



XIX INTERNATIONAL AIDS  
CONFERENCE JULY 22 - 27  
WASHINGTON DC USA

TURNING THE TIDE TOGETHER

## AIDS 2012 GLOBAL VILLAGE AND YOUTH PROGRAMMES PROGRAMME ACTIVITIES SUBMISSION GUIDELINES

### Call For Submissions

The XIX International AIDS Conference (AIDS 2012) welcomes the submission of activity proposals for the Global Village and Youth Programmes. Please read the following guidelines carefully before submitting your proposals.

These guidelines are to assist you with your application for an activity in the Global Village area. The Global Village will be a community focused space integrating community, science, leadership and accountability, reflecting and supporting the overall theme of AIDS 2012, “Turning the Tide Together”.

### Important Dates:

#### 1 December 2011

Submission opens

#### 15 February 2012

Submissions close. Applications for the Global Village and Youth Programmes will not be accepted after this date.

#### Late February early March 2012

All proposals reviewed and scored.

#### Early April 2012

Notifications sent (for all successful and rejected applications).

### Submission Requirements

- To submit a programme activity application form, you must create a [conference profile](#) from which you will be able to access the link to the programme activity submission system.
- You must complete the submission and press the “CONTINUE” button at the end **only once**. A confirmation email will be sent to you along with a confirmation number. Please quote this number in your correspondence with us.
- **Youth Programme Activities:** Applicants who wish to have their activity considered part of the Youth Programme will have an opportunity to indicate this on their application form. The Youth Pavilion, located in the Global Village will be the central hub for all youth related activities.
- All submissions must be done using the online form.
- If you are applying for more than one activity you will need to complete a submission for each additional activity.
- You may save a draft of your submission and return to it at a later stage if you need to change any details.
- You can read more about the Global Village programme at [www.aids2012.org/globalvillage.aspx](http://www.aids2012.org/globalvillage.aspx). More information on the youth programme is available at [www.aids2012.org/youth.aspx](http://www.aids2012.org/youth.aspx). Please consult these sites to develop a clearer understanding of the objectives that will be given priority for each programme.
- Submission forms must be **completed in full**. Incomplete submissions will not be considered for the final programme.

- Submission forms must be completed in **English**. Submissions in other languages will not be accepted (*See the sessions and networking zone sections below for more information*).
- Submission deadline: **15 February 2012**. Submissions received after this date will not be accepted.
- All programme activity proposals are to be HIV-related.
- Submissions demonstrating collaborations and partnerships with other groups/organizations/agencies will increase their likelihood of being accepted.
- Group / joint applications should appoint one person as the '**Organizer**' (the person who will be responsible for implementing the activity on site - during the week of the conference).
- Applicants who are younger than 18 years old at the time of the conference may apply for a Global Village or Youth programme activity. However, please note that successful applicants will be requested to complete a parent/guardian consent form. They will also need to be accompanied by an adult onsite.

You are required to indicate which Global Village activity(ies) you want to apply for. The different types of activities include:

## 1. Exhibition Booths:

**1.1 NGO exhibition booths (6 square meters):** Booth space will be provided for selected NGOs, AIDS service organizations and grassroots, community-based organizations to display materials, and share their work, programming, resources, strategies and other related information. NGO booths will be staffed by the activity organizers.

### Standard package includes:

3 x hard white walls: 2x (2mw x 2.48mh), 1x (3mw x 2.48mh)

1 header sign (including name of organization)

2 shelves

2 chairs

1 table (skirted)

1 wastebasket

1 light and electricity

Carpet

Services included: Cleaning

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online at a later stage. Charges will apply for orders placed online. Further details will be provided to successful applicants.

**1.2 Marketplace booths (4 square meters):** Marketplace booths will provide space for organizations to raise awareness of their programming and efforts, while allowing them to fundraise by selling their products. Products are normally created by and/or for people living with HIV, as well as caregivers and others affected by the pandemic. Please note that the marketplace booths are for *HIV-related income-generating projects only*.

### Standard package includes:

2 x hard walls: 2 x (2mw x 2.48mh)

1 booth identification sign (including name of organization)

2 chairs

1 table (skirted)

1 wastebasket

1 light and electricity only for the light

Carpet

Services included: Cleaning

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online at a later stage. Charges will apply for orders placed online. Further details will be provided to successful applicants.

**2. Networking Zones (60 square meters):** Networking Zones are spaces for local and international groups focused on particular populations or geographic regions. In these areas groups can meet and conduct their own activities and engage with delegates and the public visiting the Global Village. The organizations involved in each networking zone will develop activities such as interactive awareness-raising and educational displays, workshops and discussions with guest speakers. Activities can be presented in different languages. Applicants should indicate which language(s) will be used throughout the week.

**Standard package includes:**

3 x hard walls: 1 x (12m x 2.48m), 2x (5m x 2.48m)

1 header sign (including name of Networking Zone)

1 speakers' platform (approx. 1m x 2m)

2 chairs

1 table (skirted)

1 wastebasket

1 light and electricity

Carpet

1 computer

Services included: Cleaning

Applicants may bring their own furniture or items required for the Networking Zone. Furniture or services required in addition to the above may be ordered online at a later stage at the organizers' own cost. Further details will be provided to successful applicants.

**3. Global Village Sessions:** Global Village Sessions will feature workshops, panel discussions, debates and presentations with opportunities for Q&A. Sessions will focus on current and emerging HIV topics, as well as priority populations and geographic regions.

If selected, the session organizers will be in charge of inviting and confirming speakers for the session. Speaker names and topics will be published in the printed programme and will be available on the conference website.

Interpretation services will be provided from English to Spanish.

**4. Cultural Activities:** There will be several areas in the Global Village for performances, art exhibits and film screenings.

The Main Stage will host music, dance and theatre for both amateurs and professionals. Other areas will be reserved for activities such as readings, discussions and literature reviews.

Sculpture, installations, photos and paintings about HIV issues at the grassroots level will also be on display throughout the Global Village.

**For film screenings:** The Video Lounge will provide a space to screen films about HIV and relate topics. If you will need additional time to introduce the film or conclude with a question and answer session add this time to the total length of the film. Specify this in the 'Additional Information' section. Be as precise as you can.

You have the possibility to upload one photo and one film to complete your application. Use one of the following formats:

Supported photo formats: JPG, GIF, PNG, BMP

Supported video formats: AVI, MPEG (using commonly used codecs)  
We strongly recommend uploading AVI files.

If you are unable to upload your photo/film you may send a DVD to:

AIDS 2012 Programme Activities Team  
c/o pharma service, documediaS gmbh  
Guenther-Wagner-Allee 13  
D-30177 Hannover  
Germany

## Scholarships

For the organizer or person who will implement the activity onsite:

The international scholarship application form is accessible through your conference profile page. While submitting your scholarship application, you will be able to link it to your programme activity submission. Applicants who have submitted a programme activity proposal and requested a scholarship will receive an email with instructions on next steps.

For co-organizers:

If any of your co-organizers need financial assistance to attend, they must each submit an international scholarship application separately, through their respective conference profiles, noting the programme activity reference number.

There are a limited number of international scholarships available. Therefore, applicants are strongly encouraged to seek other funding as well.

To read more about the International Scholarship Programme please go to:

<http://www.aids2012.org/scholarships.aspx>  
or email [internationalscholarship@aid2012.org](mailto:internationalscholarship@aid2012.org).

## Conference Access

Individuals who are registered for the conference will have full access to the conference venue, as well as the Global Village. Those that have not registered (or have not received a scholarship) will only have access to the Global Village.

## Correspondence

- Correspondence between the Programme Activities Department and applicants will be done by e-mail. Therefore you must have a valid personal e-mail address that you regularly check.
- Any enquiries concerning your application for a Global Village activity should be sent to [globalvillage@aid2012.org](mailto:globalvillage@aid2012.org). Enquiries concerning youth related activities should be sent to [youth@aid2012.org](mailto:youth@aid2012.org)
- All applicants (successful and rejected) will be notified by e-mail after the review and selection process is complete (by the end of April 2012).
- The information you provide on this form is considered confidential and will only be used for AIDS 2012 and its accredited affiliated events.

## Travel

Successful candidates outside of the United States of America are responsible for checking the visa requirements that apply to their country and for covering related costs. For further details please visit the Visa Information page on the conference website: <http://www.aids2012.org/Default.aspx?pagelD=396>

## **Responsibility**

Space for activities in the Global Village is available free of charge. By submitting a programme activity submission form, the applicant understands that it is her/his responsibility to cover all expenses related to and necessary for the implementation of the activity. This includes shipping and transportation costs.

## **Selection criteria**

The Global Village and Youth Programme working groups together with a team of nominated reviewers will score the proposals. The scoring process (to begin mid February, 2012) will be strictly confidential using a blind scoring system. Proposals will be selected on a combination of the following criteria:

- Relevance of topic/issue to the global HIV response
- Interactive and participatory nature
- Collaborations and formal partnerships with other groups
- Activity ties into conference theme “Turning the Tide Together”
- Activity supports and strengthens the Global Village objectives and/or the objectives of the Youth programme (as listed on the conference website)
- Innovative and creative nature
- Quality of overall submission
- Anticipated impact

Global Village activities will also aim to equitably represent:

- Key populations (e.g. people living with HIV, women, young people, sex workers, men who have sex with men, bisexual, lesbian, transgender, people who use drugs, ethnic minorities, prisoners, etc.);
- Geographic regions (e.g. Africa, Asia and Pacific, Eastern Europe and Central Asia, Latin America and Caribbean, etc.).

If you have difficulties submitting the application form online please contact [globalvillage@aids2012.org](mailto:globalvillage@aids2012.org).