



corroboree : : melbourne

XIII Cochrane Colloquium

22-26 OCTOBER 2005

The following proposal for John Wiley and Sons Ltd to host a 'meet and greet' area at the Cochrane Colloquium in Melbourne, 2005 is presented for your consideration.

Venue	Melbourne Exhibition and Convention Centre (MECC) Cnr Spencer and Flinders Streets, Melbourne Victoria 3005 http://www.mecc.com.au/
Dates	October 22 – 26, 2005
Location and description of 'meet and greet' area	<p>The 'meet and greet' area will be located in the main foyer of the Melbourne Exhibition and Convention Centre. Referred to as the Atrium, the foyer area is located between the John Batman Theatre (where plenary sessions will be held) and the You Yangs exhibition and meeting hall (where workshops, paper and poster sessions and tea breaks will be held). The Atrium is a large, light filled space with a glass wall at the Northern end. A floor plan and photograph of the Atrium have been provided.</p> <p>A custom built floor (144m² - 10m x 14m or dimensions as agreed) will be installed to create a distinct space for the 'meet and greet' area. A wireless network package will be purchased to service the atrium area. Lounge furniture will be used to create an informal space where people can sit and use the wireless network access. Two Pentium IV computers with flat screen LCD monitors and meeting tables/chairs will be hired for Wiley's use. To attract additional visitors, MECC can locate and staff a coffee machine at the 'meet and greet' area.</p>
Furniture and fittings	Six two seater lounges and three coffee tables will be arranged in the area. Two round meeting tables with chairs will be provided. Plants have been included.
Floor plan	A floor plan of the area will be drawn up for your approval after specifications are agreed.
Logistics	Our conference organisers use a logistics company called Exposervice for storage and transfer of exhibition material and equipment. Details can be provided.
Pricing	<p>Space charges, hire and installation of floor, furniture and fittings, wireless network access package, computers and power, damage waiver and stamp duty: £6,800</p> <p>Coffee cart hire (includes staff and first 106 cups of coffee/tea): £1,100 for 5 days or £220/day Additional cups: £0.70 per cup</p>
Recognition	Wiley will be acknowledged as the official sponsor of wireless network access on the Colloquium website, in the program and at the first plenary and closing session.
Additional promotion	We are planning to include a 'stubby holder' in delegate bags. The stubby holder can be printed with Wiley's Cochrane Library logo or other promotional message. Sponsorship of this item: 800 printed stubby holders - £1000

We hope that this proposal meets with your approval. Please do not hesitate to contact us if you have any questions or comments. We look forward to hearing from you.

Yours sincerely,

Sue Brennan

On behalf of the Organising Committee, 13th Cochrane Colloquium, email: sue.brennan@med.monash.edu.au

Australasian Cochrane Centre • Monash Medical Centre • Locked Bag 29 • Clayton • Vic 3168

Telephone: + 61 3 9594 7530 • Fax: + 61 3 9594 7554 • E-mail: melbourne@colloquium.info

www.colloquium.info