

17th Cochrane Colloquium 2009

11 – 14 October 2009

Planning Progress Report as of August 2008

This report summarises progress on planning for the 2009 Colloquium in Singapore including

- a. planning of the scientific programme and business meetings and
- b. administrative and financial matters.

Report prepared by :

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1. Scientific programme and business meetings

	ITEM	PROGRESS
a	Programme schedule and themes	The provisional programme schedule and information on the social programme are attached in Annex A.
b	Scientific Programme Committee	Chairs for the Scientific Programme Committee have been appointed. ▪ Edwin Chan (Singapore) ▪ Sally Green (Australia) Invitations to the rest of the committee members are in progress.
c	Other committees	Chairs for the Abstract and Workshop Committees have been appointed. ▪ Abstract Committee : Steve McDonald (Australia) ▪ Workshop Committee : Miranda Crumpston (Australia)
d	Promotion and Website	A preliminary announcement brochure is being prepared and will be distributed at Freiburg. The Collaboration's Event Manager will be used for the website and will be the main vehicle for conference information and promotion. A handover meeting with the Freiburg team is scheduled for the day after this year's Colloquium. Registrations and abstract submissions will be managed through the website. Facility for hard copy registration/submission will be available if required.
e	Conference Venue	Booking has been confirmed at the Suntec Singapore International Convention & Exhibition Centre (Suntec Singapore). All meetings will also be held at Suntec Singapore, including the Steering Group meeting.
f	Social Programme	Venues for the Welcome Reception and the Farewell Party have been booked. Optional social events are being planned for the two free evenings.

2. Administrative and Financial matters

	ITEM	PROGRESS
a	Contracts	No contractual agreements have been signed to-date. Currently, the contracts in preparation are as follows: ▪ Suntec Singapore for venue hire ▪ SGH Postgraduate Medical Institute (SGH-PGMI) for Conference Management services While the committee is working with Suntec Singapore to confirm the room numbers and requirements to sign the contract, the committee has paid a \$ 20, 000 deposit to secure the venue. An official letter of appointment has been prepared and presented to SGH-PGMI for their services.
b	Conference management	SGH Postgraduate Medical Institute has been contracted to provide conference management services. Joey Choo, from PGMI, will attend the Freiburg Colloquium.
c	Budget	A preliminary budget for the Colloquium has been prepared, as attached in Annex B. The budget for expenses assumes 'worst case scenario' and potential income from sponsorship is not included. Registration fees have been set at: ▪ Early Bird : SGD 1, 200 (approx. USD 870) ▪ Full Registration : SGD 1, 600 (approx. USD 1, 160) ▪ Consumer/Developing Country : SGD 800 (approx. USD 570) Based on the above, 800 registrations are required to break even.
d	Grants and sponsorship	A package options for potential grants and sponsors is being prepared. The local organising committee will also be appointing a sponsorship chair for such purpose.
e	Stipends	Chairs for the Consumer and Developing Country Stipend Committees have been appointed. ▪ Consumer Stipend Committee : Janet Wale (Australia) Liz Whamond (Canada) ▪ Developing Country Stipend Committee : Pending

17th Cochrane Colloquium 2009**11 – 14 October 2009****ANNEX A****PROGRAMME SCHEDULE**

	Sunday 11 Oct	Monday 12 Oct	Tuesday 13 Oct	Wednesday 14 Oct
0700 – 0730	Registration			
0730 – 0900	Registration	Meetings	Meetings	Meetings
0900 – 1030	Entity Meetings	Plenary 1	Plenary 2	Special Sessions
1030 – 1100	Break & Poster Presentations			
1100 – 1230	Entity Meetings	Oral presentations	Oral presentations	Oral presentations
1230 – 1330	Lunch			
1330 – 1500	Entity Meetings/ Meet the Entities	Workshop 1	Workshop 2	Workshop 3
1500 – 1530	Break & Poster Presentations			
1530 – 1700	Opening Session	Annual General Meeting	Meetings	Closing Session
Evening	Welcome Reception @ Chijmes	Optional social event	Optional social event	Farewell Party @ Asian Civilisations Museum

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ANNEX A

SOCIAL PROGRAMME

Welcome Reception @ Chijmes

Chijmes Hall

11 Oct 2009, Sunday

About the Venue:

Nestled in the heart of Singapore's civic and cultural district, Chijmes is a charming heritage site and a monument landmark in the city. Unmatched for its location and ambience, Chijmes is one of Singapore's best kept secret.

Complemented by a remarkable 19th century architectural setting, the CHIJMES Hall juxtaposes itself amidst urban Singapore. The UNESCO landmark, with its awe-inspiring Gothic architecture, beautiful stained glass windows and domed ceilings, is a multi-functional venue, perfect for the welcome reception.



Farewell Party @ Asian Civilisations Musuem

River Room & River Terrace

14 Oct 2009, Wednesday

About the Venue:

The Asian Civilisations Museum has made its mark as a cultural institution, tourist attraction and a unique and beautiful venue for all special occasions. Situated across the historic Singapore River, the facilities at ACM Empress Place offer an elegant and unique setting for the farewell party.



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ANNEX B

Preliminary Budget

Based on 800 participants

S/N	ITEM	Amount
A	INCOME	
1	Registration Fees	
a	Early Bird Registration (60% @ \$ 1, 200 each)	\$ 576,000.00
b	Normal Registration (20% @ \$ 1, 600 each)	\$ 256,000.00
c	Consumer & Developing Countries Registration (20% @ \$ 800 each)	\$ 128,000.00
TOTAL INCOME		\$ 960,000.00
B	EXPENSES	
1	Meeting Package @ Venue	
a	Venue rental charge	\$ 204,610.00
b	Food & Beverage Cost	\$ 150,400.00
	Sub-Total	\$ 355,010.00
2	Logistics	
a	PCO Management Fee	\$ 68,000.00
d	On-site Logistics and Manpower Charges	\$ 40,000.00
c	Audio Visual Equipment & Charges	\$ 50,000.00
d	Exhibition, Poster and Signage Management	\$ 35,000.00
e	Security and Cleaning	\$ 6,000.00
	Sub-Total	\$ 199,000.00
3	Publicity	
a	Design, printing and mailing charges	\$ 78,570.00
B	Overseas Marketing Charges	\$ 10,000.00
	Sub-Total	\$ 88,570.00
4	Miscellaneous	
a	Insurance	\$ 5,000.00
b	Finance & Banking Charges	\$ 7,000.00
c	Participants Kits	\$ 11,200.00
	Sub-Total	\$ 23,200.00
5	Social Programmes	
a	Entertainment for Opening Ceremony	\$ 3,000.00
b	Entertainment for Welcome Reception & Farewell Dinner	\$ 10,000.00
c	Welcome Reception @ \$ 150 per pax	\$ 120,000.00
d	Farewell Party @ \$150 per pax	\$ 120,000.00
	Sub-Total	\$ 253,000.00
TOTAL EXPENSES		\$ 918,780.00
PROJECTED SURPLUS		\$ 41,220.00