

The submission from National Organizations shall include:

1. All necessary details of the name of the conference organizers who will be responsible for the arrangements on the behalf of National Organizations;
2. Proposed venue of the event;
3. The dates proposed for the conference;
4. The outline of ideas regarding the theme;
5. The programme and other activities of the conference;
6. Contact person with his address, phone and fax number.

The bidding procedure

Member organisations are asked to adjust their bids to following issues (issues are related to the strategic paper on future conference*, which has been adopted by the Wonca Europe Council in 2005):

1. Content and structure

- Ideas regarding title and theme of the conference.
- An opening and closing ceremony in accordance with the Wonca Europe protocol.
- A proper balance between an actively planned part of the programme in cooperation with WE, and a part based on abstracts submitted
- An actively planned part including at least three keynote speakers, state-of-the-art sessions, debate/consensus sessions and planned tracks dealing with important clinical topics, ran by experts in the field, or representatives of Wonca's special interest groups.
- A specific track for each of the three network organisations, and if possible for Wonca's special interest groups.
- A pre-conference meeting of the Vasco da Gama Movement, and some slots for VdGM within the programme.
- Room for other organisations like Trade Unions or special interest groups to organise satellite symposia and meetings outside the programme, but within the context of the conference.

2. Organisation and financial aspects

- A proposal for a date or a month for the Conference to be organised. In a year of a World Conference this date should be at least 4, preferable 6 months before or after the Wonca World Conference.
- An appropriate venue for the conference, well accessible and providing adequate facilities and technical equipment to guarantee the proper and unimpaired proceedings of all aspects of the conference.
- An acceptable conference fee, including graded fees for trainees and graded fees or scholarships for colleagues from developing countries.
- Acceptable costs for travelling to the venue
- Enough hotel accommodations with negotiated special prices, including low budget accommodations.
- A conference social programme of events that will be attractive to delegates and accompanying persons.
- Sponsorship agreements in accordance with the European rules on sponsoring*.
- Collaborating with Wonca Europe in the preparation of the Conference, primarily through the liaison person and the Wonca Europe secretariat, with the help of the Guidebook for Future Conferences, and to be laid down in a contract.

*Documents available on Wonca Europe website:

<http://www.woncaeurope.org/Wonca%20Europe%20Documents.htm>