



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

**TURNING THE TIDE TOGETHER**

## **GUIDE TO SUBMITTING A GOOD WORKSHOP PROPOSAL!**

The XIX International AIDS Conference welcomes the submission of high quality workshop proposals for conference delegates. Reading the following guide should provide you with more insight into the workshops and may increase the chance of your workshop being chosen.

### **WHAT is a workshop?**

The workshops programme is aimed at increasing the capacity of delegates to implement and advocate for effective, evidence-informed HIV policies and interventions in their respective communities and countries.

AIDS 2012 will offer 60 high-quality, targeted workshops that will promote and enhance opportunities for knowledge transfer, skills development and collaborative learning. Twenty of the workshops will be designed by the Conference Programme Committees. The remaining 40 workshops will be selected from proposals submitted through the AIDS 2012 website.

Workshops differ from symposia sessions in that they are targeted to smaller audiences with a focus on audience participation and interaction (e.g. discussions, question and answer sessions and group work). Workshops can be 90 or 180 minutes in length and in languages other than English.

### **HOW do I submit a workshop?**

AIDS 2012 uses an on-line system at <http://www.aids2012-abstracts.org/workshop/> for the submission of workshops. For step-by-step instructions on how to use the workshop submission system see the AIDS 2012 Workshop Submission Instructions.



### **WHAT information is needed to submit a workshop?**

When you access the online system you will be asked to provide the following information regarding your workshop:

<b>Workshop</b>	<b>Facilitator</b>
<ul style="list-style-type: none"> <li>• Categories</li> <li>• Level</li> <li>• Workshop Title (maximum of 50 words)</li> <li>• Workshop Proposal (maximum of 300 words)               <ul style="list-style-type: none"> <li>○ Learning objectives</li> <li>○ Format</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Personal data               <ul style="list-style-type: none"> <li>○ First name(s)</li> <li>○ Last name(s)</li> </ul> </li> <li>• Experience/Expertise (maximum of 150 words)</li> <li>• Contact Details               <ul style="list-style-type: none"> <li>○ E-mail</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Materials</li> <li>● Target Audience</li> <li>● Key Affected Population</li> <li>● Regional Focus</li> <li>● Number of Participants</li> <li>● Language</li> <li>● Duration</li> </ul>	<ul style="list-style-type: none"> <li>○ Alternative E-mail</li> <li>● Affiliation <ul style="list-style-type: none"> <li>○ Institution/ Organization/ University</li> <li>○ Department</li> <li>○ City</li> <li>○ Province/State</li> <li>○ Country</li> </ul> </li> </ul> <p>Experience/Expertise (maximum of 150 words)</p>
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Keep in mind that the workshop proposal process is competitive, so you will need to write a workshop proposal that will stand out and succeed. For AIDS 2010, over 400 workshop submissions were received for 40 slots, or an acceptance rate of 10%. It is important to write the workshops with an understanding of who will review the workshops and how they will be scored.

### **WHO reviews the workshop proposals?**

The workshop referees are your peers; scientists, activists, policymakers, health care workers, community activists and educators and others who work in the HIV field. Though they may not be the leading experts on the exact topic of the given proposal, they are knowledgeable and will be looking at proposals with a mixture of rationality and a clear sense of what would make a good workshop.

When drafting your proposal try to put yourself in their place. You do not want the referees to have to struggle to understand what you propose to do and how you will do it. The best proposals will be clear, concise and rewarding to read. Remember, the audience has the difficult task of ranking them and deciding which workshops will be chosen.

### **WHAT are the selection criteria?**

Workshop proposals will be selected based on a combination of criteria, including:

- Objectives that are manageable, clearly evident throughout and strongly supported by learning activities during the workshop.
- Expertise of the facilitator.
- Methodology – The workshop proposal should start from participants’ needs, and use a learner-centered approach.
- Relevance – The proposal fits with the relevant category, focus area, level and will develop relevant skills to impact the HIV response.
- Outcomes – Delegates participating will learn something new, be guided by the facilitator to make connections to their current professional practice and develop an action plan to apply it in their work.

Selection of workshops will also aim to equitably represent:

- Key and affected populations (e.g. Women, Youth, Sex Workers, Men who have Sex with Men, Gay Bisexual Lesbian Transgender, Drug Users, Aboriginal/Indigenous peoples, etc.).
- Geographic regions (e.g. Latin America, Africa, Caribbean, Eastern Europe, Asia, etc.).

### **WHAT are the workshop focus areas?**

The AIDS 2012 workshop programme is grouped into three broad areas. These areas cover a range of content and teach specific skills that can be applied within the workplace or life setting. The main purpose of the grouping is to help delegates select and attend workshops that best correspond to their needs. The workshops have been grouped in either scientific, community or leadership and accountability fields.

## Scientific Development

These workshops will enhance skills development and collaborative learning around the latest scientific research, emerging technologies and breakthroughs in policy and programme that inform and guide the global response to the epidemic.

Workshops in this category will serve to (1) accelerate the scale-up of evidence informed combined approaches to HIV care, treatment and prevention; (2) highlight excellence in biomedical, epidemiological, behavioral, social, economic, political, and operational research and in multi-disciplinary science; and (3) discuss the impact of the HIV response on health and social systems, including the potential for HIV to transform health and development programmes for today and for generations to come.

The Scientific Development Categories follow the scientific track categories. An expanded description of the scope and objectives of each track is located at <http://www.aids2012.org/Default.aspx?pageId=422>.

## Leadership & Accountability Development

These workshops provide a platform to learn innovative skills, critical for an effective response to the HIV epidemic, for new and current leaders. Participants will also develop and or enhance their skills on assessing and measuring commitments and actions of leaders.

The intention is to provide practical advice on best practice but, above all, to challenge individuals and organizations to consider the ways in which they go about developing leadership and accountability capabilities and what outcomes they hope to achieve by doing this.

## Community Skills Development

Experience shows community involvement is an essential part of the response to combat the HIV epidemic. This series of workshops will showcase effective community empowerment programmes that are adding value to public health outcomes in HIV treatment, prevention, care and support.

Participating in these workshops will enable delegates to broaden their knowledge and skills to be able to implement effective programmes in their communities.

## WHAT else do I need to consider?

You will want to concentrate on crafting an interesting and informative workshop title and proposal and describing the experience of the lead facilitator.

### Workshop Title (maximum of 50 words)

The workshop title is important. You will need to provide a clear understanding and picture of the workshop. Try to make it interesting, engaging and descriptive, all in 50 words or less.

### Workshop Proposal (maximum of 300 words)

The strongest workshop proposals will communicate a clear sense of the workshop; its goals, objectives, and plan to either transfer knowledge to or increase the skills of the conference delegates. The workshop content should be current, supported by research and consistent with best practices. Please try to adhere to the format given below. We suggest that you compose your proposal initially in your favorite word processor. Check the spelling, and make sure that your proposal, excluding the title and the facilitator information, contains no more than 300 words. Structure and explain your workshop proposal as follows:

- **Learning Objectives:** It can be helpful to begin with stating a need or problem that needs to be addressed. Your workshop is then a possible solution to the problem posed. Specify what skills you expect participants attending your workshop to learn/and or to be able to do in measurable, realistic, and time-bound terms. The description should engage the reader and promote interest. Learning objectives allow participants to assess what they will gain from attending your workshop

and whether they will want to attend it. Workshops with clear outcomes will have a better chance of being selected.

- **Format:** Provide an outline of the methodology to be used in each section, from introduction to conclusion. Identify discussion vs. small group work, case-study, demonstration, role play, small group activities or problem-based learning, and include timeframes during the workshop duration. A good workshop will maintain interest and utilize varied methods to reach participants. We recommend that you conduct action planning with participants to ensure delegates can follow-up with you as they implement what they learnt to improve their practice.
- **Materials:** Specify the types of handouts or other resources that will be provided to attendees during the workshop.

#### Facilitator Experience/Expertise (150 words max)

Provide details of any relevant professional experience to support your application. Consider including concrete information on subject matter expertise, presentation and communication skills, training methods and/or outcomes illustrating behavior change.

### **DO you have any examples?**

Yes, below is an example take from the AIDS 2010.

#### **Example 1**

##### **Publish or Perish for Junior Authors: Writing and Publishing Scientific Manuscripts on HIV/AIDS and Related Topics**

Most investigators never receive any formal training in how to write manuscripts, and for less experienced authors, becoming familiar with the subtleties of manuscript writing can be a frustrating path lined with rejected papers. Written guidelines cannot easily be translated into practice, but publishing is a critical part of a researchers' career. The proposed workshop aims at building skills in scientific writing and provides practical information to support authors in successfully submitting their manuscripts to peer-reviewed journals.

This interactive workshop provides an overview of the scientific writing process and an introduction to the publishing process. The writing section will cover key components of a scientific manuscript with the aim to provide researchers with a practical cook-book on how to write a good paper. It will also highlight some of the resources available to authors. The publishing section will describe the publication and the peer review process, and also address ethical issues in scientific writing. A panel of editors will give an insight into the workings of an editorial office and discuss the most common reasons for rejection of manuscripts. The aim is to make the editorial decision-making process transparent and provide practical information on how to navigate the publication process by avoiding common pitfalls. Although targeted at junior researchers, the workshop focuses on practical issues in scientific publishing also of interest to more experienced authors.

#### **Format:**

1. Introductions, JIAS and IAS, workshop purpose/learning objectives and agenda (10 minutes)
2. Manuscript writing: Title, Abstract, Background, Methods, Results, Discussion and Conclusions; lecture, individual exercises and partner discussions (80 minutes)
3. Editorial black box: Submission and review process; lecture, small group work and individual exercises (50 minutes)
4. Editors' panel; discussions and Q&A. (40 minutes)

#### **Materials:**

PowerPoint presentation, group exercises, evaluation, resources/links sheet

#### **Facilitator Experience/Expertise:**

Shirin Heidari is the executive editor of the Journal of the International AIDS Society and has many years of experience in authoring articles. A virologist by training, Shirin worked as a researcher for nearly 10 years at the Karolinska Institute in Stockholm, Sweden. She joined the International AIDS Society in 2007 and is the Senior Manager of the Research Promotion department overseeing in addition to the journal, the Industry Liaison Forum, and the society's Grants, Fellowships and Prizes programme.

## WHAT are the submission requirements?

- All workshop proposals are to be HIV-related.
- All submissions must be done using the online form.
- If you are applying for more than one workshop you will need to complete a submission for each additional workshop.
- You may save a draft of your submission and return to it at a later stage if you need to change any details. We recommend, however, that you prepare your submission in advance.
- You can read more about the workshops programme, at <http://www.aids2012.org/Default.aspx?pagelId=479>.
- Submission forms must be **completed in full**. Incomplete submissions will not be considered for the Workshops Programme.
- Submission forms must be completed in **English**. *Submissions in other languages will not be accepted. However, once accepted, workshops can be presented in languages other than English.*
- Submission deadline: **15 February 2012**. Submissions received after this date will not be accepted.
- Submissions demonstrating collaborations and partnerships with other groups, organizations and agencies will increase their likelihood of being accepted.
- All submitters (successful and rejected) will be notified by e-mail by the end of April 2012.
- Workshop facilitators may apply online for a scholarship to attend the conference. To learn more about applying for scholarships, please visit [www.aids2012.org/scholarships.aspx](http://www.aids2012.org/scholarships.aspx).
- The information you provide on the online form is considered confidential and will only be used for AIDS 2012 and its accredited affiliated events.

## WHAT about travel arrangements?

Successful candidates outside of the United States are responsible for checking the visa requirements that apply to their country and cover related costs. For further details please see the Visa information at: <http://www.aids2012.org/Default.aspx?pagelId=396>. If you have difficulties submitting the application form online please contact [workshops@aid2012.org](mailto:workshops@aid2012.org).

## HOW do I contact the workshops team?

The workshops team is happy to answer any questions you might have. Please note the following:

- Correspondence between the Programme Department and submitters will be done by e-mail. Therefore you must have a valid personal e-mail address that you regularly check.
- Any enquiries concerning your workshop submission should be addressed to [workshops@aid2012.org](mailto:workshops@aid2012.org).

We look forward to receiving your workshop proposals!