



2011 Microbicide Trials Network Regional Meeting Announcement

Hello MTN Investigators:

We are sending this information to help clarify the target audience for the MTN Regional Meeting to be held at the Westin Grand Cape Town Arabella Quays Hotel, October 9-13, 2011.

The meetings:

- 1) The MTN Regional Meeting, October 11-13, 2011 (plenaries & breakout meetings) in Cape Town. Meeting registration is available on our website <http://www.mtnstopshiv.org>.
- 2) If you are a member of the MTN Executive Committee, please plan on attending a closed meeting of the MTN EC, Sunday, October 9, 2011 at the Westin Grand Cape Town Arabella Quays Hotel.
- 3) Members of the CWG will begin their activities on Sunday, October 3, 2010 at the Westin Grand Cape Town Arabella Quays Hotel.
- 4) The VOICE team meeting will be held, Monday, October 10, 2011 at the Westin Grand Cape Town Arabella Quays Hotel.

Who Should Attend the Regional Meeting?

This meeting is intended to bring together the study teams located in Africa. It is anticipated that several representatives for each site will be included in this meeting. In most cases, we expect that the Clinical Research Site (CRS) PI and/or the Investigator of Record and study coordinator should attend. In addition, one or more other clinicians, a pharmacist, two laboratory staff members, one CAB member, and one community educator should also plan to attend. US-based collaborating investigators are invited to attend but there are no additional funds to pay for travel for US-based investigators specifically for this meeting. If you need a letter of invitation to obtain a VISA to South Africa please contact Chris Rullo.

Representatives of the US NIH are welcome and highly encouraged to attend the MTN Regional Meeting. This meeting provides a unique opportunity for NIH staff to interact with the African study teams of the MTN and to be updated on the diverse activities of the MTN in Africa. The MTN Regional Meeting's location in Cape Town allows for a larger number and wider variety of African site staff to attend than what is typically possible at the MTN Annual Meeting in Washington, DC.

We look forward to your active participation in this regional meeting. Please plan to stay for the entire three days (Tuesday-Thursday). You will be free to leave Thursday afternoon after 12:00 PM.

Each meeting delegate is **responsible for securing their own hotel reservation and ground transportation**. This year, we have added the option of securing hotel reservations at the Westin Grand Cape Town Arabella Quays Hotel or Southern Sun The Cullinan Hotel.

If you chose to stay at the Westin Grand Cape Town Arabella Quays Hotel, the negotiated rate is R 2,178 (single deluxe king non-smoking room, inclusive of complimentary breakfast served in Restaurant Thirty7 and complimentary internet access via a voucher system available from the front desk) and R 2,420 (double rate, inclusive of complimentary breakfast served in Restaurant Thirty7 and complimentary internet access via a voucher system available from the front desk). **PLEASE NOTE:** the attached accommodations registration form must be completed and submitted to 01445.grouppreservations@westin.com at the Westin.

If you chose to stay at the Southern Sun The Cullinan Hotel, the negotiated rate is R 1,695 (standard single room rate, inclusive of breakfast and R 1,895 (double/twin room, inclusive of breakfast). **PLEASE NOTE:** the attached booking request form must be completed and submitted to the Southern Sun; Cornelius, Veronica VeronicaC@southernsun.com

For further detailed information on how to make your hotel reservation, please refer to the attached fact sheet. The **FINAL** cut-off date for making reservations at the Westin is **September 1, 2010**. The **FINAL** cut-off date for making reservations at the Southern Sun is **August 8, 2011**. Room rate and availability cannot be guaranteed thereafter at either location.

PLEASE NOTE: The Westin Grand Arabella Quays Hotel will require a deposit for incidentals at time of check-in for all guests. **The Westin Grand will require** a total of R 500.00 per day and must be paid via credit card or cash. **NO EXCEPTIONS CAN BE MADE.** The collected deposits will be returned to the delegates on departure if no extras are to be settled.

The Southern Sun The Cullinan Hotel will require a deposit for incidentals at time of check-in for all guests. The Southern Sun The Cullinan will require a total of R300.00 per day and must be paid via credit card or cash. **NO EXCEPTIONS CAN BE MADE.** The collected deposits will be returned to delegates if no extras are to be settled.

If you have any questions, please do not hesitate to contact me.

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