WONCA Europe Secretariat

Institute for development of Family Medicine
Poljanski nasip 58, 1000 Ljubljana, Slovenia
E-mail: SecretariatEurope@Wonca.net
Web: www.woncaeurope.org
Facebook: https://www.facebook.com/woncaeurope/
Twitter: @WONCAEurope
Tel: + 386 1 43 86 913
Fax: + 386 1 43 86 910

15th November 2017

Topic: **Invitation to Bid for the WONCA Europe Conference in 2021**

WONCA Europe invites WONCA Europe Member Organisations to submit bids to host the **26th WONCA Europe Conference in 2021**.

Member Organizations interested in hosting are invited to submit proposals by **19th January 2018** 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 2021.

The winning host will be awarded during the WONCA Europe Council Meeting 2018 in Krakow, which will be held on 24th May 2018, before the opening of the 23rd WONCA Europe Conference.

In accordance with the bidding procedure that was adopted in the WONCA Europe Council Meetings of Copenhagen and Rio in 2016, the WONCA Europe Conference Committee is in charge of reviewing the bids for their consistency and compliance with the bidding procedure before the election ballot in Krakow. Feedback will be provided to the candidates by **1st March 2018**.

Candidates will have the opportunity to amend and clarify any issues raised and proposed by the WONCA Europe Conference Committee by **16th April 2018**.

We highly recommend that the bidding documents are kept as short and concise as possible, and include an executive summary of up to four pages, highlighting the most important points of the bid.

During the Council Meeting in Krakow the candidates will be invited to present their bids with a PowerPoint presentation (7 minutes, max 10 slides).

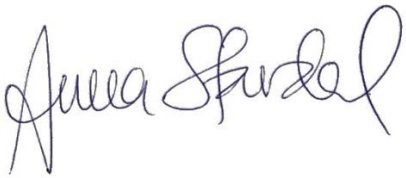
Proposed content of the PowerPoint presentation should focus on:

- 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 attached document.

Sincerely,



Dr Anna Stavdal

WONCA Europe President

Dr Harris Lygidakis

WONCA Europe Hon. Secretary