

Facilitator guidelines Workshops

Preparation before the Conference

Communicate with your workshop point person(s), main-facilitator and other facilitators to agree on speaking time, appropriate number of slides (if any), management of questions and answers and other interactive activities.

When requested, send your talking points and presentation slides to the workshop point person(s) and workshops programme manager so they can review the presentations for duplication and gaps.

Attend and participate in conference calls with the Workshops Team and Point Person to prepare your workshop structure, content and planned activities.

Technical requirements for presentations

The AIDS 2018 computers will run MS PowerPoint 2013. Only MS PowerPoint (*.ppt or *.pptx) presentations with video formats will be accepted. The pre-installed font types available in MS Office 2013 should be used as standard font types.

Movies and video files

If your presentation contains links to video files, it is essential that you bring not only your PowerPoint file, but also your video files to the Speaker Centre. Most video files types (e.g. .MP4, MPEG, .wmv, .AVI, etc.) are accepted. All videos linked to PowerPoint slides must be tested and checked in advance in the Speaker Centre to be sure they will work properly.

Please note that Prezi is not supported. If you are using this format, your presentation must be sent to the secretariat prior to the conference, and it must be converted and tested before it can be uploaded in the Speaker Centre. Please contact the secretariat at programme@aids2018.org for further information.

Data format – images, audio and movies

Place all audio and movie files linked with the presentation into a single file folder (e.g. when transferring the presentation from your hard disk to removable drives such as USB sticks or when uploading it). Do not use any passwords or encryption for your files.

Flash-animations and Macros

Flash-animations are not supported. Should they be essential to your presentation, please contact programme@aids2018.org.

Do not use Macros within your presentation.

Presentation format

Please use 4:3 as presentation format.

File size

There is no size limit for presentations uploaded onsite at the Speaker Centre (it is however recommended that presentations do not exceed 500 MB).

Saving of files

For onsite upload at the Speaker Centre the presentation has to be saved on a USB memory stick (which is preferred) or an external hard disk.

Please use only “WinZip” to pack your data (free download of the current versions at www.winzip.com).

Fonts

Do not use special fonts, which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.

Special characters

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation or movie files.

If you use a Macintosh Computer

Please note that PowerPoint.mac and Keynote (*.key) presentations are not accepted. Even if you have transferred your presentation to a Windows format, you must check your presentation in the Speaker Centre to ensure that it is fully compatible with the conference computers.

Conflict of interest disclosure in presentations

The Conference organizers require faculty members (workshop speakers, chairs, moderators and facilitators) to disclose any conflict of interests they may have. The intent of this policy is not to prohibit faculty members from presenting or participating in a workshop, but rather to inform the audience of any bias that they may have. The conference organizers thus ask that all speakers/presenters with a conflict of interest fill in a disclosure form and include disclosure slides at the beginning of their presentation.

The purpose is thus to identify and resolve potential conflicts of interest that arise from relationships with commercial interests relevant to the content you are planning, developing, or presenting for this activity.

Please note that the disclosure slide(s) must be included even if you do not have a conflict of interest. The slide will thus state that you have no conflict of interest.

If you have a conflict of interest, please include a short description of the conflicts of interest and explain how you have made sure your presentation is not affected.

For the purpose of this policy, the following principles apply:

1. A commercial interest is any entity that produces, markets, resells or distributes healthcare goods or services consumed by, or used on, patients.
2. Any financial relationship **within the last twelve months**, as well as **known financial relationships of your spouse or partner**, must be disclosed.
3. **Types of relationships needing to be disclosed include** full-time or part-time employee, independent contractor, consultant, research or other grant recipient, paid speaker or teacher, planning or advisory committee or review panels, ownership interest (product royalty/licensing fee, owning stocks, shares, etc....) or any other financial relationship.

Please note that failure to disclose or false disclosure may require the Planning Committee to replace the faculty member.

If you need more information or support regarding conflict of interests disclosure, please contact us at cme@aids2018.org.

The Pharma Codex

In the European Union, there are specific rules for pharmaceutical advertising with which speakers and chairpersons must comply. The regulations around pharmaceutical advertising are governed by EU Directive [2001/83/EC](#) and implemented by the Dutch Foundation for the Code of Pharmaceutical Advertising. These rules were developed to serve as a code of conduct for self-regulation with regards to drug promotion. This code of conduct protects the general public, or non-prescribers, from pharmaceutical marketing.

AIDS 2018 speakers and chairpersons must comply with the regulations governing pharmaceutical advertising. There are three requirements for compliance:

1. **Presentations that include drug-specific information must be presented in a balanced and factual way.**

As defined by the [Dutch Foundation for the Code of Pharmaceutical Advertising](#), “balanced” means that complete information is given about all the relevant treatment options in an educational manner. Drugs should not be “promoted”, meaning that both positive and negative information must be provided in a neutral manner.

2. **Speakers must disclose their ties with commercial interests BEFORE their presentations.**

There is a required format for the disclosure slide, which can be found here: <http://cgr.nl/en-GB/Medische-congressen/Format-of-disclosure>.

3. **Chairpersons must be instructed to ensure that moderated discussions are facilitated factually and neutrally.**

AIDS 2018 speakers and chairpersons giving or facilitating presentations that include drug-specific information must ensure that the information is presented in a balanced and factual way. Complete information should be given about all the relevant treatment

options in an educational manner. Drugs should not be “promoted”, meaning that both positive and negative information must be provided in a neutral manner. Moderated discussions should also be undertaken in a neutral tone. Chairpersons are asked to caution participants and redirect the conversation should the discussion veer toward drug promotion, for example, drug names being mentioned repeatedly, or only positive aspects being highlighted.

It is the speaker’s responsibility to ensure compliance with the code of conduct. An on-site auditor will be present at the conference. For a complete overview of the regulations, please visit the CGR website: www.cgr.nl.

At the Conference

Please check in at the Speaker Centre at least **four hours** before the start of your workshop to upload your PowerPoint presentation and check the consent for publication of your presentation material.

If your workshop is scheduled for 11:00, you should check-in at the Speaker Centre the night before.

The Speaker Centre is located on the ground floor of the RAI, in room Europe Foyer 2, close to the Main Entrance. The opening hours are as follows:

Sunday, 22 July	14:00 – 18:30
Monday, 23 – Thursday, 26 July	08:00 – 18:30
Friday, 27 July	08:00 – 14:00

Presentation upload

All PowerPoint presentations must be uploaded prior to the workshop, as it is **not possible** to run PowerPoint presentations directly from a laptop in the workshop rooms.

Presentations should be saved on a USB memory stick or CD/DVD-ROM, and brought to the Speaker Centre. Presentations should be uploaded at the Speaker Centre, at least four hours prior to the start of the workshop. The presentations will then be uploaded to the workshop room network and made available in the workshop room at the time of the presentation.

We kindly ask for your understanding that due to time limitation at the Speaker Centre, presentations should preferably be prepared and edited before upload. Thus, please bring your presentations in a ready-to-upload format.

When agreeing to publish your presentation, please **make sure to remove any confidential data you do not want shared with the public** (i.e. data behind tables/graphs, speaker notes, etc.) before submitting them for uploading on the online programme.

IMPORTANT: Check-in at the Speaker Centre is mandatory for all speakers.

At the Speaker Centre, there is a rehearsal room where presenters can run through and practice their presentation prior to the workshop.

Workshop recording

Presentations in some workshop rooms may be recorded. If the presenter has given consent, the recordings will be published on the online conference programme and on YouTube. Further information on how consent can be given or declined will be sent out closer to the conference.

At the workshop

- Please arrive at the workshop room **at least 15 minutes** before the start of the workshop;
- Check the room where the workshop will be held and familiarize yourself with the space and equipment;
- Meet the other facilitators and run through the workshop line-up (i.e., order, panel discussion, interactive exercises, special circumstances);
- A presentation timer will be available in the room. The presenter is responsible for delivering the presentation within the specified time.

Workshop room equipment

Workshop rooms will contain the following basic equipment:

- Lectern with microphone, laptop and mouse;
- Chairperson table with microphone(s);
- Session room screen displaying the PowerPoint presentation (for some of the bigger sessions rooms the speaker might be displayed too);
- Presentation timer
- Microphones on stands for audience questions.

Protest protocol for speakers

Principles and values of conference participation at AIDS 2018

The International AIDS Society (IAS) endorses freedom of expression as an essential principle in the fight against HIV and AIDS, and in promoting full participation in our conferences. Peaceful protest has always been and continues to be a key element of participation at the conferences. Protests expected at AIDS 2018 could include rallying and demonstrating or as social or political movements.

The IAS opposes the destruction of property and the use or threat of physical force by any individual or group of individuals during the conferences.

Procedures involving disruptions within sessions

You will be notified if conference organizers anticipate a disruption in your session. Protesters are allowed two minutes to protest during a session or satellite symposium. IAS staff and security will be present in the majority of conference sessions and will handle disruptions that persist longer than two minutes. Should no IAS staff be present in the room, the in-room AV manager will contact IAS staff for support.

Please follow these steps in the event of a disruption:

Step 1

In session halls, a slide will be displayed by the audio visual (AV) technicians in your line of view with the following text:

*Protesters have **2 minutes**.*

*Please **step away from the microphone**.*

*The **session will resume** once the protest is finished.*

A new slide will be displayed if the protest does not stop after 2 minutes.

Step 2

Step away from the podium and microphone and remain calm.

Step 3

Allow for the protest to unfold for two minutes. At the end of two minutes a slides will be displayed on the main screen asking protesters to re-take their seats.

Step 4

As the protesters are exiting or re-taking their seats, step back to the podium or the microphone and continue speaking. The session resumes.

Step 5

If the protest does not stop within two minutes, IAS staff and security will intervene and engage and address the situation.

Step 6

Step back to the podium or the microphone and continue speaking once the protesters have taken their seats. The session resumes.

Slide templates

Protest speaker slide

Protest is welcome at AIDS 2018

Protesters have **2 minutes**

Please **step away from the microphone**

⌂

2:00

The **session will resume** once the protest is finished.


A new slide will be put up if the protest does not stop after **2 minutes**.

 #AIDS2018 | @AIDS_conference | www.aids2018.org 

Protest public slide

Thank you for your advocacy.

Please re-take your seats and allow the session to continue.

 #AIDS2018 | @AIDS_conference | www.aids2018.org 