



**XIX INTERNATIONAL AIDS
CONFERENCE JULY 22 - 27
WASHINGTON DC USA**

Conference Hub Pre-Planning & Application Form

APPLICATION PROCESS

IMPORTANT: The online application process opens 14 March 2012. This form is designed to help hub organizers with event pre-planning. If you would like feedback and suggestions on your event before submitting it, you may complete the form below and email it to hubs@aids2012.org. Hub applications may be submitted online or by email using the form below.

Once an application has been submitted, it will be reviewed within two weeks of the date it was submitted. The conference secretariat reserves the right to request further information before approval. Once a conference hub is approved, a confirmation email will be sent to the hub organizer with instructions for accessing the hub in a box: a toolkit to help you organize your hub.

Please Note: organizations or individuals wishing to hold conference hubs should wait for approval before signing any space rental agreement. Organizations or individuals who make arrangements prior to notification do so at their own risk.

As a service to conference hubs organizers, all approved hubs will be advertised on the AIDS 2012 website, Facebook page, and twitter.

The information provided below is designed to help organizers plan their event and offers recommendations and suggestions from organizers who hosted hubs in 2008 and 2010.

CONFERENCE PROFILE

As a first step, all conference hub applicants must create a conference profile, which is comprised of basic information about the applicant and the organization. This profile of personal information is linked to the hub application and allows the AIDS 2012 Conference Secretariat to keep track of the hubs. Please note that all information provided in the profile will be kept confidential if the hub is designated as private. If the hub is public, only the information necessary to advertise the hub will be made public.

Personal information

First name:	
Last name:	
Gender:	
Organization name:	
Organization Type:	<input type="checkbox"/> Hospital/clinic
	<input type="checkbox"/> Academia (University, Research Institute, etc.)
	<input type="checkbox"/> Government
	<input type="checkbox"/> Intergovernmental organization (e.g. United Nations)



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	<input type="checkbox"/> Non-governmental organization
	<input type="checkbox"/> Grassroots community-based organization
	<input type="checkbox"/> People living with HIV/AIDS group/network
	<input type="checkbox"/> Faith-based organization
	<input type="checkbox"/> Charitable foundation
	<input type="checkbox"/> Trade union
	<input type="checkbox"/> Cooperative
	<input type="checkbox"/> Pharmaceutical company
	<input type="checkbox"/> Private sector (other than pharmaceutical company)
	<input type="checkbox"/> Media organization
	<input type="checkbox"/> Self-employed/consultant
	<input type="checkbox"/> Other organization/affiliation
Organization size:	<input type="checkbox"/> Less than 10
	<input type="checkbox"/> 10 - 100
	<input type="checkbox"/> 100 - 500
	<input type="checkbox"/> More than 500
Organization Reach:	<input type="checkbox"/> Local
	<input type="checkbox"/> National
	<input type="checkbox"/> Regional
	<input type="checkbox"/> International
Organization Main Area or Focus:	
Organization web address:	
Mailing address:	
Postal Code:	



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City:	
Country:	
Email address:	
Main Phone Number:	
Mobile number:	
Fax number:	

HUB DESIGN

Creating your conference programme

Conference hubs should address HIV/AIDS, co-infections or issues faced by individuals or organizations affected by or responding to the HIV/AIDS epidemic. Events may be population or issue specific (e.g. women, men who have sex with men, harm reduction, faith-based), and organized by corporations, scientists, community, health-care workers, etc. Hub organizers are required to show at least two sessions from the international conference, but we encourage organizers to bring in local experts and facilitators to tailor the discussion or information for the target audience. For example: typically there are three to four speakers in a plenary session, but hub organizers may choose to show only one speaker from the plenary session and have a local discussion regarding the issues raised. Other session types may be adapted as well.

We are compiling a list of sessions by topic from previous years to enable organizers to pre-plan a basic programme and arrange experts and facilitators in advance of the conference. The list of selected topics will be available in early May, though sessions will be not available for download until approximately 5 – 6 hours after they are recorded. See *the section on Hub Timing below for further explanation regarding session availability.*

Target audience

Organizers should decide whether the hub will be open to the public or whether they would like to restrict the hub to invited guests. This decision should be based on the purpose of the hub and its target audience. For example: If the organizer is a university or researcher that wants to focus on HIV-related predictors and outcomes in liver and/or kidney transplant recipients and seating is limited, perhaps hosting a private event would be most efficient. If, however, the organizer is an NGO that wants to focus on community-based strategies for improving the quality and sustainability of HIV programmes for sex-workers in Thailand, perhaps a public event would be the most effective solution. Organizers should plan for an audience that they can realistically reach, accommodate, and with whom they can follow-up. Depending on the organizer's capacity, a smaller and more-focused hub can be more effective than a hub that attempts to accommodate a wider audience or a broader range of topics than for which an organization can effectively plan.



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To consider: Who are your target beneficiaries? Who are you trying to reach? What is the objective of your hub? Is your hub focused on one topic such as mother-to-child transmission or a cross-section of issues and topics that affect a specific subset of the population? How many people can you reasonably accommodate at the event?

Target Audience:	
Expected Number of Attendees:	

Event Type

Conference hubs may be open to the public or they may be open only to invited guests. If you are trying to reach key affected populations or across a region, you may choose to open your hub to the general public, venue permitting. If, however, your venue is quite small or your audience is very specific, you may choose to restrict attendance as invite only. Both types of hubs can be very effective.

Each hub should have a specific focus or theme. The focus or theme may be population or issue specific and should be chosen based on the audience you are trying to reach.

To Consider: When giving your hub a name or title, what type of language will draw your target audience? If the hub programme focuses on researchers, a finely-tune scientific title may work well. A community may need a more concise, dynamic and interesting title to drive participants to the hub.

Event Name/Title:	
Event Type:	<input type="checkbox"/> Public – <i>Your conference hub is accessible to the public.</i>
	<input type="checkbox"/> Private – <i>Your conference hub is not accessible to the public (invited guests only).</i>
Event Focus or Theme:	

Hub Objectives and Outcomes

Setting hub objectives and outcomes will help organizers tailor the hub to meet the needs of their target audience. Strategies for implementation are designed to help you think out what tasks need to be completed to reach the set goals and objectives.

To consider: Are you trying to build awareness in the community or region? Are you trying to involve government officials and civil society? What outcomes are you hoping to gain from hosting a hub: increased credibility and name recognition; a better understanding of new approaches to and strategies for HIV interventions; increased networking? What specific activities and tasks are necessary for reaching your stated objectives?



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Event Objectives:	
Expected Outcomes:	
Implementation Plan of Action: (i.e....what actions are needed to create the event)	

Hub Timing: Selecting a date and time

The date and time of each conference hub is at the organizers' discretion. Access to conference sessions will be open as soon as the first session is uploaded (approximately 5 - 6 hours after the scheduled time slot) until the end of December 2012, so hub organizers can hold the hub anytime from 22 July 2011 until the end of the year. Before selecting a date and time for the conference hub, please consult the calendar for any holidays or events that may occur during the proposed time period of the hub.

To consider: Previous hub evaluations have shown that successful events can also be held after the conference, approximately one month later. This timing allows organizers to take advantage of the momentum and media coverage of the conference, but the time delay gives organizers a longer period in which to prepare sessions tailored to their regions or beneficiaries. Additionally, such a delay allows for more time to translate sessions, if necessary.

Event Date/Time:	
Event Location:	
Event Duration:	

Session Breakdown

Conference hubs are required to show at least two sessions from the conference, but hubs can be designed around any combination of plenary sessions, symposia, bridging sessions etc.

Organizers are encouraged to bring in local or regional experts to facilitate the discussions and/or prepare additional sessions or workshops to accompany the material from the international conference. Programmes that have a specific focus or theme may be easier to manage than those that cover a broad array of topics.

Please note: conference sessions will not be available for download until the first session is uploaded (approximately 5 - 6 hours after the scheduled time slot). All pre-



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recorded sessions will be available with a five to six hour delay. For example, a session that takes place on 23 July from 13:30 – 15:00 in Washington, D.C. will not be available for download until approximately 20:00 EST, which would be 21:00 in parts of Brazil, 03:00 the next day in Belarus, 05:30 the next day in India and 11:00 the next day in Australia.

Programme-at-a-Glance		Exhibition Hall	Global Village Exhibition	Abstract
Select Roadmaps	Week 18-23.07	Select location		
Sun. 18.07 [68] Mon. 19.07 [123] Tue. 20.07 [137] Wed. 21.07 [140] Thu. 22.07 [133] Fri. 23.07 [37]				
Select the time range by sliding the minimum and maximum time limit :				
6:00 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00				
+	The Search for an HIV Vaccine: Where are we, where are we going, and h...	Mini Room 6	11:15 - 13:15	SUSA14
+	Social Media Lab for Clinicians and Health Care Workers in HIV/AIDS	Mini Room 7	11:15 - 13:15	SUSA15
+	The Global Context of Sexual and Reproductive Health and HIV: Making s...	Mini Room 9	11:15 - 13:15	SUSA16
+	Women's and Girls' Issues at the Vienna Conference	Mini Room 10	11:15 - 13:15	SUSA17
+	Review of Cardiovascular Disease Risk in Persons Living with HIV: From...	Session Room 4	13:30 - 15:30	SUSA18
+	Is This the End of AIDS Diplomacy?	Session Room 5	13:30 - 15:00	SUSS05
+	Towards a Paradigm Shift in HIV Treatment and Prevention	Session Room 6	13:30 - 15:30	SUSA20
+	Global Partnerships in AIDS Vaccine Research	Session Room 7	13:30 - 15:00	SUSS01
+	A Discussion on the U.S. National AIDS Strategy	Session Room 8	13:30 - 15:30	SUSA47

All sessions are subject to presenter approval and release.

Session Description

Bridging Sessions connect the three programme components (Science, Community, and Leadership & Accountability) to provide an opportunity for multi-disciplinary, multi-perspective dialogues on topics of common interest. Through moderated panel discussions (for example), speakers share knowledge and perspectives on the particular issue selected. Speakers highlight linkages and synergies between different areas of expertise. 90 minutes

The Closing Session is the last session of the conference programme. Speakers close the AIDS 2012 conference and look ahead to AIDS 2014. Co-organizers of AIDS 2012 officially hand over the conference and responsibility to representatives of AIDS 2014. 90 minutes.

The Opening Session is comprised of a combination of cultural activities, videos, welcome messages and opening keynote addresses. This session sets the tone for the conference, highlighting the themes and desired outcomes of the week. 180 minutes.

Oral Abstract Sessions are organized into themes which address new developments in each of the five scientific tracks. Speakers give presentations which are followed by questions from the audience facilitated by session chair(s). 90 minutes featuring 5 abstracts.



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Plenary Sessions occur daily and feature some of the world's most distinguished HIV scientists, policy specialists and community leaders. Plenary sessions bring together all conference delegates at the first session of every morning; there are no other competing sessions at this time. 120 minutes.

Rapporteur Summary Sessions are held immediately before the Closing Session which synthesizes presentations made during the week. The focus is on critical issues addressed, important results presented and key recommendations put forward. In addition, rapporteur teams publish daily reports and session summaries on the conference website. 135 minutes.

Special Sessions feature presentations by some of the world's key research leaders, high-level international AIDS ambassadors and policy specialists. These 60-minute lunchtime sessions are highly engaging for delegates. 60 minutes.

Symposia Sessions feature keynote addresses focusing on a single, clearly defined critical issue. These sessions report on new findings and initiatives, and announce forthcoming research. 90 minutes.



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Day 1	Session Type (from list)	Session Topic	Total Time Allotted	Moderated Discussion: Format & Length	List of Possible Moderators/Facilitators
EXAMPLE	e.g. Plenary (from conference)OR workshop (organized locally at the hub)	e.g. IDU	e.g. 13:00 – 14:10	e.g. 30 minutes Q&A from audience	e.g. Anya Sarang (Russia), Andrey Rylkov Foundation for Health and Social Justice <i>Topic: HIV, Drug Policy and Harm Reduction</i>
Session 1					
Session 2					
Session 3					
Session 4					
Session 5					
Day 2	Session Type (from list)	Session(s) Topic	Total Time Allotted	Moderated Discussion: Format & Length	List of Possible Moderators/Facilitators
Session 1					
Session 2					
Session 3					
Session 4					
Session 5					



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Day 3	Session Type (from list)	Session(s) Topic	Total Time Allotted	Moderated Discussion: Format & Length	List of Possible Moderators/Facilitators
Session 1					
Session 2					
Session 3					
Session 4					
Session 5					
Day 4	Session Type (from list)	Session(s) Topic	Total Time Allotted	Moderated Discussion: Format & Length	List of Possible Moderators/Facilitators
Session 1					
Session 2					
Session 3					
Session 4					
Session 5					



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Partnerships

The hubs or mini satellite conferences can be organized by an individual or an organization. Whether you are an individual active in the response or an organization serving a specific population, we encourage anyone with the capacity to organize a hub to participate. We also encourage hub organizers to partner with other local or regional organizations to host a hub.

To consider: After selecting the focus and target audience for your hub, think about partner agencies that may have complementary services or facilities. If your organization has the human resources to put on a hub, but lacks a venue or required AV equipment, partnering with a university, hospital, or community network may be the most cost-efficient and effective way to bring the international conference to your community.

What do we need that another organization may be able to provide?	<input type="checkbox"/> Venue
	<input type="checkbox"/> Technical Equipment (Screen, projector, sound system, etc.)
	<input type="checkbox"/> Human Resources
	<input type="checkbox"/> Marketing capabilities
	<input type="checkbox"/> Community contacts
List of potential partner organizations:	

PRACTICAL INFORMATION

Venue

One of the largest expenses involved in hosting a hub may lie in securing a venue. Strategic partnerships may help offset this cost. Using a facility within your organization may also make hosting a hub cost-efficient.



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Potential Venue:	
Type of Venue (auditorium, hotel meeting room, etc.)	
Venue Capacity:	
Venue Accessibility:	<input type="checkbox"/> Public
	<input type="checkbox"/> Private
	<input type="checkbox"/> Centrally located?
	<input type="checkbox"/> Public transportation available
	<input type="checkbox"/> Easy to find?
	<input type="checkbox"/> Wheelchair accessible
Physical Address:	

Technical Requirements

Technical requirements will depend on the format of your hub. Not all of the requirements may be needed. For example, if presentations are downloaded in advance, a broadband internet connection may not be needed in the venue.

To consider: While the technology for 2012 is vastly improved over previous years, the realities of access to technology in certain countries and cross-continent transmission make session dissemination a continued challenge. When thinking about technical equipment, it would be helpful to create a back-up plan in case of difficulties. For example, if you have selected to view a “live” transmission of a plenary session, what will you do if the internet



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connection is slow that day? Do your human resources include someone knowledgeable about IT? Or will you hire a technology coordinator for the hub?

Technical Requirements:	<input type="checkbox"/> Computer
	<input type="checkbox"/> Screen
	<input type="checkbox"/> Projector
	<input type="checkbox"/> Broadband Connection
* Optional	<input type="checkbox"/> USB key or storage device
	<input type="checkbox"/> Electrical Outlets
* Optional	<input type="checkbox"/> Sound system – speakers/microphones
	<input type="checkbox"/> Other

Contingency planning

In case of emergency or difficulty, do you have a back-up plan, so that your event is a success? It is recommended that hub organizers consider every item in this document and try to plan for any difficulty that may arise. It is helpful to think of anything that may go wrong in an event and pre-plan a course of action to take in case of that eventuality.

To consider: If the hub is outside, where will the event be held in case of rain? If there are technology problems, will copies of the Powerpoint presentation be brought to the venue with the facilitator presenting? If there is a protest, how will that be handled? If a speaker or facilitator is unable to attend at the last minute, who will substitute?

Budget

Conference hubs can be hosted very cheaply if organizations (or their partners) have the necessary venue and equipment. The list below is not an exhaustive list, nor will organizations incur every cost listed. The list is intended to help you put together a proposed budget for your hub.

To consider: Creative partnerships or cost-effective solutions can significantly reduce the funding needed to put on a conference hub. If you see something that is in your project list that is not in your budget, hold a brainstorming session to come up with a solution. For example, if you do not have a screen or the funds for one, perhaps using a blank wall would work as well as a screen. Our Hub in a Box toolkit comes with additional suggestions and tips for raising funds to help offset costs.



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Proposed Budget: *Organizations may not necessarily incur the costs listed below.	Unit	Cost per Unit	Number of day/unit	Total planned (before the hub)	Total spent (real expenses)	Hubs budget line	From other sources
Venue	per day	0.00	0.00	0.00	0.00	0.00	0.00
AV equipment rental (projector, screen, audio / microphone, computer...)	per day / hour	0.00	0.00	0.00	0.00	0.00	0.00
Human resources (Hub administrator, IT/AV technician, etc...)	per day / hour	0.00	0.00	0.00	0.00	0.00	0.00
Marketing (promotion, advertising, flyers, invitations...)		0.00	0.00	0.00	0.00	0.00	0.00
Moderator, rapporteur	per day / hour	0.00	0.00	0.00	0.00	0.00	0.00
Catering (coffee break, lunch, if provided)	per participant	0.00	0.00	0.00	0.00	0.00	0.00
On site simultaneous translation	per day / hour	0.00	0.00	0.00	0.00	0.00	0.00
Translation services before event	per day / hour	0.00	0.00	0.00	0.00	0.00	0.00
Travel and accommodation for external guests speakers (2)		0.00	0.00	0.00	0.00	0.00	0.00
Additional on site human resources (security, hostesses)		0.00	0.00	0.00	0.00	0.00	0.00



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Onsite signage (signage, hands out material)	per event	0.00	0.00	0.00	0.00	0.00	0.00
Administration/office material (stationery/phone calls)	per event	0.00	0.00	0.00	0.00	0.00	0.00
Project management	per event	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Expenses		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL				0.00	0.00	0.00	0.00

Marketing and Outreach

Hub organizers are responsible for regional or local event promotion. Hub promotion is dependent on the event. For example if the event is private, hub organizers may only need to advertise the event to their invited guests. For public events, more outreach will be needed. The Hub in a Box toolkit will include a basic press kit and tips and hints for working with the media to help you.

Please describe your event in under 150 words. This description will be included in the publication of conference hubs on the AIDS 2012 website and Facebook page.



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Conference Hubs Rules and Guidelines

Criteria

Criteria for selection as a conference hub include:

- The hub reflects and/or support the vision and goals of the conference.
- The content addresses HIV/AIDS, co-infections or issues faced by individuals or organizations affected by or responding to the HIV/AIDS epidemic.
- The programme adheres to conference policies and goals of diversity and inclusion.
- The organizer guarantees a minimum number of 20 participants. A record must be provided.
- The organizer guarantees at least two sessions will be shown. A record must be provided.
- The organizer will provide translation/interpretation services as needed.
- The organizer will participate in event evaluation.

Rules and Guidelines

The Conference Organizers reserve the right to approve or reject any conference hub application, and may decline a request, wholly or partially that is not in keeping with the vision and goals of the XIX International AIDS Conference (AIDS 2012). The conference organizers desire to maintain the focus and integrity of AIDS 2012 and therefore, must be kept informed of and approve (in advance, in writing) all hubs being held in association with the conference.

The XIX International AIDS Conference (AIDS 2012) is not responsible for the final content or the organization of any hub, which is the responsibility of the hub organizer.

Responsibilities of Conference Hub Organizers

The hosting company/organization is responsible for the actions of its employees and/or agents, and AIDS 2012 will expect them to follow the Rules and Guidelines for conference hubs. It is the AIDS 2012 Conference Organizer's expectation that individuals will respect and support the conference's philosophy, atmosphere, and policies. Failure of any company, non-profit organization, or working group, and its agents or employees to follow these guidelines may result in the loss of the company, organization, or group's ability to host a conference hub for future International AIDS Conferences.

Hosting organizations are responsible for any direct costs of their event such as food and beverage, room rental, audio-visual equipment, etc. The XIX International AIDS Conference is not responsible for payment for any services connected with conference hubs and has no authority over any service charges, rental fees, labour contracts, etc., that are required by any venue.

Disclaimer: I have read and fully understand the Rules and Guidelines for conference hubs.

Signature/Date: _____