



EUROPEAN GENERAL PRACTICE
RESEARCH NETWORK

INFORMATION FOR ORGANIZERS OF AN EGPRN MEETING

When You Start Thinking of Hosting An EGPRN Meeting

- 1.** Declare your interest 3 years before meeting in the council.
- 2.** Prepare your bid 2 years before.
- 3.** Give a detailed bid at least 1,5 years before meeting in the council.
- 4.** Start advertising together with EGPRN 1 year before.
- 5.** Discuss options for themes with the EGPRN Executive Board and council.
- 6.** Form a (small) 'Host organizing committee' and divide the tasks.
- 7.** Check if/when there are other GP conferences in your country.
- 8.** Check if /when there are other GP conferences on the same topic.
- 9.** Check if/when the proposed EGPRN meeting is close to a WONCA (Network) conference.
- 10.** Consider the competition of points 7-8 with regard to the proposed EGPRN conference date.
- 11.** Make sure that the proposed EGPRN conference is planned strategically to other conferences dates/themes.
- 12.** Prepare the bid according to the desired format (available from EGPRN office).

Before The Meeting

- 13.** Start raising funds early. Apply for funding with colleges, scientific funding organisations, universities, departments, institutes, ministries, municipality, pharmaceutical companies, ICT-firms, banks, car sales persons, etc.
- 14.** Prepare the budget - Template is attached.
 - List all planned costs
 - List all (potential) receipts
 - The budget should be in balance.
 - Funds from the local organizers must be included in the budget. At the end of the conference EGPRN may pay up to 75 Euro per registered person in case the budget is in deficit. However this support is not be guaranteed in advance and should not be included in the budget. The amount to be paid by EGPRN is limited to the amount of deficit in the budget.

15. Open a local bank account for your own use or use bank account of your institution to receive funds and to pay for expenses.

16. Keynotes: Propose names to EGPRN Executive Board. Upon approval of Executive Board, local keynotes can be invited (NOT before).

- International keynote on the topic of the meeting, and/or
- Local keynote on the local situation (family medicine, research)
- International keynote will be invited by the EGPRN Executive Board. However, feel free to suggest names.
- Cost for travel and two night accommodation of international keynote will be reimbursed by EGPRN.
- Assign a 'host' for the keynote speakers.

17. Pre-conference workshop teachers

- Combine local and international experts.
- Try to combine keynotes/workshop teachers, when appropriate.
- Try to recruit (former) EGPRN members, who might come anyway; in special cases, reimbursement is negotiable with the Executive Board.

18. Choose the Conference Venue, in agreement with EGPRN format (see below, under 'Requirements').

- Discuss number and date, time of pre-conference workshops, parallel sessions, committee meetings and extra (project) meetings as early as possible with the Executive Board in order to know how many rooms of what size you need.
- Explore various options, choose the option that meets our requirements best at lowest possible costs.

Note: Choosing more expensive venue implies a higher need for funding and sponsors. In general, universities are cheaper than commercial venues like hotels.

19. Make arrangements with local hotels in various price categories to block hotel rooms at reduced price for 'early birds'.

20. Make arrangements for the Welcome reception on Thursday evening (room, speaker(s), host(s), finger food, catering).

21. Make arrangements for the Practice Visits on Friday evening (practices, transportation).

22. Make arrangements for the Saturday Social Event (venue, meal, music, transportation).

23. Consider to have cloak room during meeting.

24. Think about necessary direction signs indicating the way to the conference location and rooms and share venue plan with EGPRN Office beforehand.

Requirements For The Meeting

25. Thursday Morning

- A strong wifi connection for all EGPRN participants.
- Registration desk with at least two tables with extension cables for laptops.
- Executive Board meeting room with 10 seats in U shape with laptop, projector, extension cables, coffee, tea, water, cookies and lunch.
- Additional 2-3 rooms for collaborative study groups meetings.

26. Thursday Afternoon

- Pre-conference workshops in the afternoon, 1-3 rooms with 10-15 person capacity, equipped with laptop, projektor, flap chart and markers.
- Meeting room for the Council, 40 persons+ capacity, equipped with laptop, projector, coffee/tea break (warm/cold drinks). Water for speaker's desk and chairperson desk.
- 3 parallel rooms for the EGPRN Working Committees (Educational, Research Strategy, PR and Communication Committee) with capacity of 10 persons each. Water for speaker's desk and chairperson desk.
- Additional 2-3 rooms for collaborative study groups meetings. Number, size, time are variable. Try to know as early as possible by asking EGPRN office secretary. Water for speaker's desk and chairperson desk.

27. Thursday Evening

Welcome Reception for all participants who are present. Finger food, drinks. Choose venue and arrange transport if necessary.

28. Thursday Preliminary Program

THURSDAY PRELIMINARY PROGRAM						
08:30	Registration					
	Meeting Room 1	Meeting Room 2	Meeting Room 3	Meeting Room 4	Meeting Room 5	Meeting Room 6
09:00	Executive Board Meeting 09:00-13:00	<i>May be used depending on request of collaborative studies and availability of local organizer</i>	<i>May be used depending on request of collaborative studies and availability of local organizer</i>	<i>May be used depending on request of collaborative studies and availability of local organizer</i>	Additional room for collaborative studies	Additional room for collaborative studies
09:30						
10:00						
11:00						
11:00						
12:00						
13:00	Lunch Break*					
13:00-14:00	Lunch Break*					

14:00	Council Meeting 14:00-17:00	Workshop 1 14:00-16:30	Workshop 2 14:00-16:30	Workshop 3 14:00-16:30	Additional room for collaborative studies	Additional room for collaborative studies
15:00						
16:00						
16:30						
16:30		Research Strategy Committee 17:00-18:00	PR & Communication Committee 17:00-18:00	Educational Committee 17:00-18:00		
17:00						
17:00						
18:00	Welcome Reception and Opening Cocktail					
19:00-20:30	Welcome Reception and Opening Cocktail					

*Lunch for 10 persons for EGPRN executive board and office only.

29. Friday Morning

- Main meeting room for plenary session at least for 140 participants. Equipped with sound system, projector, laptop, wireless presenter to change slides, speaker microphone, head table (chairperson desk) microphone, two wireless microphones for the audience for questions and discussion, a competent professional technical staff and one conference staff to help to pass the microphones and speakers/presenters to upload their presentations to the computer. Water for speaker's desk and chairperson desk.
- Second meeting room for paralel session for at least 70 participants, equipped with sound system, projector, laptop, wireless presenter to change slides, speaker microphone, head table (chairperson desk) microphone, two wireless microphones for the audience for questions and discussion, a competent professional technical staff and one conference staff to help to pass the microphones and speakers/presenters to upload their presentations to the computer. Water for speaker's desk and chairperson desk.
- Blue Dot Morning Coffee Break: Special coffee and tea break with cookies in a separate room with separate coffee dispenser for participants who attend EGPRN for the first time. You can ask the exact number to EGPRN office secretary.
- Morning Coffee Break: Coffee, tea break with cookies and water for all other participants.
- Poster Area: Room or space large enough to discuss 30-40 posters. 30-40 poster boards. Posters should be grouped in 6-8 groups of 4-5 posters, poster area should be ready on Friday morning, (Interactive poster session is on Saturday).
- A strong wifi connection for all EGPRN participants.
- Lunch for all participants.
- Lunch box approximately for 20 persons for Lunch Workshop or
- A separate place or room for Research Cafe and lunch box service approximately for 10 persons.

30. Friday Afternoon

- Plenary and parallel session meeting rooms.
- Working room for EGPRN Office secretary.
- Coffee, tea break with cookies and water for all participants.

31. Friday Evening

- Practice visits to local practices, including transportation.
- There might be Project Meetings: Number, size, time are variable, kindly advised to know as early as possible by asking EGPRN Office secretary.

32. Friday Preliminary Program

FRIDAY PRELIMINARY PROGRAM		
08:00-08:30	Registration	
	Main Meeting Room	Additional Meeting Room
08:30-08:45	Opening of the Meeting by EGPRN Chairperson	
08:45-09:00	Welcome by Local Host	
09:00-09:40	International Keynote Lecture	
09:40-11:10	Plenary Session - Theme Papers	
11:10-11:40	Blue Dot Coffee Break - For the first time attenders	
11:10-11:40	Coffee Break - For regular attenders	
11:40-13:10	Parallel Session A - Theme Papers	Parallel Session B - Freestanding Papers
13:10-14:10	Lunch	
13:10-14:10	Research Café! or Lunch Workshop (Once in two meetings) Lunch boxes needs to be available in the meeting room	
	Main Meeting Room	Additional Meeting Room
14:10-16:10	Parallel Session C - Theme Papers	Parallel Session D - Freestanding Papers
16:10-16:30	Coffee Break	
16:30-18:00	Parallel Session E - Thema Papers	Parallel Session F - Freestanding Papers
18:00-18:10	Summary of the day	
	Practice Visit	
18:10-19:15	Practice Visit	

33. Saturday Morning and Afternoon

- Plenary session and paralel session same as Friday.
- Poster Session: Interactive parallel poster session with discussion in small groups around groups of posters.
- Working room for EGPRN Office secretary.

- A strong wifi connection for all EGPRN participants.
- Morning and afternoon coffee, tea break with cookies and water for all participants.
- Lunch for all participants.

34. Saturday Evening

Social Event for at least 130 participants, food, drinks, music, dance and speeches. The participants who want to participate in this event, will contribute € 40. If the costs exceed this amount, (dedicated) sponsoring is needed.

35. Saturday Preliminary Program

SATURDAY PRELIMINARY PROGRAM		
	Main Meeting Room	Additional Meeting Room
08:30-09:10	National Keynote Lecture	
09:10-10:40	Parallel Session G - Freestanding papers	Parallel Session H - EGPRN Special Methodology Session
10:40-11:00	Coffee Break	
11:00-13:00	Parallel Session I - Theme Papers	Parallel Session J - One Slide Five Minute Presentations
13:00-14:00	Lunch	
14:00-15:30	Poster Sessions at Main Foyer	
	Poster Session 1	Poster Session 2
	Poster Session 3	Poster Session 4
	Poster Session 5	Poster Session 6
15:30-16:00	Coffee Break	
	Main Meeting Room	Additional Meeting Room
16:00-17:00	Parallel Session K - Freestanding papers	Parallel Session L - Research Course Presentations
17:00-17:10	Summary of the day	
17:10-17:30	Chairperson's Report by EGPRN Chair	
17:30-17:45	Introduction to the next EGPRN meeting	
17:55-18:00	Closing	
20:00-23:30	Social Night with Dinner, Dance and Music!	

36. Sunday Morning

Meeting room for the Executive Board between 09:30-12:30 for 10 persons in U shape with laptop, projector, a strong wifi connection, extension cables, coffee, tea, water, cookies and lunch. Kindly advised to ask for confirmation for the lunch as members have to leave for their flights.

37. Staff

- A competent professional technical staff responsible for all technical matters at the venue
- 1+1 persons for the registration desk.
- 2 persons for the sessions to help to pass the microphones and speakers/presenters to upload their presentations to the computer.
- 1 supervisor/keyperson floating around (room, desk, directions as needed) to manage local conference staff and the venue staff.
- Other staff can be volunteer however technical staff needs to professional.

After The Meeting

- 1) Finish all financial matters
- 2) Send the final budget overview to EGPRN Office secretary as soon as possible.