

PROTOCOL of the official ceremonies of WONCA Europe conferences

In order to ensure appropriate structure, quality and timing of WONCA Europe Conferences, the EB has developed a short protocol which should be followed by the HOC when planning official ceremonies at the annual WONCA Europe conferences. The Host Organizing Committee is responsible for making adequate arrangements and ensuring that ceremonies are appropriate for the occasion.

The official language for the ceremonies will be English

Opening ceremony

- The opening ceremony of a WONCA Europe Conference is initiated by the Chairman of the Host Organizing Committee (HOC)
- Not more than 2 invited speakers from local organizations should be invited to welcome the conference participants.
- The WONCA Europe Conference should be officially opened by the President of WONCA Europe (WE)
- The HOC is responsible for ensuring an appropriate level of cultural programme during the opening ceremony
- A reception for all conference participants should be arranged after the Opening Ceremony. This reception should be free for participants registered for the conference. Special arrangements after the reception may be made for the keynote speakers, WONCA Europe Executive Board and Council members, and /or invited guests at the discretion of the HOC.
- The duration of the Opening Ceremony should not to exceed 1,5 hours.

Closing ceremony

- The closing ceremony is started by a representative of HOC
- Conference awards are handed out by the President of WONCA Europe
- HOC is officially thanked by the President of Wonca Europe
- Announcements of future WE conferences will not take longer then 5 minutes each
- Final closing and farewell will be made by a representative of HOC.
- The duration of the closing ceremony should not exceed 1 hour.

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Wonca EB JM