



WONCA Europe Secretariat

Institute for development of Family Medicine

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30th November, 2015

To: WONCA Europe Member Organisations

INVITATION TO BID FOR THE WONCA EUROPE CONFERENCE IN 2019

WONCA Europe invites WONCA Europe Member Organisations to submit bids to host the **24th WONCA Europe Conference in 2019**.

Member Organizations interested in hosting are invited to submit proposals **by 20th February 2016** to the WONCA Europe Secretariat: SecretariatEurope@Wonca.net. Any bids that will be received after this date will not be taken into consideration for the WONCA Europe Conference 2019.

The winning host will be awarded during the WONCA Europe Council Meeting 2016 in Copenhagen, which will be held on 15th June 2016, before the opening of the 21st WONCA Europe Conference.

In accordance with the bidding procedure, as reaffirmed by the WONCA Europe Council in Istanbul, the WONCA Europe Executive Board is in charge of reviewing the bids for their consistency and compliance with the bidding procedure before the election ballot in Copenhagen. Such a task will take place between 21st February and 20th March 2016 and the feedback will be provided to the candidates by 20th March 2016.

Candidates will have the opportunity to amend and clarify any issues raised and proposed by the WONCA Europe Executive Board by **15th May 2016**.

During the Council Meeting in Copenhagen the candidates will have the opportunity to present their bids with a Power Point presentation (7 minutes, max 10 slides).

Proposed content of the PowerPoint presentation should focus on:

- Title and theme of the conference, date for the conference.
- Conference venue, adequate facilities and technical equipment, auditorium size; number of rooms with possible number of seats, ground plan.
- Arrangements regarding involvement of WONCA Europe networks and special interest groups, preconference activities, and the Vasco da Gama Movement preconference.
- Enough hotel accommodations with negotiated special prices, including low budget accommodations; distance from hotels to the conference venue; transport arrangements.

- Conference fee, including graded fees for trainees and graded fees or scholarships for colleagues from developing countries; the information about early birds.
- Costs for travelling to the venue from major destinations.
- Social programme of events attractive to delegates and accompanying persons.

Please find more information on the bidding procedure in the enclosed document.

Note that WONCA Europe aims to improve the quality of the conference and has therefore instituted a working party to propose changes. Although the working party has not finalised their proposals yet, certain changes are to be expected:

- To provide continuity in the scientific content of conferences WONCA Europe will appoint a respected scholar who will serve as co-chair of the local Scientific Committee.
- WONCA Europe strongly recommends the use of the same group of abstract reviewers for several years in order to improve the abstract assessment.
- WONCA Europe plans to use the WONCA Europe website platform for submission of abstracts.
- WONCA Europe advises that special considerations for the security of the conference and its participants are included in the bid.

Finally, please also note that the Conference contract is currently under revision by the WONCA Europe Executive Board and the final document will be sent to the Member Organisations once it has been finalised.

Sincerely,

A handwritten signature in blue ink that reads "metsemakers". The signature is stylized, with a large vertical stroke and horizontal lines extending from the top and bottom.

Prof Job FM Metsemakers
President WONCA Europe

A handwritten signature in black ink that reads "Harris Lygidakis". The signature is written in a cursive style with a large initial "H" and "L".

Harris Lygidakis
Hon. Secretary WONCA Europe