



EUROPEAN GENERAL PRACTICE  
RESEARCH NETWORK

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Dear National Representative,

We thank you for your offer to be a host and organise a future EGPRN conference in your country. The Council will take a decision at one of her next meetings.

In order to prepare the decision and to maximize the opportunities of such a conference in your country, we want to ask you extra and more specific information, especially on your motivation, your capacity and local network.

In order to enhance ‘capacity building’ in the field of GP/FM, each EGPRN conference has to reach several objectives:

- to facilitate exchange of knowledge and expertise on general practice research between established researchers and novices.
- to establish a closer link of the experts and centres of expertise to EGPRN.
- to facilitate interchange between south and north, east and west.
- to involve existing GP/FM networks (e.g. on diabetes, COPD, cardiovascular disease, gastrointestinal disease etc.) and to initiate the creation of new ones.
- to facilitate the development of local and international networks

For EGPRN this would offer the opportunity to become a real ‘network of networks’ and a ‘clearing house’ for GP/FM/PC research in EU.

What do we ask from you? We ask you to provide us with detailed information according to the enclosed template (5 different items). We need the level of detail and engagement that only you, as national representatives and local organiser can provide.

Furthermore, for each event enhancing regional ownership seems appropriate: apart from the local host, one or more neighbour countries should be involved in the organisation of the event. In addition the host country would be “twinned” with an ‘expert centre’ in another part of Europe which crucially had experience of organising conferences and fostering research (depending on the themes of the conference, workshop and research courses). Therefore, gathering the requested information must be a combined effort for all of us.

Thank you for your efforts to expand EGPRN network,

EGPRN Executive Board

## BID INFORMATION TO ORGANIZE AN EGPRN MEETING

### What data do we need to prepare your conference?

We ask you as National Representative and local organiser to

- a. Describe the particular scientific content of a EGPRN conference in your country, and of research courses, i.e.
- b. Specify your rationale for the conferences and for courses which you have requested to host
- c. Provide details of
  - teachers,
  - workshop tutors and
  - key-note speakers: names, institute, position, expertise
- d. Describe and provide evidence for the potential market for each event:
  - who will come to this event
  - which researchers and medical educators and how many (again, only you can make realistic educated estimations of the kind and number of participants expected to follow research courses, workshop and conference)

Building on the above, try to answer the following questions.

### 1. Which topics would be a priority for your country (and its neighbours)?

Could you specify in detail the rationale for these topics of research courses, workshops and the conference, i.e. provide us with the reasons why you think they are relevant for your country (and its neighbours)? This may mean that you need to find public health, or Ministry of Health information to be able to support your argument. We depend on you for this level of detailed information.

### 2. Could you specify the local capability for organisation and management of an EGPRN conference, e.g. by providing a prior track record of similar events? So,

- What courses did you/has the institution/organisation already organised?
- Which institution is supporting you in the organisation and management?
- Can you specify local, regional, national or international events you/they have already organised?
- Can you provide details about conference place and facilities (rooms, hotels, distance to travel, local equipment, ...)
- Can you eventually foresee administrative support?
- and financial support?

### 3. Could you specify

- The type of faculty (staff, disciplines) involved?
- Which academic departments and academics (names, addresses of their institution) could/should you involve (e.g. for administrative and organisational help, for research expertise, for expertise on research courses, for educational expertise etc.)?

#### **4. Could you provide details on your**

- 'Dissemination strategy' (verbal at meetings, written in local language, web, local, regional, international?)
- Which outcome measures would you propose to evaluate the dissemination of this event in your region/country? I.e. how would you 'measure' whether 'capacity building', 'networking', 'exchange' etc. is developing? E.g. sustained in research projects, collaborative studies, publications etc.?
- How would you try to stimulate this process in your country (before, during, after the event)?

#### **5. Could you provide us with concrete suggestions for 'regional ownership', i.e. forming an 'event organising committee' consisting of your own country, regional partners (living and working in a similar or different context) as well as for 'twinning', i.e. looking for 'expert centres' (related to themes of the event, with similar or complementary expertise)? You may already have links with established primary care academics on which you could build or there may be departments you can identify as having relevant expertise.**

- What countries? Names (and addresses etc) of NRs you reached agreement with, names of other persons involved (e.g. national colleges, heads of departments etc.)
- Names (and addresses etc.) of centres, institutes, organisations