



XVIII International AIDS Conference
18-23 July 2010, Vienna, Austria

AIDS 2010 PROGRAMME ACTIVITIES

GLOBAL VILLAGE AND YOUTH PROGRAMMES APPLICATION GUIDELINES

Call for submissions

The XVIII International AIDS Conference (AIDS 2010) 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 2010, "**Rights Here, Right Now**".

Important Dates:

December 1, 2009

Submission opens

10 February 2010

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

Late February early March 2010

All proposals reviewed and scored.

Early April 2010

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.aids2010.org/globalvillage.aspx. More information on the youth programme is available at www.aids2010.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: **10 February 2010**. 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 NGO's, AIDS service organisations and grassroots, community-based organisations to display materials, and share their work, programming, resources, strategies and other related information. NGO booths will be run by their own organization's staff or volunteers.



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: insurance, 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. Details will be provided to successful applicants.

1.2 Marketplace booths (4 square meters): Marketplace booths in will provide space for organisations 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.

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: insurance, 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. 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 organisations 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



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languages. Applicants should indicate which language(s) will be used throughout the week.

Standard package includes:

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

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

The Video and ICT (Information Communication Technology) Lounge will provide a space to screen films about HIV and human rights. A focus of the lounge will be to share skills for using new ICTs to increase access to treatment and to build HIV awareness of and support for human rights advocacy.



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For screenings: 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

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 2010 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 scholarship application form is accessible through your conference profile page. The form can only be accessed once your activity has been submitted. Those that 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 a scholarship application separately, through their respective conference profiles.

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.aids2010.org/scholarships.aspx>, or email
internationalscholarship@aid2010.org.



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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 addressed to globalvillage@aids2010.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 2010).
- The information you provide on this form is considered confidential and will only be used for AIDS 2010 and its accredited affiliated events.

Travel

Successful candidates outside of Austria are responsible for checking the visa requirements that apply to their country and cover related costs. For further details please visit the Visa Information page:

<http://www.aids2010.org/Default.aspx?pageId=191>

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 working groups together with a team of nominated reviewers will score the proposals. The scoring process (to begin February 11, 2010) 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 "Rights Here, Right Now"



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

If you have difficulties submitting the application form online please contact globalvillage@aids2010.org