

*[Colloquium logo and letterhead has been deleted]*

6<sup>th</sup> December 2004

Steve McDonald  
Australasian Cochrane Centre  
Monash Institute of Health Services Research  
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Monash Medical Centre  
CLAYTON VIC 3168

Dear Steve,

On behalf of the XIII Cochrane Colloquium (Melbourne) organisers, I would like to invite you to join the Abstract Committee for 2005.

The major task will, of course, be to score the submitted abstracts and to advise whether abstracts should form the basis of an oral or a poster presentation, or to advise that the abstract should not be accepted.

As you may have seen from the Colloquium brochure or website, the Abstract submission deadline is 18 April 2005 and the Notification of abstract acceptance is a mere one month later – 16 May 2005. This tight timeline is a necessary balance between having a not unreasonably early abstract deadline, and being able to provide notification before the close of the stipend deadline (on 30 May 2005).

This means that we need you to be able to review about 30 abstracts **between 25 April and 6 May 2005**.

I do hope that you are willing to help us in this important task and that you will be able to set aside enough time in that period to review the abstracts.

You will be able to review and score the abstracts online using a web-based system, and we will assign abstracts to Committee members based on the topic category chosen at the time of abstract submission. We will provide you with full instructions about the scoring system, and these will be provided when we send your selection of abstracts.

Please let me know by the end of December 2004 whether you are able to be part of the 2005 Colloquium Abstract Committee – we are looking forward to having you on the team.

With very best wishes

Philippa

Philippa Middleton  
Chair  
Abstract Committee  
XIII Cochrane Colloquium