



Terms and Conditions for AIDS 2020 Affiliated Independent Events

Format

Affiliated Independent Events include a broad range of formats, including social functions, cultural events and meetings/pre-conferences.

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, etc.), and organized by groups, organizations or individuals.

Fees

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

Criteria

The following criteria must be met in order to be approved as an AIDS 2020 Affiliated Independent Event:

- The event must reflect and support the [conference objectives](#) and the [principles and values of conference participation](#).
- The event must take place outside of the conference venues, the [Moscone Center](#) and the [Oakland Convention Center](#).
- The event must take place between 1 May and 31 July 2020.
- The event must take place outside the official AIDS 2020 programme hours, which are:

Monday, 6 July 2020: 08:00 – 21:00

Tuesday, 7 July – Thursday, 9 July 2020: 07:30 – 19:30

Friday, 10 July 2020: 07:30 – 16:30

Application process

Anyone seeking to organize an event affiliated with AIDS 2020 must submit an online application through their conference profile. The Conference Secretariat will review all complete applications.

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 2020 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 approval for such an event 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 their opinion, is not in keeping with the character or purpose of AIDS 2020. Conference organizers are not responsible for the final content of 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 2020 Affiliated Independent Events”.

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

Promotional and outreach materials

Affiliated Independent Events organizers should submit proposed copy for announcements or invitations to the AIDS 2020 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 the event – must have prior written approval from the AIDS 2020 Secretariat (these products include: meeting highlights, online conference proceedings/reporting, audio conferences, newsletters and abstract compilations).

Promotion to AIDS 2020 delegates

Affiliated Independent Events will be published on the AIDS 2020 website and appear in the AIDS 2020 online programme.

AIDS 2020 does not sell pre-registration lists. There are ways of advertising Affiliated Independent Events, including flyers on site, advertising in publications and bag inserts.

Visit www.aids2020.org/branding-opportunities for more information on sponsorship opportunities.

Promoting during and at AIDS 2020

Signs, banners, posters or flyers may not be posted or displayed at any location inside or outside of the AIDS 2020 venues. If the Affiliated Independent Event is taking place 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).