



corroboree :: melbourne
XIII Cochrane Colloquium
22-26 OCTOBER 2005

27th June 2005

Name
Address

Dear ,

Thank you for your application for a stipend to attend the 13th Cochrane Colloquium from 22-26 October 2005 in Melbourne, Australia. I am delighted to advise that your application has been successful. You have been allocated a stipend of AUD \$5474, and I invite you to attend the Colloquium.

A detailed list of items we have agreed to fund is attached. Please read this document carefully as it explains how arrangements will be made for each item, including airfares and hotel bookings. Please confirm that you agree to the amount of funding and the arrangements to be made.

Don't forget, it is your responsibility to arrange any necessary visas, passports or other travel documents. If you are unable to attend the Colloquium, please tell us as soon as possible. We have a waiting list of applicants, and your prompt cancellation will allow one of these people to attend.

Further information about the Colloquium is available at www.colloquium.info. You will be able to sign up for workshops and meetings from 1 August 2005.

We look forward to seeing you in Melbourne. If you require further information, please contact us at consumerstipends@colloquium.info.

Janet Wale
Co-Chair, Consumer Stipend Committee
13th Cochrane Colloquium

Stipend Agreement: 13th Cochrane Colloquium

Name:		
Arrival date:		21 October
Departure date:		27 October
Colloquium Registration:	\$750	Please complete the special online registration form at: https://www.icms.com.au/colloquium/Register/Special.asp Under Registration Fees please select 'Stipend Delegate'.
Social events		As a stipend recipient you are entitled to attend all the included social events (Welcome Reception, Breakfast with the Entities and Farewell Party). Please indicate on the registration form that you wish to attend these events. The optional social events (wine-tasting, tram car and boat cruise) are not included in your registration fee. You need to pay with a credit card if you wish to attend any of these optional events.
Accommodation:	6 nights	Our preferred hotel is now the Hotel Ibis (Little Bourke Street). On the registration form please select the Hotel Ibis and indicate your date of arrival and departure. The cost of a single, double or twin room is the same. The stipend will cover 6 nights accommodation (21-26 Oct). If you wish to stay an extra night at the beginning (e.g. because your international flight arrives very early in the morning) then please confirm this with us first. We will pay the hotel directly. This is one of the Colloquium hotels and other stipend recipients will also stay at this hotel. See map below for location. Breakfast vouchers for use in the hotel will be given to you on arrival.
Airline ticket:	\$3662	Our preferred option is that you book and pay for your flight, and we reimburse you. This is the most convenient option, as it allows you to choose from all the available options. You must select the cheapest available economy fare. If you cannot afford to pay for your ticket and wait for reimbursement, please contact us and we will try to find an alternative way of paying for the ticket on your behalf. Please note we will pay the actual cost of the ticket, provided it approximately matches the amount awarded.
Visa charges and airport taxes:		It is your responsibility to obtain visas and other travel documents. We will reimburse you in Melbourne on presentation of receipts. For visa information please visit http://www.colloquium.info/?PageID=99&ItemID=68#visa
Ground travel - your home country:	-	Expenses to be covered by stipend holder.
Ground travel - Melbourne:	\$24	The Airport Skybus runs 24 hours (www.skybus.com.au). The bus terminal in the city is a three minute walk from the Hotel Ibis, Little Bourke Street.
Meals allowance:	\$200	You will receive this allowance in cash on arrival in Melbourne.

Please advise us of any items in this agreement that you would like to change. Any additional expenses will be considered on an individual basis subject to availability of funds and the discretion of the Committee.

Location of the Hotel Ibis

Please note that the airport SkyBus terminates at Spencer Street Station (a 2-3 minute walk) from the hotel. The Melbourne Convention Centre is about 10 minutes walk from the hotel.



Hotel Ibis
600 Little Bourke Street
Melbourne VIC 3000
Australia
E-mail: H3030-RE01@accor.com
Phone: +61 3 9672 0000
Fax: +61 3 9672 0123
Web: <http://www.accorhotels.com.au/ibis/index.asp>