

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.

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 2023 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. The Core PCO will be responsible for a balanced final budget covering any deficit in it. As such, the Core PCO is entitled, after agreement with the Member Organisation and WONCA Europe, to make necessary changes on expenses in case of potential threat of the negative unbalanced budget (for more information applicants should refer to attached contract between WONCA Europe and Core PCO).

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;
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 names and necessary details of the organising committee which will be responsible for the arrangements on the behalf of a Member Organisation, and a contact person;
2. Proposed city and venue of the conference;
3. The dates proposed for the conference;
4. The outline of ideas regarding the theme and main topics;
5. Proposed early bird fee, regular fee, late fee (for WONCA Direct Members, for delegates, for trainees and junior doctors, and for students);
6. The scientific programme and other activities of the conference;
7. A statement that an assessment of the bid was made by the Core PCO (on such areas as, logistics, venue, proposed participation fees);
8. The contact details of the local PCO (should the Member Organisation decide to employ one);
9. 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;
10. A statement that the Member Organisation has paid its membership fees to WONCA.
11. Information on how equity is addressed in the conference (applicants should refer to: "Conference Equity Standards for WONCA conferences" and "Gender Equity Standards for WONCA Scientific Meetings")

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.

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- 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

- 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.
- Sponsorship and exhibition agreements in accordance with the European rules on sponsoring and fully transparent to WE EB.
- 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 free and well described (free Wi-Fi throughout the conference building/limited access in a specific part of the building).

- Ethical standards for pharmaceutical companies at scientific congresses must be followed (applicants should refer to: “Ethical standards for pharmaceutical companies at scientific congresses” and “External Sponsorship Guidelines of WONCA Europe”)
- 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.

Important Dates

- **18 December 2019:** Call for bids for the 2023 WONCA Europe Conference opens
- **28 February 2020:** Deadline for the bids to be sent to the WONCA Europe Secretariat
- **2 March – 30 March 2020:** Evaluation of the bids by the WONCA Europe Conference Committee
- **30 March – 9 April 2020:** WONCA Europe Conference Committee evaluation discussed and approved by WONCA Europe EB
- **10 April 2020:** Candidates receive feedback from the WONCA Europe Conference Committee
- **15 May 2020:** Deadline for the candidates to send their revised bids to the WONCA Europe Secretariat
- **24 June 2020:** 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, December 2019.