a large part of the costs. In addition we shall use professional sources to obtain additional sponsorship from non-conflicted commercial and other sources such as IT companies (Facebook, etc.) who have local offices in the vicinity of the HICC.

We also expect financial support from government organisations, and private and public institutions. We do not have financial commitments as yet and can only start seeking this once we have the green light from the Collaboration. We will keep the Colloquium registration fees at a similar level to current Colloquia and retain the developing country special rates as well.

9. Conference organisers

Have you identified a reputable professional conference organiser(s) to assist you?

The HICC itself offers a wide range of services that would normally be done by professional organisers. They have identified four international conference organisers who we can select to assist with all services, including fundraising.

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10. Local organising committee

Proposals are welcome from all countries. However, for colloquia in countries in which English is not the first language, members of the organising committee should be competent speakers and writers of English.

Our organising committee will primarily comprise our Network Site coordinators, most of whom are editors with Cochrane Review Groups; all are proficient in English. Our Centre Staff will also help and are also English speaking. We shall have access to a large number of other professionals fluent in both written and spoken English.

We shall also be able to help delegates who are not fluent in English since simultaneous translation services are offered for plenary and other sessions by the HICC.

11. Any other information

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

The website of the HICC is <http://www.hicc.com/>. This site provides information about the venue, services, the Novotel Hotel and testimonials from organisers of previous conferences at this venue, including a message from Dr Abdul Kalam, former President of India, who participated in one such international conference.

The HICC team is willing to attend a meeting with the Collaboration anywhere in the world at their cost to make a presentation about the venue and their services and answer any questions. Alternatively, this could be done via tele-link.

The Steering Group of the South Asian Cochrane Network, the staff of the South Asian Cochrane Centre, the numerous contributors to the Collaboration in the region, and our well-wishers will be privileged to host the Cochrane Colloquium in Hyderabad in 2014.

*Thank you for completing this proposal. Please email this to [Steve McDonald](#) and [Jordi Pardo](#) by **6 August 2012***

Proposal to host the Cochrane Colloquium in 2015

Host Cochrane Centre or Branch	Austrian Branch of German Cochrane Centre
Location (city, country)	Vienna, Austria
Date (month, year)	September/October 2015
Contact person for this proposal	Kylie Thaler, Associate Director

[Expand boxes as required]

1. Style and format of Colloquium

Briefly describe the style or format of Colloquium you propose to organise. (Please refer to 'A comparison of models for Cochrane Colloquia' at <http://cpac.cochrane.org/policies> for guidance.)

Proposed model: **5-day traditional model**

- participants: ~1000
- duration: 5 days
- pre-Colloquium day: satellite events, training workshops, meetings
- Plenary sessions: one plenary session on each day
- Parallel oral sessions, posters, workshops (not conflicting with plenary)
- Newcomers' programme
- Social programme: Welcome reception, Farewell dinner/party, free afternoon

2. Benefits of hosting the Colloquium

Consider why you wish to host a Colloquium. How will hosting the Colloquium benefit Cochrane activities locally and/or regionally? What are the benefits to The Cochrane Collaboration of holding the Colloquium in this location? Do you have a particular theme in mind?

We wish to host the Colloquium in 2015 in Vienna, Austria

- We are experiencing an ever increasing interest in evidence-based medicine and the work of the Cochrane Collaboration in Austria (and in the German-speaking area, including Germany and Switzerland; this includes approximately 100 million people).
- This dynamic could be harnessed and built upon very effectively over the next three years if the Austrian Branch could host the Colloquium in Vienna.
- We would be able to introduce the Cochrane Collaboration, its achievements and plans to all those interested in using the best available evidence for the planning and delivery of health care. In particular to engaged politicians and forward-thinking medical and health promotion specialists.
- The prominence of a Colloquium in Austria would help us to recruit new contributors to *The Cochrane Library*.
- Furthermore, we could establish potential alliances between evidence-based consumers, policy makers, administrators, clinical researchers, clinicians and funders and link them to the respective Cochrane Fields and Groups. We would hope that many German-speaking persons who are actively involved in EBM or interested in EBM might be animated to become active in the Cochrane Collaboration.
- We would like to focus on evidence-based public health, in particular prevention and health promotion. We have hosted the biennial European Forum for Evidence-based Prevention (EUFEP) Congress three times, and the 5th EUFEP congress is scheduled for 2015 (which we would combine with the Colloquium).

3. Timing of Colloquium

Are there particular reasons for wanting to host the Colloquium in the year chosen? (If you propose to hold the Colloquium at a different time of year, i.e. not October, please explain why.)

- We would like to host in late September or October 2015.
- This coincides with the biennial EUFEP congress and is therefore related to us combining the funding for EUFEP with the Colloquium.
- In particular, our funder will provide the preliminary funding that allows us to allocate staff to work on the Colloquium beginning in January 2013.

4. Travel and transport

How good are transport links, particularly access to international airports for overseas delegates?

Excellent transport links:

- Vienna international airport has excellent international flight connections. For example, airlines fly directly to Vienna from: New York, Washington, Montreal, Toronto, Tel Aviv, Rio de Janeiro, Dubai, Doha (Qatar), Riyadh, Singapore, Beijing, Tokyo, and there are direct flights from all European capitals.
- There is a direct train connection from the airport to the city centre in 16 minutes.
- Vienna has a well-established rail system with arrivals/departures to and from many European cities.
- There is an outstanding, reasonably-priced public transport system within Vienna (metros, trams, buses, urban railway).

5. Meeting and venue facilities

Depending on the size and format of the Colloquium, venues need to accommodate between 500 and 1200 delegates, and have facilities that allow for up to 20 concurrent meetings. Are there suitable venues available?

- Three suitable venues are available.
- One venue for more than 1000 delegates and up to 20 concurrent meeting facilities in one of three possible congress centres in Vienna has been provisionally reserved.
- Venues will be considered based on prices and packages offered by the conference organising agencies we have contacted for offers.

6. 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 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).

ADVANTAGES:

- Vienna is ranked consistently amongst the world's best congress cities (along with Paris, Barcelona, and Singapore, for example).
- The weather at the end of September is generally mild (7°C to 21°C).
- Vienna has excellent local infrastructure, e.g. international shops, medical facilities, pharmacies and restaurants.
- It is very easy to travel within Vienna – it is a well-established tourist city and the majority of people speak fluent English.
- Vienna offers lots of cultural and leisure activities (opera, theatres, museums, classical music, architecturally interesting buildings, and many beautiful and clean parks).
- Austria has excellent medical facilities (including public hospitals and doctors) and multilingual online information for visitors in case of illness or accidents. Austria has a free reciprocal healthcare agreement with all other EU countries, and Norway and Switzerland.

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- Citizens of and visitors to Vienna enjoy a remarkably high level of personal safety; Vienna received a ranking as the 5th safest city worldwide in personal safety ranking (Mercer study 2011).
- In the same study Vienna was awarded 1st position worldwide in quality of living ranking, e.g. excellent water quality, all products for daily living, healthcare for everybody, personal freedom, etc. (39 items in Mercer study 2011).

DISADVANTAGES:

- Vienna is relatively expensive compared with the US, although cheaper than the UK, Australia and some other European capitals. For example one might pay (€10-20 for a main meal in a restaurant). Compared with the 27 EU countries, Austrians pay 106% (6% more) for the necessary items of living (Price Index = 106.7 in May 2012).
- Some further international comparisons (as per www.expatis.com): Melbourne is 50% more expensive than Vienna, Auckland 25% more expensive, Ottawa 17% more expensive, San Francisco and Amsterdam 29% more expensive, Copenhagen 33% more expensive, while Barcelona is 6% cheaper, Cape Town 27% cheaper, Chengdu 16% cheaper and Freiburg 16% cheaper.

7. 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? Briefly describe the available options.

There is an extremely wide choice of accommodations within a reasonable distance of the Colloquium venue:

19	Five-Star Hotels	3,827 Rooms	7,242 Beds
158	Four-Star Hotels	13,210 Rooms	24,908 Beds
153	Three-Star Hotels	7,186 Rooms	14,296 Beds
70	Two- and One-Star Hotels	2,376 Rooms	4,769 Beds
9	Summer Hotels	965 Rooms	1,690 Beds
409 Hotels		27,564 Rooms	52,905 Beds

The accommodation prices range between 20€ to 300€.

8. Meeting costs

While registration fees cover a large amount of Colloquium costs, organisers will also need to raise additional funds (subject to sponsorship policies, see [Sponsorship of Colloquia](#)). Briefly describe how you plan to meet Colloquium costs, e.g. do you have a financial commitment from your institution, funders, etc.?

- Because we will combine the Colloquium with our biennial EUFEP congress we have received a promise of support from our funders, the Lower Austrian Health and Social Fund of €200,000.
- Furthermore, our host university will provide the services of our PR department and finance department as “in-kind” services.
- We will seek some additional sponsorship in line with Collaboration policies.

9. Conference organisers

Have you identified a reputable professional conference organiser(s) to assist you?

- The Austrian Cochrane Branch will be the official organiser of the Colloquium. We have hosted the EUFEP congress three times previously (albeit a much smaller event!)
- With the assistance of the Vienna Convention Bureau (a non-profit service provided by the

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state of Vienna to support congress organisers in the city) we have identified four companies that are specialised in hosting medical conferences and we have sent inquiries to these companies with a description of the Colloquium and a request for offers regarding organisation.

- We will work with one professional company to host the Colloquium.

10. Local organising committee

Proposals are welcome from all countries. However, for colloquia in countries in which English is not the first language, members of the organising committee should be competent speakers and writers of English.

- The committee leader and Associate Director of the Austrian Cochrane Branch, Kylie Thaler, is an English native speaker (Australian).
- The working language of the team at the Austrian Cochrane Branch is English.
- We will recruit persons with strong English (or English-speakers) for our scientific committee.

11. Any other information

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

Even these preliminary steps on the path to hosting the Colloquium (completing the proposal, getting letters of intent, etc.) have aroused much interest and excitement amongst people here in Austria. Our country is still in its infancy in terms of EBM and the acknowledgement of the Cochrane Collaboration, but there are many people here (who have often worked or trained in other places) who are keen to “spread the word” and advocate on behalf of Cochrane and its principles.

The Colloquium would be a very high-profile way for us to continue the process of establishing a name and identity for Cochrane in Austria and in Germany too (as the political and medical networks between the countries are well-established).

Thank you for completing this proposal. Please email this to [Steve McDonald](#) and [Jordi Pardo](#) by ...



THE COCHRANE COLLABORATION

**COLLOQUIUM POLICY ADVISORY
COMMITTEE (CPAC)**

Colloquium Sponsorship Policy

September 2012

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The Colloquium Policy Advisory Committee is responsible for drafting the policy of sponsorship of Colloquia. The policy is approved by The Cochrane Collaboration Steering Group. Previous versions of this policy are available from the Colloquium Policy Advisory Committee.

Version 1 2003

Version 2 2005
Revised 2006

Version 3 2012

Background

Cochrane Colloquia are the annual scientific and business meetings of The Cochrane Collaboration. The scientific and academic content of Colloquia, as well as their organisation and philosophy, must be consistent with the general principles of the Collaboration.

Previous Colloquia have had a diversity of funding sources, depending on local needs and opportunities. Sponsorship has largely come from public sources (e.g. government and other public sector agencies) but limited commercial sponsorship, including from pharmaceutical companies, has been accepted by some Colloquium organisers (permitted within the policy applicable at the time).

At the Cochrane Colloquium in Madrid in October 2011, there was a question at the Annual General Meeting about the policy of allowing commercial sponsorship of Cochrane Colloquia. The question was prompted by the listing in the Madrid Colloquium programme of a pharmaceutical company as a sponsor of satellite workshops. Following the AGM, the Steering Group asked the Colloquium Policy Advisory Committee (CPAC) to look at the sponsorship policy (2nd Edition, August 2006), specifically taking into account the concerns expressed at the AGM and whether additional safeguards should be implemented.

In January 2012, the CPAC and Cochrane Centres were asked for their views on whether the policy on commercial sponsorship of Colloquia should be revised. The overwhelming majority supported prohibiting commercial sponsors,¹ thus bringing the policy for Colloquia in line with the Collaboration's overall policy on commercial sponsorship. The policy that follows sets out the circumstances under which sponsorship of any kind is permitted. The policy change was recommended by the CPAC and agreed by the Steering Group at its meeting in Paris in April 2012.

Although it's important to recognise the autonomy of Colloquium organisers, particularly since they carry significant financial liabilities, the Colloquium is the Collaboration's flagship event and it is a widely held view that Colloquia should both uphold and reflect the Collaboration's principles of independence and transparency with respect to funding and sponsorship.

1. Sponsorship criteria

Commercial sponsors, as defined in the Collaboration's general policy on commercial sponsorship,¹ are not permitted to sponsor any aspect of Cochrane Colloquia. Most obviously, this includes any for-profit manufacturer or provider of health care, or any other for-profit source with a real or potential vested interest in the findings of specific reviews. Exempt from this definition are not-for-profit medical insurance companies, governments and other public sector agencies, as well as commercial enterprises, such as publishers and IT-related companies, that do not have vested interests in the findings of reviews.

Where sponsorship is permitted, it may take one of two forms, generic or targeted.

1.1 *Generic sponsorship*

Generic sponsorship, in which sponsorship from several permitted sources is pooled to increase the overall income of the Colloquium, is preferred because sponsorship is not linked to any specific event or activity but rather to the Colloquium as a whole. As well as being easier to manage, potential conflicts of interest that may arise from having single sponsors for particular

¹ Any for-profit manufacturer or provider of health care, or any other for-profit source with a real or potential vested interest in the findings of a specific review. Whilst government departments, not-for-profit medical insurance companies and health management organisations may find the conclusions of Cochrane reviews carry financial consequences for them, these are not included in this definition. Also not included are for-profit companies that do not have real or potential vested interests in Cochrane reviews (e.g. banks).

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activities are more likely to be avoided. Generic sponsors can be acknowledged by name in the list of sponsors in the Colloquium programme and on the website.

1.2 Targeted sponsorship

Some organisations may be reluctant to be generic sponsors, especially if their financial contribution is greater, or if sponsorship is only feasible if directly tied to an event or activity (e.g. a pre-Colloquium symposium, plenary session or social event). If this is the case the following guidelines apply:

1.2.1 Scientific sessions

Sponsorship of scientific sessions is only permitted by non-commercial, public sector or not-for-profit agencies and by commercial organisations that do not come under the Collaboration's definition of a commercial source. The content of all scientific sessions must be at the sole discretion of the Scientific Committee and no sponsor should have any decisive influence over the content.

1.2.2 Social events and general services

Sponsorship of social events and the provision of general services (e.g. translation, printing, etc.) is only permitted by non-commercial, public sector or not-for-profit agencies and by commercial organisations that do not come under the Collaboration's definition of a commercial source.

1.2.3 Satellite events

Satellite events that occur outside the main Colloquium programme but which come under the control of Colloquium organisers are subject to the same policies as outlined in sections 1.2.1 and 1.2.2. This includes events that a) are listed on the Colloquium website, registration form or in the programme book, or b) are notified to Colloquium participants through bulk emails.

2 Advertisements in the Colloquium programme

Commercial organisations (i.e. those that come under the commercial sponsorship definition) are not permitted to advertise in the Colloquium programme. Other commercial organisations (e.g. publishers, software companies, etc.) and non-commercial or public sector agencies are permitted to advertise.

Sponsors should be listed under 'Sponsors' in the Colloquium programme and may have the organisation's logo displayed alongside. The nature of the sponsorship (i.e. what the sponsorship has been used for) should be made clear (*see Melbourne Colloquium programme – Appendix*).

3 Satchel inserts and gifts

Commercial organisations (i.e. those that come under the commercial sponsorship definition) are not permitted to provide or distribute pens, notepads, flyers or other gifts in delegate satchels.

4 Exhibits

Commercial organisations (i.e. those that come under the commercial sponsorship definition) are not permitted to exhibit as part of any Colloquium exhibition. Non-commercial, public sector or not-for-profit agencies and other commercial organisations (e.g. publishers, software companies, etc.) may exhibit, provided the following restrictions are applied:

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- publishers and educational companies whose products are of direct educational interest (i.e. they are not healthcare products or technologies) are permitted to promote their products at their stands, provided these are of direct relevance to the Colloquium (i.e. related to evidence-based health care, production of evidence syntheses, etc.).
- organisations that exhibit at the Colloquium may be profiled in the Colloquium programme but the description should be restricted to the organisation's activities in the fields of evidence-based health care, production of evidence syntheses or education.

Compliance with this policy is the direct responsibility of Colloquium organisers. Organisers should work together with their local organising committee and Scientific Committee to make sure that the best decisions are made within the policies specified above. The Colloquium Policy Advisory Committee should be consulted when clarification is required.

Appendix: excerpt from Melbourne Colloquium programme book



sponsors

We thank the following organisations for their support and sponsorship of the Colloquium.


NATIONAL INSTITUTE
OF CLINICAL STUDIES

MAJOR SPONSOR

The National Institute of Clinical Studies (NICS) for their major sponsorship and support of the Colloquium. www.nicssl.com.au



SPONSORS

The Agency for Healthcare Quality and Research and the US Cochrane Center for supporting several consumer stipends. www.ahrq.gov


Australian Government
Department of Health and Ageing

The Australian Government Department of Health and Ageing for sponsoring twenty day registrations for consumers. www.health.gov.au



The BMJ Publishing Group for their continued financial support of the developing country stipends. www.bmjpg.com


THE COCHRANE
COLLABORATION®

The Cochrane Collaboration Steering Group for providing core Collaboration funds to support a registration for each Cochrane entity. www.cochrane.org