



Global Village And Youth Programme submission guidelines

AIDS 2022, the 24th International AIDS Conference, welcomes the submission of proposals for activities for the Global Village and Youth Programme. Please read the following guidelines and selection criteria carefully before submitting your proposals.

These submission guidelines, based on questions that submitters frequently ask, are for HIV-related non-profit individuals, groups and organizations that intend to apply to host an activity within the Global Village and Youth Programme at AIDS 2022. The aim is to help you create a strong Global Village and Youth Programme submission.

You can find essential information on the Global Village and Youth Programme on the [AIDS 2022 Global Village and Youth Programme page](#).



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1. What are the submission dates?

We are accepting Global Village and Youth Programme submissions from **16 November 2021** until **27 January 2022 at 23:59 CET**.

2. What are the Global Village and Youth Programme activities?

A Global Village and Youth Programme activity at AIDS 2022 is hosted by individuals, groups and organizations in the Global Village, either in-person at the conference venue or virtually.

Art exhibits will include sculptures, installations, photography and paintings about HIV issues by professional and amateur artists. The art will be exhibited throughout the Global Village area in Montreal. Those artists who are interested will also have the opportunity to upload visual and audio material to the virtual conference platform *for on-demand viewing*.

Films flagging HIV-related issues, including relevant areas, such as sexual and reproductive health, HIV and co-infections, stigma and discrimination, and human rights, will also be available for both in-person and virtual participants. Scheduled screenings will take place in the Global Village while films will also be available on-demand on the virtual conference platform.

Live performances will display music, dance and theatre that address issues in the context of any of the following: HIV and other sexually transmitted infections; sexual and reproductive health; HIV and co-infections; stigma and discrimination; and human rights. The live performances will take place in Montreal on the main stage and be filmed for replay on the virtual conference platform.

Marketplace booths provide HIV-related non-governmental organizations (NGOs) and projects with an opportunity to sell their products to generate income for reinvestment into HIV programming and will take place only in-person in Montreal.

Networking zones are spaces where local and international groups can meet and discuss specific thematic areas and will take place only in-person in Montreal.

NGO booths highlight the work of international civil society-led HIV programmes and will take place only in-person in Montreal. However, if representatives wish, their organizations will be listed with contact information on the virtual conference platform, similar to the commercial exhibition.

Sessions feature panel discussions, debates and presentations, with opportunities for Q&As. They will focus on current and emerging HIV-related topics, often with specific emphasis on key and affected populations. Speakers and panellists in these one-hour sessions can either be present on stage or connect remotely and be visible live on screen. These sessions will be streamed live on the AIDS 2022 virtual platform, where conference delegates will also be able to access them for



subsequent on-demand viewing. Audience engagement will be through the Q&A feature of the virtual platform and/or using session room audio, as per the choice of the session organizer.

3. What are the AIDS 2022 Global Village and Youth Programme objectives?

Submissions should respond to one or more of the following objectives for the AIDS 2022 Global Village and Youth Programme:

- 1) Fit the conference theme: *Re-engage and follow the science.*
- 2) Promote the value of intergenerational exchange that fosters shared learning and counsel between people involved in the global response to HIV.
- 3) Create a vibrant cultural experience for in-person and virtual conference delegates and the public living in and visiting Montreal, Canada.
- 4) Provide a platform from which adolescents and young people coordinate promotion and advocacy of their interests within AIDS 2022 and their widespread participation in conference events.
- 5) Celebrate the successes and discuss the challenges of the HIV response in Montreal and globally.
- 6) Build a productive learning and networking environment where activities promote synergies with other health and development priorities, including sexually transmitted infections, sexual and reproductive health and education, living with both TB and HIV, human rights, reducing gender and other inequalities, and social protection.
- 7) Provide a space that connects all areas of science, leadership and community to promote and reinforce inclusive multisectoral partnerships, integrated development solutions, community development, youth engagement, accessible funding mechanisms, long-term planning and sustainability.
- 8) Provide a space that enables leadership, active participation, visibility of key and affected populations, and attention to human rights and gender equality.
- 9) Empower people living with HIV to achieve the best possible health and well-being.

4. What are the submission requirements?

- Submissions must be completed using the online form on your [conference account](#).
- Submissions must be completed in English. Submissions in other languages will not be accepted.
- All submissions must be HIV-related.
- Group/joint applications should appoint one person as the "main organizer" (the person who will be responsible for implementing the activity during the week of the conference).
- Youth-related activities: Applicants should indicate whether their activity specifically relates to young people (15-24 years old, according to UNAIDS and WHO definitions). The Youth Pavilion, as part of the Global Village, will be the central hub for youth-related



activities at the conference with virtual activities that are youth-related available via the conference platform.

- To attend AIDS 2022 on their own delegates must be at least 18 years old. Individuals under the age of 18 (as of 27 July 2022) must be registered as accompanying person under the age of 18 and are required to submit and bring a copy of the completed parent/guardian consent form to AIDS 2022 in order to attend the in-person conference. Accompanying persons under the age of 18 must be with the registered regular delegate at all times when they are in the conference venue. The regular delegate they are accompanying will be held responsible for all actions of the accompanying person under the age of 18. In addition, accompanying persons under the age of 18 may be asked to provide official photo identification (for example, passport, student ID) confirming their age. This registration fee for accompanying person under the age of 18 includes access to all in-person conference sessions, satellite sessions, the exhibition, e-posters, the Global Village and pre-conference meetings ONLY if they accompany the regular delegate to whom their registration is attached.
- Only people aged 18 years and over can apply for a virtual activity.

5. What are the selection criteria?

Proposals will be selected through a combination of the following criteria. Proposals should:

- 1) Support and uphold at least one of the AIDS 2022 Global Village and Youth Programme objectives.
- 2) Illustrate the conference theme, *Re-engage and follow the science*.
- 3) Be relevant to the global HIV response.
- 4) Be participatory and use innovative tools.
- 5) Where possible, showcase new technologies and/or social/cultural movements.
- 6) Be original and creative, stimulate and actively engage various types of audiences, regardless of age, experience or origin. Demonstrate best practice in terms of how your proposed activity will ensure that participants will leave with raised awareness and a new perspective on the topic and that they will learn something tangible, which they can apply in their own context.
- 7) Involve several coalitions, including people living with HIV.
- 8) Demonstrate collaboration and formal partnerships with other groups.
- 9) Clearly illustrate the link between your programme activity's stated objectives with its expected outcomes.
- 10) Aim to represent key and affected populations, including: gay men and other men who have sex with men; people who use drugs; sex workers; transgender and non-binary people; people in prisons and other closed settings; young women and girls (15-24); young men and boys (15-24); adolescents (10-19); infants and children (0-14); migrant populations; Indigenous peoples; people with disabilities; people living with HIV; people living with co-morbidities; women; and men.

6. How to submit a Global Village and Youth Programme activity

1. Create or sign in to your conference account at <https://profile.aids2022.org>.
2. Click on the "Global Village and Youth Programme" button on the left.
3. Click on "Submit and manage Global Village and Youth Programme" to find the submission form.
4. Click "New submission", fill in the submission form and submit it. You will receive an automatic email notification with a Global Village and Youth Programme reference number. Please save this number for future reference.

7. What information is required in the submission form?

- 1) Activity title (maximum of 30 words):

Provide a clear description of your Global Village and Youth Programme activity. Try to make it interesting, engaging and descriptive.

- 2) Activity proposal (maximum of 300 words):

Structure and explain your Global Village and Youth Programme activity proposal as follows:

- a. Objectives

Start by stating a need or problem that should be addressed and that your Global Village and Youth Programme activity provides a possible solution for. Objectives allow participants to assess what they will gain from attending your Global Village and Youth Programme activity and whether they will want to attend. Specify what skills you expect participants attending your activity to learn and/or be able to do in specific, measurable, achievable, realistic and time-bound (SMART) terms. The description should engage the reader and promote interest.

- b. Expected outcomes

Expected outcomes should illustrate how your activity is intended to achieve your objectives. Objectives and expected outcomes should be linked.

- c. Description of activities (for networking zones only)

Refers to the type of activities that will take place during the week. This should include structured activities, which are time limited and scheduled within the allocated time. Depending on the activity type, the description of activities should include a basic outline of topics covered, the types of speakers, types of art medium and an explanation of art performance.

- d. Materials (for exhibition booths and cultural activities only)

Where relevant, specify the types of materials that will be provided to attendees or used during the activity.

- e. Format (for Global Village sessions only)

Provide an outline of your proposed Global Village session, from introduction to conclusion. Identify the different elements of the session, for example panel discussion, small group work, case study, demonstration, role play, etc. Include timeframes for each activity. We recommend that you conduct action planning with participants to ensure that delegates can follow up with you as they implement what they learned to improve their practice.

f. Main organizer/co-organizer(s) & experience/expertise (200 words max)

Provide details of any relevant professional experience to support your application. Consider including concrete information on subject matter expertise, presentation and communication skills, training methods and/or outcomes illustrating behaviour change. If possible, include a link to a website to demonstrate the expertise of the suggested main organizer/co-organizers. Strong main organizers and co-organizers are essential for the successful delivery of Global Village and Youth Programme activities. Experience in activity organization at conferences or other fora will be considered.

8. What is provided for booth-related activities?

The table outlines what is provided as standard for the various booths in the Global Village. Applicants may bring or order, at their own cost, additional furniture or items for their booth.

| NGO booth (6 square metres): | Marketplace booth (4 square metres): | Networking zone (30 square meters) | Networking zone (60 square meters) |
|--|--|---|---|
| White system walls | White system walls | White system walls | White system walls |
| Fascia (including name of organization) | Fascia (including name of organization) | Fascia (including name of organization) | Fascia (including name of organization) |
| Shelf | Shelf | Shelf | Shelf |
| Chairs (2) | Chairs (2) | Chairs (10) | Chairs (20) |
| Table | Small round table | Tables (1) | Tables (2) |
| Wastebasket | Wastebasket | Speakers' platform (1) | Speakers' platform |
| Carpet | Carpet | Wastebasket (1) | Wastebasket (2) |
| Lighting | Lighting | Carpet | Carpet |
| Services included: Connection to power, electricity sockets per booth, standard lighting | Services included: Connection to power, electricity sockets per booth, standard lighting | Lighting | Lighting |
| Optional: Contact information listed on the virtual conference platform. | Optional: Contact information listed on the virtual conference platform. | Services included: Connection to power, electricity sockets per | Services included: Connection to power, electricity sockets per |

| | | | |
|--|--|--|--|
| | | booth, standard lighting | booth, standard lighting |
| | | Optional: Contact information listed on the virtual conference platform. | Optional: Contact information listed on the virtual conference platform. |

9. Who reviews the Global Village and Youth Programme activity proposals?

The Global Village and Youth Programme Working Group, together with a team of reviewers, will score the proposals. The scoring process (to begin in late January 2022) will be strictly confidential, using a blind scoring system. The Global Village and Youth Programme activity reviewers are your peers: people living with HIV, scientists, activists, policy makers, healthcare workers, community activists, educators and other people who work in areas relating to HIV. Although each reviewer may not be an expert on the exact topic of the given proposal; they are experienced and knowledgeable; and will be evaluating the strength of the Global Village and Youth Programme activity proposals based on clear criteria about what would make a good activity.

10. How do I edit a Global Village and Youth Programme submission?

Access the submission system on your [conference profile](#) to view the list of your Global Village and Youth Programme submissions and drafts. Click on "Edit" to edit your submission. You can edit your submissions until the deadline. Make sure that you save your edits.

11. What should I do if I have technical difficulties in the submission system?

Check your browser and its settings. We recommend using the latest version of Microsoft Edge, Firefox, Chrome, Safari or Netscape. Make sure that your browser allows JavaScript and automatic forwarding. You may have to change your browser settings to enable these features.

12. Who do I contact if I need assistance with my submission?

Please contact the AIDS 2022 Global Village and Youth Programme team via email at globalvillage@aids2022.org. If you have submitted a Global Village and Youth Programme activity, please add the reference number in all communication with the AIDS 2022 Global Village and Youth Programme team.



13. What about conference access?

Individuals who are registered for the in-person and virtual conference will have full access to the conference venue and conference platform, in addition to the Global Village. Main organizers of a Global Village and Youth Programme activity will be granted one conference registration but must cover their own travel and accommodation expenses and ensure their own internet accessibility.

14. International scholarship programme

The Scholarship Programme provides financial assistance to eligible applicants from around the world to attend AIDS 2022 either in-person, in Montreal, Canada, or virtually for those unable or unwilling to travel due to COVID-19 restrictions.

The programme supports individuals who contribute to the conference programme, as well as applicants who can demonstrate that they will transfer the skills and knowledge acquired at the conference to the work they undertake in their own organizations and communities.

The Scholarship Programme is open to anyone working or volunteering in the field of HIV and who is at least 16 years old at the time of the conference. Priority will be given to:

- Abstract presenters, workshop facilitators or Global Village and Youth Programme activity organizers whose submission has been selected for the conference
- Delegates from lower-income countries
- Delegates who are people living with HIV and/or belong to key populations
- Young people and junior investigators below the age of 35
- People who did not previously receive a scholarship for an International AIDS Conference

When applying for a scholarship, please be sure to use the same email address used in your activity submission so that the two will be linked.

Only a limited number of scholarships are available, and applicants are strongly encouraged to seek other and/or additional funding sources.

For more information, please visit the AIDS 2022 website.

15. Customs requirements

Do not forget that it is illegal to bring certain goods into Canada. For Canadian customs regulations, please visit this [website](#).

For more information on travelling with medication, please consult this [website](#).



For activities that will require materials, it may be worth considering procuring these within Canada or bringing in non-natural materials (for example, using artificial feathers on a cultural costume, rather than real bird feathers).