

Terms and conditions for AIDS 2018 Affiliated Independent Events

Format

Affiliated Independent Events include a broad range of formats, such as social functions, cultural events and meetings.

These events should address HIV and AIDS, co-infections or issues faced by individuals or organizations affected by or responding to the HIV and AIDS epidemic. Events may be population or issue specific (for example, women, men who have sex with men, harm reduction, faith based) and organized by groups and organizations or individuals.

Fees

There is no cost involved in applying for Affiliated Independent Event status.

Criteria

The following criteria must be met in order to be approved as an AIDS 2018 Affiliated Independent Event:

- The event must reflect and support the [Conference Objectives](#) and [Principles and values of conference participation](#).
- The event must take place between 1 May and 31 July 2018.
- The event must take place outside of the conference venue, the [RAI Amsterdam](#).
- The event cannot be called a pre-conference (this terminology is reserved for official pre-conferences contracted for AIDS 2018).
- The event must take place outside of the official AIDS 2018 programme hours, which are:

Monday, 23 July 2018:	08:00 – 21:00
Tuesday, 24 July – Thursday, 26 July 2018:	07:00 – 20:30
Friday, 27 July 2018:	07:00 – 17:00

Application process

Anyone seeking to organize an event affiliated with AIDS 2018 must submit an online application through the conference profile. All complete applications will be reviewed by the Conference Secretariat.

Once an Affiliated Independent Event has been approved, a confirmation email will be sent to the applicant. Only fully completed applications will be considered. The information provided in the application form may be used on the conference website and in the AIDS 2018 online programme. Any relevant changes to approved events must be updated in the conference profile in a timely manner.

An organization or individual wishing to hold an Affiliated Independent Event should wait for event affiliation approval before signing any event space rental agreement. Organizations or individuals who make arrangements prior to notification do so at their own risk. 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 character or purpose of AIDS 2018. Conference organizers are not responsible for the final content or the organization of any such event; the content and management of the event is the sole responsibility of the event organizers.

Responsibilities of an Affiliated Independent Event Organizer

The sponsoring company/organization is responsible for the actions of its employees and/or agents, and events should follow the Terms and Conditions for AIDS 2018 Affiliated Independent Events.

Organizations are responsible for all direct costs for their event, such as food and beverage, room rental and audio-visual equipment.

Promotional and outreach materials

Affiliated Independent Event organizers should submit proposed copies for announcements or invitations to the Conference Secretariat for approval prior to printing.

Once an event has been approved, the organizer will receive a third-party logo, which can be used in promotional materials and on the event website (if applicable).

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 (for example, meeting highlights, online conference proceedings/reporting, audio conferences, fax newsletters and abstract compilations).

Promotion to AIDS 2018 delegates

Affiliated Independent Events will be published on the AIDS 2018 website and appear in the AIDS 2018 online conference programme.

The International AIDS Conference does not sell pre-registration lists. There are ways of advertising Affiliated Independent Events, including flyers on site, advertising in publications, and bag inserts. Kindly contact Jeanne Menciaer (jeanne.menciaer@iasociety.org) for more information on sponsorship opportunities.

Promotion during and at AIDS 2018

Signs, banners, posters or flyers may not be posted or displayed at any location inside or outside of the AIDS 2018 venue. 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 during the satellite meeting of the sponsor (if such an event has been booked).