



INDEPENDENT CONFERENCE HUBS

HOW TO ORGANIZE YOUR CONFERENCE HUB?

Be part of the AIDS 2010 momentum! Organizing an independent conference hub is easy and can make a big difference in the response to HIV/AIDS... but it also needs some human and organizational resources. In order to help you prepare and organize yourself, we have put together this step-by-step list.

STEP 1 – DEFINE YOUR GOALS AND OBJECTIVES

A conference hub is a great opportunity to invite all relevant HIV/AIDS stakeholders in your region and share the AIDS 2010 momentum to strengthen HIV/AIDS responses in locally. Organizing a hub will allow you to gain a lot of credibility and visibility but also require responsibility and accountability.

We invite you to meet your partners and any relevant local stakeholders to identify their interest and expectations and to define together the conference hubs objectives and potential outcomes.

STEP 2 – SUBMIT YOUR INDEPENDENT CONFERENCE HUB ON LINE (BEFORE 30 JUNE 2010)

You must create or log to a conference profile on the AIDS 2010 website - www.aids2010.org - from which you will be able to access to the conference hubs submission system.

You should complete the submissions form in full and carefully fill in with all relevant information about your organization and your hub. The form need to be completed in English and Russian only. Incomplete submissions or submissions made in any other language will not be taken into consideration.

When you “SUBMIT” your conference hub, a confirmation email will be sent to you along with a confirmation number. Please quote this number in your correspondence with the AIDS 2010 Secretariat.

STEP 3 – APPROVAL PROCESS

Conference hub applications will be reviewed continuously based on the objectives of the hubs, your organization’s capacities and expertise as well as the relevance of the subjects and the target audience which should represent equitably key and affected populations (e.g. women and girls, people who use drugs, migrants, prisoners, sex workers, men who have sex with men, and transgender persons etc.).

All submitters will be notified by email after the review and approval process is completed.

- If additional information is needed, the AIDS 2010 Secretariat will contact you.
- If your submission is approved, you will receive an email confirmation. You will be able to go back to your Conference profile and update your conference hub with relevant information as well as select the sessions based on the Conference programme (available mid-June).

STEP 4 – ORGANIZE YOUR CONFERENCE HUB

As soon as you receive the approval, you should start to organize your conference hub. As an organizer, you will be fully responsible of the hubs organization and management. In order to help you organize market and run your conference hub properly, you will find below a list of basic logistical requirements which are necessary.

- Set a date: We invite you to run the hub during or after the conference dates (Conference dates: 18-23 July 2010). Your hub could just include one session and a post-discussion or run for multiple days, showing many sessions and including multiple other activities (trainings, networking opportunities etc).
- Book a venue: Ensure the availability of appropriate venue in term of seating capacity and accessibility (near public transports and parking facilities). This could be a community or church hall and school or university class room or a theatre or convention centre.
- Book the technical requirements: Ensure the availability of the appropriate technology to broadcast sessions and organize discussions (computer, retro projector, large screen and a sound system including a microphone). It is important to anticipate everything and identify back up solutions when possible; and remember to test everything, on site if possible, before the event starts.
- Ensure a good internet connection: in order to download videotaped sessions in high quality, wherever possible a broadband internet connection is preferable. If you do not have access to a high speed connection, download the videotaped sessions in advance, as this may take some time.

In addition, to the basic logistical requirements, the following need to be taken into consideration and will depend on your situation and how big and complex your hub will be.

- Financial resources: Even if some items can be booked for free, you may need money to secure a venue, hire technical materials, etc. and this may require that you raise additional funds. **Please note that AIDS 2010 do not provide any financing for the hubs.**
- Human Resources: You may need additional people to help you organize, promote and implement the conference hub project, including possible onsite logistical support.
- Speakers or Facilitators: after the screening of each of the sessions, we strongly recommend that you organize a panel discussion or debate to contextualize the outcomes and prepare a comprehensive plan for future actions at local or regional level. You may like to invite experts in the field to lead this discussion with the participants.
- Interpretation: the AIDS 2010 content (videotaped sessions, PowerPoint presentation) will be available in English only with some of them available in Russian. You may need to hire an interpreter to translate the session on site into the language that your participants speak.
- Training and workshops with participants are also recommended, as a way to further extend the opportunity to bring the participants together. You could also hold a closing session with participants to define a comprehensive action plan.
- Marketing: Spread that word about your event to those in your community. Partner organizations may be able to help you distribute flyers, emails, and posters to encourage participants to attend the event. AIDS 2010 logos and posters will be available to download for you to create your own marketing materials.

STEP 5 – DEFINE A PROGRAMME / SELECT THE VIDEOTAPED SESSIONS (From 8 June 2010)

When the overall AIDS 2010 conference programme will be available on 8 June 2010, we will inform you about the videotaped sessions available: Fifty (50) sessions will be videotaped by our partner Kaiser Foundation and additional Flash files (PowerPoint presentation and sound).

The selection of your sessions will depend on who your participants are (general public, policy makers, health care workers, students, physicians, activists, PLHIV etc). You may wish to consult with others in your community to ensure the sessions chosen are appropriate and relevant for the audience (send a questionnaire, meeting...).

The content will be provided free of charge to all registered conference hubs on our website www.aids2010.org.

STEP 7 – RUN YOUR CONFERENCE HUB

It's D-day! Come in advance to your venue...

- **Videotaped Sessions:** Ensure the videotaped sessions are downloaded correctly and test them on your computer.
- **Venue:** Prepare the venue with tables and chairs, posters and signage, as well as catering if available.
- **Technical equipments:** Install computer, projector and screen, audio equipment and microphone... and test them!
- **Speakers and facilitators:** Welcome speakers and moderator in advance. They may need to see the room and discuss the session between themselves before the event.
- **Participants:** Welcome the participants. Work and contact details of each participant should be captured, so you could set up a registration desk and distribute any programme that you have prepared along with any additional documents. The conference hub team requests that you complete an attendance list for each session so that we can track who attend what and where.
- **Manage your hub:** Project the videotaped sessions try to keep your event to the prepared schedule. Take photos or a video of your event, so that others can get a sense of what your hard work has achieved.
- **Action plan:** we strongly invite all conference hubs organizers to draft an action plan with all participants at the end of the event.

STEP 8 – SHARE THE OUTCOMES OF YOUR CONFERENCE HUB

After the conference hub, we invite you to publicize the outcomes of your conference hub to local media and share them with your local partners.

We also ask for your participation in the conference hub project evaluation by sending us a short evaluation report including the number of participants, the hubs activities and outcomes, as well as photos or videos if available. Further information will be shared with you closer to the event date.

*If you have difficulties submitting the application form online please contact hubs@aid2010.org.
We look forward to receiving your independent conference hub submission!
AIDS 2010 Conference Hub Team*