Bidding Procedure for the
WONCA Europe Conferences

Eligible Organisations to Bid for the Organisation of a WONCA Europe Conference

1. Only a WONCA Europe Member Organization is eligible to bid for the organisation of a WONCA Europe conference.
2. If Member Organizations from different countries want to organise a WONCA Europe conference, the country's WONCA Europe Member Organization where the conference shall take place is eligible to bid for the organisation of WONCA Europe conference. The contract between these Member Organisations is an annex to the contract between WONCA Europe and the organising WONCA Europe Member Organization.
3. If a Network or WONCA Europe Special Interest Group wants to organise a WONCA Europe conference, the country's WONCA Europe Member Organization where the conference shall take place is eligible to bid for the organisation of WONCA Europe conference. The contract between these organisations is an annex to the contract between WONCA Europe and the organising WONCA Europe Member Organization.

The Bidding Procedure

The WONCA Europe Conference Committee

NB! WONCA Europe has decided to establish a Conference Committee (WECC), which will start its works from the beginning of 2017. The WECC will focus on improving the WE conferences and creating links between the individual conferences. The WECC will also explore the possibility for engaging with a Core PCO that will be the main responsible for the practical arrangements of the conferences – and it might be decided that such a future Core PCO should be in action in relation to the 2020 conference. A decision will be taken before signing the contract for the 2020 conference.

The Submission

The submission from a Member Organization shall include:

1. All necessary details of the name of the conference organizer who will be responsible for the arrangements on the behalf of a Member Organization;
2. Proposed venue of the event;
3. The dates proposed for the conference;
4. The outline of ideas regarding the theme;

5. The information about the early bird fee, regular fee, late fee (for WONCA Direct Members, for delegates, for trainees and junior doctors, and for students)
6. The programme and other activities of the conference;
7. Contact person with her/his address, phone and fax number.

Member organisations are asked to adjust their bids to the following issues, which are related to the strategic paper on future conference, as 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 WONCA Europe, 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 special interest groups.
- A specific recognisable track of sessions for each of the network organisations, and for WONCA special interest groups.
- A pre-conference meeting for the Vasco da Gama Movement.
- 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.
- A team for the implementation and use of Social Media before, during and after 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.
- Internet connections for conference participants should be described (free WIFI throughout the conference building/limited access in a specific part of the building/paid access only).

- Ethical standards for pharmaceutical companies at scientific congresses must be followed.
- Collaborating with WONCA Europe in the preparation of the Conference, primarily through the WONCA Europe EB, the WECC and the WONCA Europe Secretariat, with the help of the Guidebook for Future Conferences, and to be laid down in a contract.

Member organisations will outline these relevant topics in sufficient detail in the presentation of their bid:

- Title and theme of the conference, dates for the conference.
- Conference venue, adequate facilities and technical equipment, auditorium size; number of rooms with possible number of seats, ground plan.
- 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.

Accepted at WONCA Europe Annual Council Meeting, Prague 2013

Further additions were made to reflect the establishment of the WONCA Europe Conference Committee (WECC), as decided in the WONCA Europe Council in Rio de Janeiro on 29th October 2016.