

Bidding Procedure for the WONCA Europe Conferences



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

1. Only paying WONCA Europe Member Organisations are eligible to bid for the organisation of a WONCA Europe conference.
2. If more Member Organisations from different countries wish to organise a joint WONCA Europe conference, the Member Organisation of the country where the conference shall take place is eligible to bid. A separate contract between the participating Member Organisations will constitute an annex to the contract between WONCA Europe and the Member Organisation of the country in which the conference will take place.
3. If a Network or WONCA Europe Special Interest Group wishes to organise a WONCA Europe conference, the country's Member Organisation where the conference shall take place is eligible to bid for the organisation of WONCA Europe conference. The contract between these organisations will constitute an annex to the contract between WONCA Europe and the organising Member Organisation.

The Bidding Procedure

Important Changes in the Procedure

WONCA Europe has entered into an agreement with a Core Professional Conference Organiser (Core PCO), GUARANT International, for the organisation of the 2022 conference. The Core PCO will have the general managerial overview of the conference and, in particular, will be responsible for the financial and logistical arrangements.

Therefore, the Member Organisation that intends to submit a bid, must:

1. Contact the WONCA Europe Core PCO¹ as soon as possible, with the help of which the logistical feasibility of the bid (e.g., proposed venue and fees) will be assessed;

¹ Please contact:
Ms. Barbora Vinšová
GUARANT International
Email: vinsova@guarant.cz
Phone: +420 284 001 444
Mobile: +420 602 396 841

2. Inform the potential local PCO of the Core PCO, and the role and responsibilities that the latter will have;
3. Provide a statement that the Member Organisation and the local PCO (if applicable) are willing to collaborate with the Core PCO;
4. Provide a letter from the Honorary Treasurer of WONCA Europe that at the time of the bidding the Member Organisation has paid the regular membership fee.

The Submission

The submission from a Member Organisation 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 Organisation;
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;
8. A statement that an assessment of the bid was made by the Core PCO (on such areas as, logistics, venue, proposed participation fees);
9. The contact details of the local PCO (should the Member Organisation decide to employ one);
10. A statement that both the Member Organisation and the local PCO (if applicable) accept the division of responsibilities and are willing to cooperate with the Core PCO of WONCA Europe;
11. A statement that the Member Organisation has paid its membership fees to WONCA.

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.

2. Organisation and financial aspects

- A proposal for a date or a month for the Conference to be organised. As in 2022 a WONCA World Conference will take place, the closing date of the Conference must be by 25th June 2022 the latest.
- 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, junior doctors (intended as doctors within 5 years of completion of specialist training; no age restriction applies) and graded fees or scholarships for colleagues from developing countries. **Please note: the conference fees must be assessed by the Core PCO before the submission of the bid.** A statement of the assessment must be included in the bidding documents.
- 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.
- Video recordings at least of the presentations of the keynote speakers. The video recordings must be edited professionally, and a copy must be made freely available for the WONCA Europe website and social media channels. WONCA Europe will be the copyright holder (to be distributed under the Creative Commons Non-Commercial ShareAlike 4.0 Licence). The Member Organisation is strongly advised to set up a live stream video for the keynotes, and other designated sessions, and make it freely accessible on WONCA Europe channels.
- A team for the implementation and use of Social Media before, during and after the Conference, as well as for the recording and video streaming (if applicable) of the sessions.
- Internet connections for conference participants should be described (free Wi-Fi 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, the WONCA Europe Secretariat, and the WONCA Europe Core PCO, 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; information about early birds; whether the fees have been assessed by the WONCA Europe Core PCO.
- Costs for travelling to the venue from major destinations.
- Social programme of events attractive to delegates and accompanying persons.

Important Dates

- **26 December 2018:** Call for bids for the 2022 WONCA Europe Conference opens
- **7 March 2019:** Extended Deadline: Call for bids for the 2022 WONCA Europe Conference
- **5 April 2019:** Deadline for the bids to be sent to the WONCA Europe Secretariat
- **6 April - 26 April 2019:** Evaluation of the bids by the WONCA Europe Conference Committee
- **30 April 2019:** Candidates receive feedback from the WONCA Europe Conference Committee
- **20 May 2019:** Deadline for the candidates to send their revised bids to the WONCA Europe Secretariat
- **26 June 2019:** Selection of the winning bid during the WONCA Europe Council Meeting

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.

Further additions were made to reflect the inclusion of the WONCA Europe Core PCO in the bidding procedure and the organisation of the conference.