



## Guide to submitting a workshop proposal

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The 23rd International AIDS Conference (AIDS 2020) welcomes the submission of high-quality workshop proposals from conference delegates. This guide provides detailed information about workshops and how to submit a strong application.

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## What is a workshop?

AIDS 2020 will offer ~30\* high-quality workshops aimed at increasing delegates' capacity to implement and advocate for effective, evidence-based HIV/AIDS policies and interventions in their respective communities and countries.

Workshops are interactive sessions that target specific audiences and promote knowledge transfer, skills development and collaborative learning among all participants and workshop facilitators. They are designed as opportunities for professional development. Workshops will be selected from proposals submitted through the AIDS 2020 website, with each proposal assessed by at least two reviewers before final selection.

Workshops differ from symposia in that they are targeted at smaller audiences with high levels of interactivity and audience participation. Their focus is on transferring knowledge through participatory techniques in order to build and strengthen the skills of delegates. They can be 90 or 150 minutes in length.

The deadline for submitting a workshop proposal is Monday, **14 January 2020; at 23:59 CET**. Submissions received after this date will not be considered.

*\*Workshop numbers mentioned are subject to change.*

## How do I submit a workshop proposal?

AIDS 2020 uses an [online system](#) for workshop proposal submissions. For step-by-step instructions on how to use the submission system, see "AIDS 2020 workshops submission system instructions".

## What information is needed to submit a workshop proposal?

You will be asked to provide the following information when you access the online submission system:

Workshop	Facilitator
<ul style="list-style-type: none"> <li>✓ Categories</li> <li>✓ Level</li> <li>✓ Workshop title (maximum of 25 words)</li> <li>✓ Workshop proposal (maximum of 300 words)               <ul style="list-style-type: none"> <li>▪ Learning objectives</li> <li>▪ Short description for the programme</li> <li>▪ Format</li> <li>▪ Materials</li> </ul> </li> <li>✓ Target audience</li> <li>✓ Key population</li> <li>✓ Regional focus</li> <li>✓ Number of participants</li> <li>✓ Duration</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal data               <ul style="list-style-type: none"> <li>▪ First name(s)</li> <li>▪ Last name(s)</li> <li>▪ Experience/expertise (maximum of 200 words)</li> <li>▪ If possible, include a URL for a sample of your public speaking experience</li> </ul> </li> <li>✓ Contact details               <ul style="list-style-type: none"> <li>▪ Email</li> <li>▪ Alternative email</li> </ul> </li> <li>✓ Affiliation               <ul style="list-style-type: none"> <li>▪ Institution/organization/university</li> <li>▪ Department</li> <li>▪ City</li> <li>▪ Province/state</li> <li>▪ Country</li> </ul> </li> </ul>

Keep in mind that the workshop proposal process is highly competitive: you will need to write an innovative proposal that creates opportunities for skills building in order to be selected. For AIDS 2018, 371 submissions were received for 32 slots. When you write your workshop proposal, it is important that you answer the following questions:

1. Who is the target audience?
2. How will the workshop achieve its objectives?
3. Which interactive methods will be used to ensure audience participation?
4. How will the specific workshop assessment criteria be met?

## Who reviews the workshop proposals?

The workshop reviewers are your peers: scientists, activists, policymakers, healthcare workers, community activists, educators and other stakeholders working in areas related to HIV. The reviewers are experienced and knowledgeable and will be evaluating the strength of workshop proposals based on clearly defined criteria.

When drafting your proposal, try to put yourself in the position of the reviewer to anticipate any likely questions or comments that they might make about the proposal. For example, you do not want the reviewers to have difficulty in understanding what you propose to do and how you will do it. The best proposals will be clear, concise and informative.

## What are the selection criteria?

Workshop proposals will be selected based on a combination of criteria, including:

- **Objectives** – These should be measurable and achievable, evident throughout the proposal, and supported by interactive learning activities.
- **Expertise** – The facilitator must have experience and expertise in the focus area of the workshop.
- **Methodology** – The workshop proposal should start from participants’ needs and use a learning-focused approach to facilitate individual- and group-based skills development.
- **Relevance** – The proposal must fit with the relevant category, focus area and level, and will develop relevant skills adaptable and transferrable to different contexts and populations to impact the HIV response.
- **Expected outcomes** – By participating, delegates will learn something new, be guided by the facilitator to make connections to their current professional practice and develop an action plan to apply it in their work.

The selection of workshops will also aim to equitably represent and meet the needs of key and vulnerable populations and geographic regions.

### Key and vulnerable populations

Workshop topics may cover or target key and vulnerable populations. Key and vulnerable populations are groups that are at increased risk of HIV transmission and often have to face punitive laws and policies, as well as social stigma.

Workshop topics or points of discussion on key and vulnerable populations:

- |   |                                     |
|---|-------------------------------------|
| • Men who have sex with men                   | • Adolescents (10-19)               |
| • People who use drugs                        | • Infants and children (0-14)       |
| • Sex workers                                 | • Migrant populations               |
| • Transgender and non-binary people           | • Indigenous people                 |
| • People in prisons and other closed settings | • People with disabilities          |
| • Young women and girls (15-24)               | • People living with HIV            |
| • Young men and boys (15-24)                  | • People living with co-morbidities |
|   | • Women                             |
|   | • Men                               |

Workshop target groups or individuals from key and vulnerable populations:

- |   |                                |
|---|--------------------------------|
| • Men who have sex with men                   | • Young people (15-24)         |
| • People who use drugs                        | • Migrant populations          |
| • Sex workers                                 | • Indigenous people            |
| • Transgender and non-binary people           | • People with disabilities     |
| • People in prisons and other closed settings | • People living with HIV       |
|   | • Other vulnerable populations |



## What are the workshop focus areas?

AIDS 2020 workshops are grouped into three broad areas to best suit the design of the workshops and the needs of participants:

### 1. Community workshops

Experience shows that community involvement is an essential part of the response to combatting the HIV epidemic. This series of workshops will showcase effective community empowerment programmes that are strengthening public health outcomes in HIV treatment, prevention, care and support. These workshops will 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 HIV and affected communities.

Participating in these workshops will enable 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 will emphasize the importance of building partnerships and strengthening networks between civil society, policy makers and health professionals.

### 2. Leadership workshops

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

The intention is to provide practical advice on best practice and to challenge individuals and organizations to consider ways in which they go about developing leadership skills and accountability processes. The workshop organizers seek to create understanding for such practices and examine what outcomes are possible for an effective, transparent and coordinated HIV response.

### 3. Scientific workshops

Workshops enhance skills development and encourage collaborative learning around the latest scientific research, emerging technologies and breakthroughs in policy and programme in order to inform and guide the global response to the HIV epidemic.

Workshops in this category will serve to:

- i. Accelerate the scale up of evidence-informed and combined approaches to HIV care, treatment and prevention;
- ii. Highlight excellence in biomedical, epidemiological, behavioral, social, economic, political and operational research, as well as multi-disciplinary science; and
- iii. Discuss the impact of the HIV response on health and social systems, including the potential for effective HIV programmes to transform health and development programmes for today and for generations to come.

## How do I write a strong proposal?

It is important to craft an eye-catching and informative workshop title and proposal and to describe the experience of the lead facilitator.

**Workshop title (maximum of 25 words):** The workshop title is important. You will need to provide a clear understanding and picture of the workshop. Try to make it interesting, engaging and descriptive, in 25 words or less and in sentence case format.

**Workshop proposal (maximum of 300 words):** The strongest workshop proposals will communicate a clear sense of the workshop. The workshop content should be current, supported by research and consistent with best practices. The best workshop proposals will follow the format below. It is recommended that you first draft your ideas on a computer, in a programme that you are familiar with (such as Microsoft Word). You can then check the spelling, grammar and word count to make sure that your proposal, excluding the title and the facilitator information, contains no more than 300 words.

Structure and explain your workshop proposal as follows:

- *Learning objectives:* You could begin by stating a need or problem to be addressed by your workshop. Specify what skills you expect participants to learn and/or be able to apply in measurable, realistic and time-bound terms. Learning objectives allow participants to assess what they will gain from attending your workshop and whether they will want to attend it. Workshops with clear objectives will have a better chance of being selected.
- *Short description of the programme:* Provide a brief overview of your workshop session in a similar format to an article abstract. Here, you specify the workshop topic, provide an overview of the workshop goals, and highlight the form of activity that will be used to keep participants interested.
- *Format:* Provide an outline of the methodology to be used in each section, from introduction to conclusion. For example, identify why one interactive technique, such as small group work is proposed rather than using case studies, demonstrations, role-play, small group activities or problem-based learning. Also, be sure to include timeframes for each activity and provide an outline of the time allocated for each section of the workshop. A good workshop will keep its participants interested and will utilize various interactive methods to keep everyone engaged throughout the session. We recommend that you conduct action planning with participants to ensure delegates can follow up with you as they implement what they learned to improve their overall knowledge on the workshop topic and their skills.
- *Materials:* Specify the types of handouts or other materials that will be provided to attendees during the workshop.

**Facilitator experience/expertise (maximum of 200 words):** 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 behavior change. If possible, include a URL link to demonstrate the expertise of the suggested lead facilitator. Strong facilitators are essential for the successful delivery of workshops, and past experience in workshop facilitation at conferences will be considered.

### Do you have any examples of strong proposals?

Yes, two examples of successful public submissions from AIDS 2018 follow, with minor edits for style preferences.

#### Example 1 – Community Skills Development

**Title:**

In Search of the 4<sup>th</sup> 90': Exploring and Defining What Quality of Life Means for Communities and Strategizing How We Get There

**Learning objectives:**

- Describe the importance of person-centred approaches to Quality of Life, differentiating between medical and community components.
- Describe innovative programmes that address Quality of Life.
- Identify barriers to implementing community-based, patient-centred interventions that link seamlessly to medical interventions.
- Develop strategies for SMART indicators and a theory of change model to guide development of best-practice community interventions.

**Format:**

Plenary panel  
Breakout working sessions  
Plenary feedback

**Materials:**

Roundtables, white boards or chart boards, post-its, markers, projector

**Level:** Advanced

**1st Target audience:** Activist

**2nd Target audience:** Policy-maker

**3rd Target audience:** General healthcare | Social services provider

**1st Key affected population:** People living with HIV

**2nd Key affected population:** Migrant populations

**3rd Key affected population:** People living with co-morbidities

**Regional Focus:** No specific region

**Duration:** 2 ½ hours

**Experience/Expertise:** A pharmacist since 1986, Dr. Kevin Moody has undertaken evidenced-based advocacy at the global level for the past 15 years to promote access to medicines and investment in prevention and treatment for HIV. Dr Moody worked initially with health care professionals, international NGOs and UN agencies to increase access to essential medicines and to open markets in developing countries. From 2006-2013, Dr Moody was the International Coordinator and CEO of GNP+, working with regional and national PLHIV groups to improve the quality of evidence-gathering tools to support advocacy that promoted effective and acceptable policies and programmes. More recently, Dr Moody has been working as a consultant to provide services and advice to organisations and businesses to improve their strategic, communications and programmatic work. Dr Moody's areas of expertise include: access to medicines, sexual and reproductive health and rights, regulatory affairs, clinical protocols, corporate wellness programmes, fundraising, community-based HIV testing, patents-centred user-driven care and programme evaluation.

## Example 2 – Scientific Skills Development

### **Title:**

PrEP demonstration projects in middle-income countries: Preparation and implementation. The ImPrEP project in Brazil, Mexico and Peru.

### **Learning objectives:**

Middle-income countries with concentrated epidemics still face multiple challenges to implement PrEP, including low acceptability among health providers and program managers due to concerns related to cost-effectiveness, sustainability, adherence needs and potential risk compensation, while potential users may have concerns about stigma or secondary effects. Participants in this workshop will:

1. Identify key resources, challenges, and opportunities related to a PrEP demonstration project, according to health care providers', policy makers', and community members' perspectives.
2. Prepare an outline of a proposal of a PrEP demonstration project for middle-income countries with concentrated epidemics.

### **Format:**

- 1) General overview of the 1m PrEP project in Brazil, Mexico and Peru
- 2) Facilitated panel discussion of key considerations in the preparation of:
  - a. Clinical procedures and approaches
  - b. Healthcare services for MSM and TW
  - c. Community engagement and participation
  - d. Policy advocacy and government regulation
  - e. Data analysis and research ethics
- 3) Working groups to discuss regional and national needs and issues, and to draft a PrEP demonstration project outline
- 4) Presentation and discussion of three proposed PrEP demonstration projects

### **Materials:**

PowerPoint, info sheets on PrEP, paper, pencils, flipcharts, and markers. Registered participants will receive a training module to be read beforehand.

**Level:** Advanced

**1st Target audience:** General healthcare | Social services provider

**2nd Target audience:** Policy | Programme analyst

**3rd Target audience:** Advocate

**1st Key affected population:** Men who have sex with men

**2nd Key affected population:** Transgender and non-binary people

**3rd Key affected population:** Not applicable

**Regional Focus:** Multiple regions

**Duration:** 2 ½ hours

**Experience/expertise:** Mrs. Ph. D. Valdilea G. Veloso is an Infectious Disease specialist, with a Master on Infectious Diseases and a PhD in Public Health. She is a clinical researcher at INI/Fiocruz in Rio de Janeiro, Brazil and currently is the Director of the National Institute of Infectious Diseases at Fiocruz and co-shares the leadership of the STD & AIDS Clinical Research Laboratory and the FioTrials, a DAIDS/NIAID/NIH sponsored HIV/AIDS Clinical Trials Unit with 70 staff members including 12 PhD. She was the head of the care unit at the Brazilian National AIDS Program during the scale up of ART in Brazil and the Director of the Rio de Janeiro State Health Department. She has large experience on clinical trials, cohort studies and other clinical research studies, being the PI for the iPrEX and iPrEX OLE at INI/Fiocruz and the co-PI for the PrEP Brazil. She was the Brazilian PI for the Clinical Research Consortium established with UCLA having had 7 Brazilian clinical research sites under her leadership. Currently she is a member of various technical boards and scientific advisory committees, including the Brazilian Ministry of Health PrEP Guideline Committees and the UNAIDS Scientific and Technical Treatment Advisory Committee.

### What are the submission requirements?

- All workshop proposals are to be HIV/AIDS related.
- All submissions must be made using the online form.
- If you are applying for more than one workshop, you will need to complete a submission for each workshop.
- You may save a draft of your submission and return to it at a later stage if you need to change any details. We recommend, however, that you prepare your submission in advance in a Microsoft Word document or equivalent.
- You can read more about the workshops programme [here](#).
- Submission forms must be **completed in full**. Incomplete submissions will not be considered for the Workshops Programme.
- Submission forms must be completed in **English**. Submissions in other languages will not be accepted.
- Submission deadline: Tuesday, **14 January 2020**. Submissions received after this date will not be considered.
- If submissions demonstrate collaborations and partnerships with other groups, organizations and agencies, this will increase their likelihood of being accepted.
- All submitters (successful and unsuccessful) will be notified by email by the end of March / early April 2020.

- Workshop facilitators may apply online for a scholarship to attend the conference. To learn more about applying for scholarships, please visit <http://www.aids2020.org/Scholarships>

The information you provide in the online form is considered confidential and will be shared only among AIDS 2020 conference organizers and its affiliated independent events.

### **What about travel arrangements?**

Successful candidates outside of the United States are responsible for checking the [visa requirements](#) that apply to their country and cover related costs. More information on visas and immigration is available on the [AIDS 2020 website](#).

### **How do I contact the AIDS 2020 Secretariat?**

The Conference Secretariat is happy to answer any questions you may have. Please note the following:

- Correspondence will be done by email. Therefore, you must have a valid personal email address that you regularly check.
- Please send all enquiries concerning your workshop submission to the Conference Project Manager at [workshops@aid2020.org](mailto:workshops@aid2020.org)

**We look forward to receiving your workshop proposals.**