



AIDS 2022 workshop submission guidelines

AIDS 2022, the 24th International AIDS Conference, looks forward to receiving your workshop submissions. These guidelines are based on questions that submitters of workshops frequently ask. The aim is to help you create a strong workshop submission.

What are the submission requirements?

Workshop submissions must:

- Cover HIV-related topic(s)
- Be completed using the online form
- Be completed in English.

What information is required in the online submission form?

- Workshop category – a specific category within one of three main focus areas
Workshops are grouped into three focus areas: community, leadership and science. These areas cover a range of content and teach specific skills that can be applied in the workplace or life settings. The main purpose of the grouping is to guide delegates to workshops that will best correspond to their needs.

Community

These workshops showcase effective community empowerment programmes that are strengthening public health outcomes in HIV treatment, prevention, care and support. The workshops emphasize the importance of building skills and capacity in relation to peer-driven programmes and services that are run by and for people living with and affected by HIV.

Participating in these workshops enables delegates to broaden their knowledge and skills in mobilizing key populations and local communities to implement effective and sustainable programmes. By sharing the successes of global community responses to HIV, workshops emphasize the importance of building partnerships and strengthening networks between civil society, policy makers and health professionals.

Leadership

These workshops provide a platform for new and current leaders to learn innovative skills, which are critical for ensuring an effective response to the HIV epidemic. Delegates develop and enhance their ability to assess and measure commitments and actions of leaders in their own communities.

These workshops are intended to provide practical advice on best practice and challenge individuals and organizations to consider ways in which they go about developing leadership skills and accountability processes. The aim is to understand such practices and examine what outcomes are possible for an effective, transparent and coordinated HIV response.



Science

These workshops enhance skills and encourage collaborative learning on the latest scientific research, emerging technologies and breakthroughs in policy and programmes to inform and guide the global response to the HIV epidemic.

Workshops in this focus area serve to:

1. Accelerate the scaling up of evidence-informed approaches to HIV care, treatment and prevention
2. Highlight excellence in biomedical, epidemiological, behavioural, social, economic, political and operational research, as well as in multidisciplinary science
3. Discuss the impact of the HIV response on health and social systems, including the potential for effective HIV programmes to transform the response for today and generations to come.

- Level - participants' level of experience
Workshops are classified into three levels that require varying degrees of experience and expertise from their target audiences.

Foundation level: These workshops are for learners new to a career in HIV and health. They are intended to build strong foundation skills and knowledge.

Intermediate level: These workshops are for mid-career learners who have a strong foundation and are looking to advance their professional expertise and become more effective team leaders. They offer a robust selection of topics that will help delegates specialize their focus, explore new areas and opportunities or expand their skills to the next level of professional development.

Advanced level: These workshops are for people who have been working in HIV and health for years and are looking for new, fresh approaches to the HIV response and delivering on high-stakes projects. They allow delegates to build and nurture their talent while increasing their own influence and marketability and strengthen engagement with key experts at leading global health organizations.

- Title - the title of your workshop
- Delivery - in-person or virtual
In-person workshops take place in designated rooms for participants on-site in Montreal. Virtual workshops are accessible to both on-site and online participants through the conference platform.
- Length - 60 or 90 minutes
- Learning objectives
Objectives should be measurable and achievable and supported by interactive learning activities. Delegates should learn something new, be guided by the facilitator to make connections to their professional practice, and develop an action plan to apply it in their work.
- Short description for the programme
Include a brief description of your workshop. This will appear in the conference programme if your workshop is selected.



- **Format**
Describe the approach (methodology) and interactive tools you are going to use. Examples of tools are case studies, multiple perspectives (point/counter), panel with Q&As (moderated), role play, storytelling and/or testimonials, keynote address followed by discussion, multimedia, film, video presentation, open-forum, open-space, town-hall meeting, roundtable, group work.
- **Materials**
Describe the materials you are going to use to support the format of your workshop.
- **Target audience** – up to three main audience groups your workshop targets
- **People your workshop may relate to** (up to three options to select from a drop-down list).
- **Regional focus** – the region(s) your workshop covers
- **Number of participants** – optional request to limit the number of participants in your workshop
- **Facilitator data** – details of a minimum for two facilitators

For the main facilitator (by default, the first facilitator you enter), you must add a short biography. Facilitator experience is one of the selection criteria.

The workshop must fit with the relevant category, focus area and level, and develop relevant skills that can be adapted and transferred to different contexts and populations to impact the HIV response.

How do I edit a workshop submission?

Access the submission system on your [conference profile](#) to view the list of your workshop submissions and drafts. Click on "Edit" to edit your workshop submission. You can edit submitted workshops until the submission deadline. Make sure that you save your edits. No edits or submissions will be accepted after the submission deadline.

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.

Who do I contact if I need assistance with workshop submission?

Please contact the AIDS 2022 Workshops team via email at workshops@aids2022.org. If you have submitted a workshop, please add the workshop reference number in all communication with the AIDS 2022 Workshops team.