

Affiliated Independent Events Application Rules and Guidelines

Application Process

Thank you for your interest in the Affiliated Independent Events at the 20th International AIDS Conference (AIDS 2014). Organizers seeking to hold an event that is affiliated with AIDS 2014 must submit an online application form (available through the conference profile). All applications will be reviewed by the conference organizers. Only approved events will be listed on the conference website.

Although there is no processing or sponsorship fee associated with Affiliated Independent Events, individuals requesting event affiliation should be registered attendees for AIDS 2014.

Once an Affiliated Independent Event has been approved a confirmation email will be sent to the event organizer. In order to ensure your event is approved please complete the online application with all the relevant information requested in the form, should information be missing we will be unable to approve the event. The information given in the Affiliated Independent Events form will be used on the website and visible to delegates.

An organization or individual wishing to hold an Affiliated Independent Event should wait for event affiliation approval before signing any space rental agreement. Organizations or individuals who make arrangements prior to notification do so at their own risk.

Criteria

Criteria for selection as an Official Affiliated Independent Event include:

- Affiliated Independent Events should reflect and/or support the vision and goals of the conference.
- Affiliated Independent Events should address HIV/AIDS, co-infections or issues faced by individuals or organizations affected by or responding to the HIV/AIDS epidemic.
- The Affiliated Independent Event programme should reflect conference policies and goals of diversity and inclusion.

Guidelines

The Conference Organizers reserve the right to approve or reject any Affiliated Independent Event application, and may decline a request, wholly or partially that, in its opinion, is not in keeping with the vision and goals of the 20th International AIDS Conference (AIDS 2014). The conference organizers desire to maintain the focus and integrity of AIDS 2014 and therefore, must be kept informed of and approve (in advance, in writing) all events being held in association with the conference. The 20th International AIDS Conference (AIDS 2014) is not responsible for the final content or the organization of any such event, which are the responsibilities of the event organizer.

Schedule and Venue of Affiliated Events

Organizations or individuals submitting an event for affiliation with AIDS 2014 must follow these guidelines in respect to time and venue.

- **Affiliated Independent Events must be scheduled to take place outside the hours of the AIDS 2014 Official Programme.**
- **Affiliated Independent Events may not take place in the Melbourne Convention & Exhibition Centre (MCEC)**

Affiliated Independent Events may take place according to this schedule:

Pre-AIDS 2014

Saturday 19 July 2014 or earlier

During AIDS 2014

Sunday	20 July 2014	ending prior to 09h00 or start after 21h00
Monday	21 July 2014	ending prior to 07h00 or start after 20h30
Tuesday	22 July 2014	ending prior to 07h00 or start after 20h30
Wednesday	23 July 2014	ending prior to 07h00 or start after 20h30
Thursday	24 July 2014	ending prior to 07h00 or start after 20h30
Friday	25 July 2014	ending prior to 09h00 or start after 17h00

Post-AIDS 2014

Saturday 26 July 2014 and after

Types of Affiliated Independent Events

Official Affiliated Independent Events are held off site and may include a broader range of venues, time length and formats and include: social functions, cultural events and meetings/pre-conferences.

Content of Affiliated Independent Events

Affiliated Independent Events 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, and health-care workers.

Responsibilities of Affiliated Independent Event Organizer

The sponsoring company/organization is responsible for the actions of its employees and/or agents, and AIDS 2014 will expect them to follow the Rules and Guidelines for Affiliated Independent Events. It is the AIDS 2014 Conference Coordinating Committee'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 register an Affiliated Independent Event at future International AIDS and IAS Conferences.

Organizations are responsible for any direct costs of their event such as food and beverage, room rental, audio-visual equipment, etc. The AIDS 2014 Conference is not responsible for payment for any services connected with Affiliated Independent Events and has no authority over any service charges, rental fees, labour contracts, etc., that are required by any venue.

Promotion, Media Events, Press Conferences and Press Releases

As a service to Affiliated Independent Events organizers, all approved events will be published on the AIDS 2014 website and appear in the Programme-at-a-Glance.

Event organizers or function sponsors should request that the assigned venue post the function details (day, time, function title, and location) on the venue's reader board.

Affiliated Independent Events may be held preceding and following the conference as outlined above. Sponsors of events should submit proposed copy for announcements or invitations to the Conference Secretariat for approval prior to printing. The terms "following" or "preceding" the 20th International AIDS Conference (AIDS 2014) should be used, rather than "in conjunction with." The announcements or invitations should not imply that the Affiliated Independent Event is an official activity of the AIDS 2014 Conference.

Any function, publication, supplement or electronic product devoted to the coverage of the conference - before, during and after - must have prior written approval from the Conference Secretariat (i.e., meeting highlights, on-line conference proceedings/ reporting, audio conferences, fax newsletters, abstract compilations, etc.).

Promotion to Attendees

There may be opportunities to advertise Affiliated Independent Events at the conference by posting notices and placing future meeting announcements in designated areas. Please direct questions to affiliatedevents@aids2014.org. The AIDS 2014 Conference does not sell pre-registration lists. There are other methods of advertising Affiliated Independent Events, including flyers on-site, advertising in publications, bag inserts, etc. Kindly contact Gwendoline de la Kethulle (gwendoline.kethulle@iasociety.org) for more information on sponsorship opportunities.

Signs and Banners

Signs, banners, posters, or flyers may not be posted or displayed at any location inside or outside of the conference venue (other than in the designated areas, as noted above). If the Affiliated Independent Event is in a hotel, directional signs are permitted on the day of the event based on the hotel's regulations. However, signs and flyers may be posted or handed out at the Exhibition Area of the sponsor (if such Exhibition Area has been rented) or during their Satellite Meeting (if such an event has been booked).