



European
Young
Family
Doctors'
Movement

Invitation To Bid For

The 13th EYFDM Forum

Deadline

23 April 2027

Informal enquiries

events@eyfdm.eu

Submit proposals

secretary@eyfdm.eu

Invitation to Bid

The EYFDM Executive invites National Member Organisations to submit bids to host the 13th EYFDM Forum.

The Forum should take place between WONCA Europe Istanbul 2028 (31 May - 3 June 2028) and WONCA Europe Budapest 2029 (provisional dates: 11-15 September 2029 or 23-27 October 2029). The Forum date must allow at least three months' distance from any major WONCA or EYFDM event, and should avoid significant national events in the host country.

For full guidance on what the Forum involves and what is expected of the Host Organising Committee, please refer to the EYFDM Forum Events Guide.

Key Dates

14 September 2026	Call for bids opens.
23 April 2027	Submission deadline: bids must be received by midnight CET at secretary@eyfdm.eu .
24 April - 6 May 2027	Round 1: Jury review and written feedback by two Executive members and two Council members.
7 May 2027	Feedback sent to all bidding teams.
8 - 20 May 2027	Round 2: Revision period. Bidders may strengthen their proposals in response to feedback.
21 May 2027	Revised bids due by midnight CET to secretary@eyfdm.eu .
7-9 June 2027	Council vote. Bidding teams present their bid; time allocated for questions. The Secretary communicates the result to the Council.

How to Apply

What to submit

- A written report (PDF, max 10 pages) - this is the primary basis for evaluation. Tables, diagrams and clear design are encouraged.
- A short PowerPoint presentation or video, for use at the Council meeting.
- A letter of support from your National Member Organisation (NMO), confirming financial liability for the Forum.

💡 *Spend most of your time on the written report - evaluators use it as the primary basis for their feedback.*

Evaluation

Bids are first reviewed by two Executive members and two Council members, who provide written feedback to help bidders strengthen their proposals. Bidders then have the opportunity to revise before the final vote, which is open to all Council members excluding bidding countries. The Executive does not vote.

Bid Content

Please address each section below. Where information is not yet confirmed, a proposed approach or estimated figure is sufficient.

1. Host Organising Committee

- Proposed Forum Chair and core team, with names, roles and contact details.
- Proposed sub-team structure (scientific programme, social, exchange, marketing, sustainability).
- Organisational support available: NMO, Professional Conference Organiser (PCO), local institutions.

2. Venue and Setup

- Proposed dates or period. The Forum must be at least three months from the main WONCA events, and should avoid significant national events.
- Proposed venue: address, room capacities, equipment and technical facilities.

💡 A free or subsidised venue (through a university, medical council or public institution) is strongly encouraged.

3. Accessibility and Inclusivity

- Venue accessibility: wheelchair access, dedicated family space, reserved seating for participants with disabilities, and any other provisions.

- Gender and minorities inclusivity: pronoun collection at registration, diversity of speakers and facilitators.
- Economic accessibility: concession pricing, bursary promotion, and plans to reach first-time EYFDM attendees.

4. Participants and Registration

- Expected number of participants. Note: a host-country cap of up to 30% of capacity is recommended to preserve the international character of the event.
- Proposed registration fee, including any early-bird pricing. Fees must not exceed €150
- Accommodation options near the venue, including low-cost recommendations.

5. Scientific Programme

- Proposed event theme and its relevance to GP/FM trainees and Early Career Family Doctors.
- Draft ideas for the programme, including Lectures, Workshops, Oral presentations, Keynote speaker(s)
- Plans for SIG and WONCA Network involvement
- Approach to the call for abstracts, including proposed timeline and selection process.

6. Social Programme

- Proposed events (welcome event, farewell party, local cultural activities, wellbeing sessions), with estimated costs and expected attendance.

7. Professional Exchange

- Proposed duration (1–3 days), number of participant and host places, and practice settings (urban, rural or mixed).
- Accommodation arrangements during the exchange, and any mandatory costs for participants (e.g. insurance).

8. Budget, funding and sponsorship

- Budget overview: projected income and expenditure.
- NMO financial liability, confirmed in the letter of support.
- Sponsorship plans, in line with the EYFDM Ethical Fundraising Policy.

- Proposed bursaries. EYFDM provides up to €750 each (two per Forum); HOCs are encouraged to supplement these.

9. Image, Marketing and Communications

- Event logo and visual identity (if already in development).
- Website, registration platform and social media plans. Note: consider reusing accounts from previous Forums, coordinating with the previous HOC and the EYFDM Image Officer.

10. Sustainability and environmental impact

- Brief outline of your approach to sustainability: digital-first materials, sustainable catering, transport guidance for participants, and any other measures planned.

Questions and Contact

Informal enquiries are welcome at any stage at events@eyfdm.eu — don't hesitate to reach out before the deadline if you'd like to talk through your bid.

We look forward to welcoming a new host team into the EYFDM family.

Kind regards,

Catarina Gomes Madeira

Events Officer, on behalf of the EYFDM Executive