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To: *VdGM Europe Council Members*

Subject: *Invitation to BID for the 8th VdGM Forum*

The VdGM Executive Group invites Europe Council Members to submit BIDs to host the **8th VdGM Forum which will take place in 2022.**

National representatives interested in hosting are invited to submit proposals **by 1st June 2020** to secretary@vdgm.eu.

Candidates should prepare a PDF and a PowerPoint or video presentation. PDF size maximum 10 pages; tables/diagrams and good graphic design will be welcome.

Proposed content of the PDF and the PowerPoint or video presentation should focus on:

Proposed date for the Forum: **Jan/Feb of 2022 (at least 3 months before the VdGM Preconference in London May 2022).**

- **Scientific Programme**

Examples of items to consider:

- Proposed theme of the Forum,
- Novelty of the themes of the planned workshops,
- Proposed keynotes, panels & sessions.

- **Logistics:**

Examples of items to consider:

- Proposed venue of the event (common spaces, number of rooms & seats, appropriate layout and ground plan),
- Facilities and technical equipment,
- Communication (social media, website, etc.).

Executive Group

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Treasurer: Nicholas Mamo **Awards & Fundraising Officer:** Vera Pires da Silva **Events Officer:** Elena Klusova
Exchange Officer: Nina Monteiro **Image Officer:** Kristina Zioteliene **Policy Officer:** Julien Artigny
VdGM Liaison to WONCA Europe Executive: Sonia Tsukagoshi

- Forum fees and budget:
Examples of items to consider:
 - Collaboration with the Medical College and support of the Scientific Society, if exists,
 - Possibility of free venue,
 - Fee structure (early-bird, etc. if planned),
 - Proposed bursaries,
 - PCO if it exists (experience in organizing such events, budget, etc.),
 - Sponsorship if planned,
 - Costs such as registration fees that will require waiving (such as VdGM Executive Group members, keynote speakers and possible awardees).

Please note that it is essential to include the Forum registration fees for members of VdGM Executive Group in the Forum budget.

- Traveling & Accommodation
Examples of items to consider:
 - Air traveling (incl. low-cost) - please put the data closest to reality, since accessibility is crucial for the success of forum attendance,
 - City transport to the venue,
 - Enough accommodation close to the venue, inclusive Low-cost accommodation.

- Forum Structure:
Examples of items to consider:
 - Arrangements with Networks & SIGs,
 - VdGM tracks,
 - Exchanges & practice visits,
 - Special considerations (e.g. patients included, scientific committee expertise, pharma involvement etc.),
 - Social programme.

- The HOC:
Items to consider:

Proposed team and pre-conference manager. Contact person (address, mobile phone, email and alternative contact).

In June 2020, during the Council Meeting during Preconference in Berlin, all eligible candidates will be invited to present their BIDs. The host of the 2022 VdGM Forum will be awarded by voting during the Council Meeting.

We will also allow a period for the Council to submit questions to applicants / provide feedback to the bids before the vote, highlighting ways to help candidates improve them.

Informal enquiries are welcome and should be made to secretary@vdgm.eu.

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