

GLOBAL VILLAGE AND YOUTH ACTIVITY SUBMISSION GUIDELINES

The 22nd International AIDS Conference (AIDS 2018) welcomes the submission of activity proposals for the Global Village and Youth Programme. Please read the following guidelines and selection criteria carefully before submitting your proposals.

These submission guidelines are for HIV-related non-profit individuals, groups and organizations who intend to apply to host an activity within the Global Village and Youth Programme at AIDS 2018.

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1. Important dates

1 December 2017

Submission opens.

5 February 2018

Submission closes. Applications for the Global Village and Youth Programme will not be accepted after this date.

Late February to mid-April 2018

All proposals reviewed and scored.

End of April 2018

Notifications sent (for all successful and unsuccessful applications).

2. AIDS 2018 Global Village and Youth Programme Objectives

Submissions should respond to one or more of the following objectives for the AIDS 2018 Global Village and Youth Programme:

- 1) Fit the conference theme: *Breaking Barriers, Building Bridges*.
- 2) Create a vibrant cultural experience for conference delegates and the public living locally and visiting Amsterdam.
- 3) Provide a platform from which adolescents and youth coordinate promotion and advocacy of their interests within AIDS 2018 and their widespread participation in conference events.
- 4) Celebrate the successes and discuss the challenges of the HIV response in EECA and globally.
- 5) Build a productive learning and networking environment where activities promote synergies with other health and development priorities, including sexually transmitted infections (STIs), sexual and reproductive health and education, TB and HIV co-infection, human rights, reducing gender and other inequalities, and social protection.
- 6) Provide a space that connects all areas of science, leadership and community to promote and reinforce inclusive multi-sectoral partnerships, integrated development solutions, community development, youth engagement, accessible funding mechanisms, long-term planning and sustainability.
- 7) Provide a space that enables leadership, active participation, visibility of key and vulnerable populations, and attention to human rights and gender equality.
- 8) Promote the value of intergenerational exchange that fosters shared learning and counsel between people involved in the global response to HIV.
- 9) Empower people living with HIV in their emancipation and struggle for achieving the best possible health and well-being.

3. What is a Global Village and Youth Activity?

A Global Village and Youth Activity at AIDS 2018 is hosted by individuals, groups and organizations in the Global Village area of the conference venue. The Global Village is a diverse, dynamic and vibrant community-driven space where people from all over the world gather to meet, share and learn from each other in the global response to HIV. Free to members of the public, as well as conference delegates, the Global Village is where dialogue and action between science, community and HIV global leaders happens, through activities such as: networking, advocacy, activism, cultural expression, outreach, exhibitions, film screenings and fundraising for HIV projects.

Youth activities are a core part of the AIDS 2018 conference programme as young people are shaping the next generation's response to HIV. The Youth Pavilion located inside the Global Village, is the hub for most youth-related activities, which include: workshops, sessions, networking, advocacy, activism, cultural expression, outreach and exhibitions.

The theme of AIDS 2018 is "Breaking Barriers, Building Bridges" and this will be reflected in all Global Village and Youth activities.

4. Submission requirements

- To submit a Global Village and Youth Activity application form, you must create a [conference profile](#) from which you will be able to access the link to the Global Village and Youth Activity submission system.
- You must complete the submission and press the CONTINUE button at the final stage only once. A confirmation email will be sent to you along with an activity reference number. Please quote this number in your correspondence with the AIDS 2018 Secretariat.
- Youth-related activities: Applicants should indicate whether their activity specifically relates to young people (15-24 years old; according to UNAIDS and WHO standards). The Youth Pavilion, located in the Global Village, will be the central hub for youth-related activities at the conference.
- All submissions must be completed using the online form.
- All submissions should respond to the selection criteria outlined on page fifteen (15) of these guidelines. Applications will be assessed against these criteria.
- If you are applying for more than one activity, you will need to complete a submission for each additional activity.
- You may save a draft of your submission and return to it at a later stage if you need to change any details (though it must be completed and submitted before the deadline).
- You can read more about the Global Village and Youth Programme on the [AIDS 2018 website](#).
- Submission forms must be completed in full. Incomplete submissions will not be considered for the final programme.
- Submission forms must be completed in English. Submissions in other languages will not be accepted.
- Submission deadline: 5 February 2018. Submissions received after this date will not be accepted.
- All Global Village and Youth Activity proposals are to be HIV-related.
- Submissions demonstrating collaborations and partnerships with other groups, organizations or agencies will increase their likelihood of being accepted.
- Group/Joint applications should appoint one person as the 'main organizer' (the person who will be responsible for implementing the activity onsite during the week of the conference).
- People 16 years old and above can apply for a Global Village and Youth Activity in the Global Village. Please note however, that successful applicants who are under 18 years will be requested to complete a parent/guardian consent form, and will need to be accompanied by an adult onsite at the conference.

5. What information is needed to submit a Global Village and Youth Activity?

When you access the online system, you will be asked to provide the following (mandatory) information regarding your Global Village and Youth Activity:

Global Village and Youth Activity	Main Organizer & Co-organizers
<ul style="list-style-type: none"> <input type="checkbox"/> Global Village and Youth Activity types <input type="checkbox"/> Global Village and Youth Activity title (maximum of 30 words) <input type="checkbox"/> Global Village and Youth Activity proposal (maximum of 300 words) <ul style="list-style-type: none"> • Objectives • Format • Description of activities • Materials • Expected outcomes <input type="checkbox"/> Target audience <input type="checkbox"/> Key and vulnerable population <input type="checkbox"/> Regional focus 	<ul style="list-style-type: none"> <input type="checkbox"/> Personal data <ul style="list-style-type: none"> • Gender • First name(s) • Last name(s) • Experience/Expertise (max. 200 words): If possible, provide a URL which demonstrates relevant professional experience, such as a video. • Country • Age range • Your HIV status • Key and vulnerable population <input type="checkbox"/> Contact details <ul style="list-style-type: none"> • E-mail • Phone <input type="checkbox"/> Organization/Affiliation <ul style="list-style-type: none"> ▪ Organization ▪ City ▪ Country

6. What are the Global Village and Youth Activity types?

You are required to indicate which Global Village and Youth Activity(ies) you want to apply for. Different types of activities include:

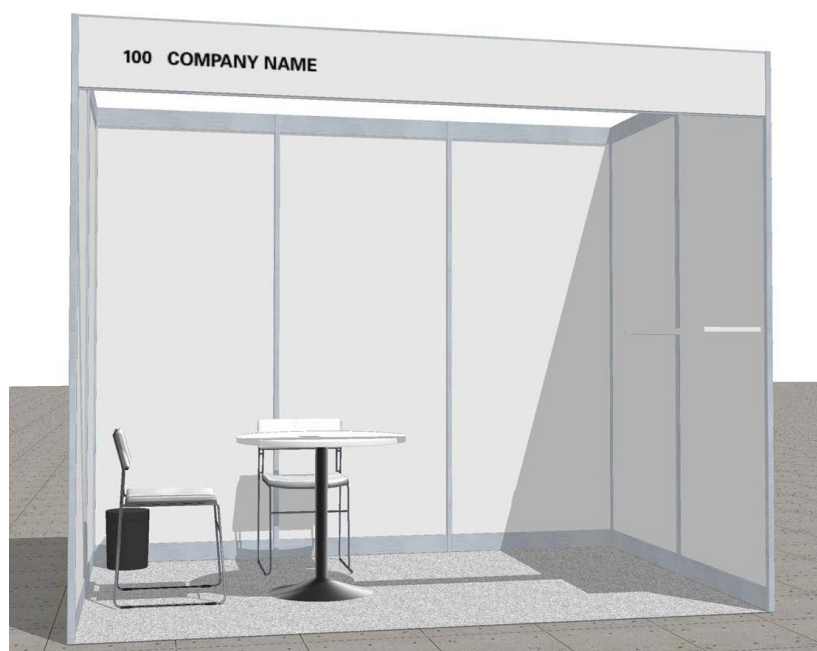
1) Exhibition Booth

a) NGO Booth (6 square metres):

Booth space and a standard package will be provided for selected NGOs, HIV service organizations, grassroots and community-based organizations to display materials, and share their work, programming, resources, strategies and other related information. NGO booths will be staffed by the activity organizers.

Standard package includes:

- White system walls
- Fascia (including name of organization)
- Shelf
- Chairs (2)
- Table
- Wastebasket
- Carpet
- Lighting
- Services included: Main connection (2kW daytime power) and cleaning
- 3D rendering example (actual objects may differ):



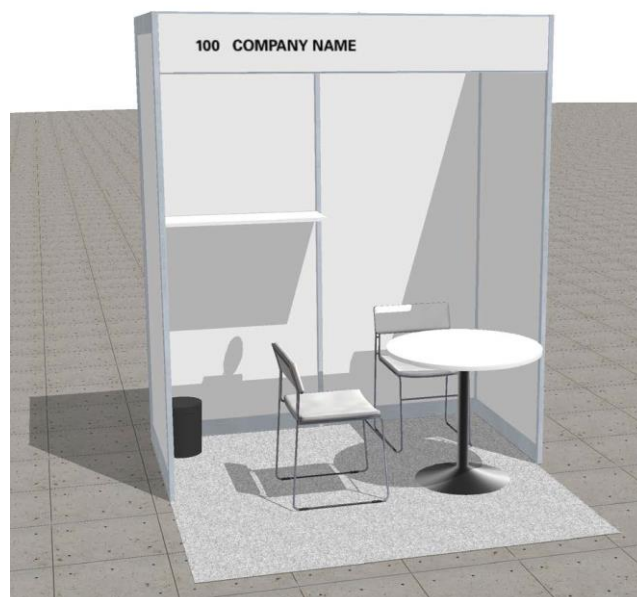
Applicants may bring or order, at their own cost, additional furniture or items for their booth.

b) Marketplace Booth (4 square metres):

Marketplace booths will provide space for organizations to raise awareness of their programming and efforts, while allowing them to fundraise by selling their products. Products are normally created by and/or for people living with HIV, as well as caregivers and others affected by the pandemic. Any income generated from marketplace booths is to be used for the purposes of promoting and supporting HIV-related programming or causes only. To validate this, applicants may be requested to submit letters of support subsequent to their submission. Letters of support can be provided by associated programme partners or donors.

Standard package includes:

- White system walls
- Fascia (including name of organization)
- Shelf
- Chairs (2)
- Small round table
- Wastebasket
- Carpet
- Lighting
- Services included: Main connection (2kW daytime power) and cleaning
- 3D rendering example (actual objects may differ):



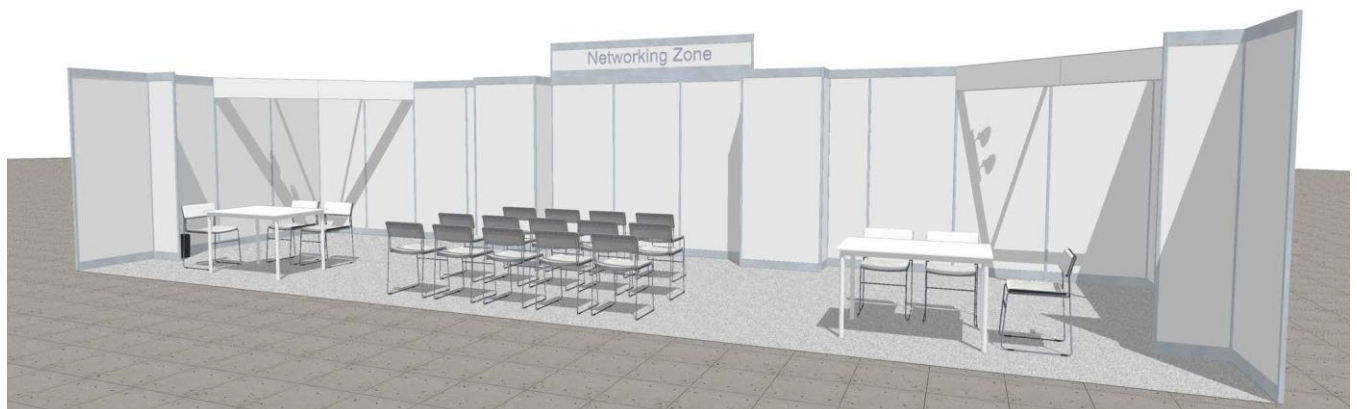
Applicants may bring or order, at their own cost, additional furniture or items for their booth.

2) Networking Zone (60 square meters)

Networking zones are spaces for local and international groups focused on particular populations, thematic areas or geographic regions. Members of these groups can meet and conduct their own activities and engage with delegates and the public visiting the Global Village. Organizations involved in each networking zone should develop dynamic activities to engage a diverse audience of people involved in the global response to HIV. Activities could include, for example: interactive awareness-raising and educational displays, workshops and discussions with guest speakers. Activities can be presented in different languages. Applicants should indicate which language(s) will be used throughout the week in their proposal. In the spirit of partnership, where there is more than one successful applicant for a networking zone, applicants may be expected to 'team up' with similar applicants and collaborate on networking zone activities.

Standard package includes:

- White system walls
- Fascia (including name of organization)
- Shelf
- Chairs (20)
- Tables (2)
- Speakers' platform
- Wastebasket
- Carpet
- Lighting
- Services included: Main connection (2kW daytime power) and cleaning
- 3D rendering example (actual objects may differ):



Applicants may bring or order, at their own cost, additional furniture or items for their booth.

3) Global Village Session

Applicants are encouraged to submit new session ideas which are innovative, dynamic and where possible, interactive in their format. Global Village Session formats include:

- Workshop
- Panel Discussion
- Debate
- Presentation with Q&A
- Meet the Experts

Global Village sessions are to address at least one of the stated Global Village and Youth Programme Objectives on page four (4) of these submission guidelines, will focus on current and emerging HIV related topics, as well as key and vulnerable populations. For example, Global Village sessions could include topics addressing HIV and other sexually transmitted infections (STIs), sexual and reproductive health, TB and HIV co-infection, or stigma and discrimination. Submissions are encouraged to bridge the areas of science, leadership and community which could explore one or more of multi-sectoral partnerships, community development, youth engagement, accessible funding mechanisms, long-term planning and sustainability.

If selected, the organizers will be in charge of inviting and confirming speakers for the Global Village Session. Speaker names and topics will be available on the conference website.

4) Cultural Activity

Cultural activities at AIDS 2018 are expected to create a vibrant cultural experience for conference delegates and the members of the public living locally and visiting Amsterdam. Submissions should be consistent with the Global Village and Youth Programme Objectives on page four (4) of these guidelines. There will be several areas allocated in the Global Village for performances, art exhibits and film screenings.

The Main Stage is a space for live performances of music, dance, theatre as well as readings and engaging talks. As the heart of the Global Village, the Main Stage plays a significant role in showcasing innovative and dynamic visual expressions of HIV work at the grassroots community level.

The Film Screening Room will show films about HIV and related topics. If you need additional time to introduce the film or conclude with a Q&A session, add this time to the total length of the film. Specify this in the ADDITIONAL INFORMATION section. Be as precise as you can.

Art Exhibits including sculptures, installations, photos and paintings about HIV issues coming from the grassroots level will be displayed throughout the Global Village.

7. What do I need to consider?

1) Global Village and Youth Activity title (maximum of 30 words):

The Global Village and Youth Activity title is important. You will need to provide a clear understanding and picture of your Global Village and Youth Activity. Try to make it interesting, engaging and descriptive.

2) Global Village and Youth Activity proposal (maximum of 300 words):

The strongest Global Village and Youth Activity proposals will communicate a clear sense of the activity, its goals and objectives. The Global Village and Youth Activity content should be current, supported by research and consistent with best practices. The best Global Village and Youth Activity proposals will follow the format below. It is recommended that you first draft your ideas on a computer, using a programme that you are familiar with (such as MS 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 Global Village and Youth Activity proposal as follows:

a) Objectives

Start by stating a need or problem that should be addressed. Your Global Village and Youth Activity is then a possible solution to that problem. Objectives allow participants to assess what they will gain from attending your Global Village and Youth Activity and whether they will want to attend it. Global Village and Youth activities with clear expected outcomes will have a better chance of being selected. 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 terms (SMART). The description should engage the reader and promote interest.

b) Description of activities (for networking zones only)

Refers to the type of activities which 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, explanation of art performance (for example: describe the intended symbolism for a theatrical play or dance) etc. A networking zone will maintain interest and utilize various interactive methods to keep participants interested and engaged through a solid programme for the week.

c) 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.

d) Format (for Global Village sessions only)

Provide an outline for the best way to describe the Global Village Session, from introduction to conclusion. For example, identify discussion vs. small group work, case-study, demonstration, role play, small group activities and 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 Global Village Session will maintain interest and utilize various interactive methods to keep participants interested and engaged throughout. 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 practice.

e) Expected outcomes

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

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 URL link 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 activities, and past experience in activity organization at conferences or other fora will be considered.

8. Selection Criteria

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

- 1) Support and uphold at least one of the AIDS 2018 Global Village and Youth Programme Objectives.
- 2) Illustrate the conference theme “Breaking Barriers, Building Bridges”.
- 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, 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 vulnerable populations including: Men who have sex with men; People who inject drugs; Sex workers; Transgender 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); Migrants and displaced people; Indigenous persons; People with disabilities; People living with HIV; People living with co-morbidities; Women; Men.

9. Who reviews the Global Village and Youth Activity proposals?

The Global Village and Youth Programme Working Group together with a team of nominated reviewers will score the proposals. The scoring process (to begin mid-February 2018) will be strictly confidential using a blind scoring system. The Global Village and Youth Activity reviewers are your peers; people living with HIV, scientists, activists, policymakers, 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 Activity proposals based on clear criteria about what would make a good activity.

When drafting your proposal, try to put yourself in the place of the reviewer to anticipate the likely questions or comments they might ask 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 interesting to read.

10. Examples of a good application

For examples of previous activities held in the Global Village area, visit the AIDS 2016 Online Conference Programme at: <http://programme.aids2016.org/>

For photos of previous activities held in the Global Village area, visit the AIDS 2016 - SmugMug at: <https://aids2016.smugmug.com/>

Below are two (2) examples taken from successful public submissions from AIDS 2016:

Example 1: Global Village Session proposal

Example 2: Exhibition Booth proposal

Example 1: Global Village Session proposal – Debate

Title: “Can we get to the point please!” A youth-led debate on the pressing issues facing youth engagement and the HIV/SRHR movement

Proposal

Objectives:

“Meaningfully and effectively involving young people in programming and decision-making. All players/stakeholders in health should prioritize this. Imposing programmes on young people without their say in designing them is old fashioned. It is very important to have the young people's say in the initial stages of any programme you would love to have them be part in the implementation.” - A young male activist in Uganda

This session will be an opportunity for youth leaders to debate on issues facing meaningful youth engagement within the HIV and sexual and reproductive health and rights (SRHR) movement. Youth leaders will consider the definitions of youth and key populations and the resulting terminology. They will critique modes of youth engagement - from speaking opportunities, visibility in policy, to participation in governing - and debate their effectiveness. They will consider inequality and under-representation within the youth movement and debate strategies to ensure greater access and equity within the HIV/SRHR youth response.

Format:

Young people (aged 26 and below) representing a cross section of global youth initiatives campaigning for youth living with and affected by HIV will debate the priorities, challenges and issues facing youth engagement in the HIV/SRHR response. The debate will be moderated by one young person who will present the topic areas and encourage interactive participation from the audience to contribute to the dialogue.

Expected outcomes:

Youth leaders will raise challenging questions around inclusion and representation for youth and key populations within the HIV/SRHR movement and propose action towards establishing a more equitable stage. Youth leaders will offer important insight around the qualities of strong adult-youth partnerships for governing bodies and civil society organizations interested in engaging youth. Participants will gain a deepened understanding of youth positions, diversity and needs.

Speakers names and topics: XXX

1st Key affected population: Young people and adolescents

2nd Key affected population: People living with HIV

1st Regional focus: No specific region

Experience/Expertise: XXX

Example 2: Exhibition Booth proposal – Marketplace Booth (4 square metres)

Title: Get to Zero and Be a Hero Showcase and Marketplace

Proposal

Objectives:

By the end of the Conference, the exhibition achieved the following:

1. Successfully showcased the Get to Zero and Be a Hero Campaign and the River of Life Initiatives Caravan promoting the Key Population Score Card Process as a model for Key Population Engagement in achieving the Sustainable Development Goals, and
2. Successful marketplace generating sales from the Get to Zero and Be a Hero merchandises to support the efforts of young male sex worker community in the prevention of HIV and AIDS in southern Philippines.

Materials to be displayed:

1. Showcase of inspiring individual stories of change impacted by our Get to Zero and Be a Hero campaign and River of Life Initiatives (ROLi) Caravan. presenting youth-friendly HIV prevention games, quizzes and IEC materials.
2. Marketplace of get to zero and be a hero artworks, conference-inspired fashion items, hand crafted products, conference souvenir items for sale and auction.
3. Conference -inspired Get to Zero and Be a Hero Backdrop for signature campaign supporting the Key Population Scorecard Process to be used as official poster of the organization for the campaign's social media.

Expected outcomes:

1. Conference Generate sales of at 1. least to 2,000 USD to sustain the River of Life Initiatives Caravan;
2. Distributed at least 500 Get to Zero and Be a Hero informational materials and freebies through in-booth Quizzes and Games;
3. Solicited at least 100 signatures from delegates supporting the Key Population Score Card Process along HIV and AIDS response in the achievement of the Sustainable Development Goals

1st Key affected population: Sex workers

2nd Key affected population: Men who have sex with men

3rd Key affected population: Young people and adolescents

1st Regional focus: South and South-East Asia

2nd Regional focus: Multiple regions

Experience/Expertise: XXX

11. Checklist for preparing your application

- Does my application respond to the selection criteria outlined on page fifteen (15) of these guidelines?
- Have I demonstrated how my activity will link to at least one of the stated objectives of the Global Village and Youth Programme listed on page four (4) of the guidelines?
- Have I arranged for someone who has strong written English skills to check my application form for clarity and readability?
- Have I clearly defined in my application which key and vulnerable population group the activity is focusing on?
- Have I considered in my application the types of resources my activity will need to ensure that it will be vibrant, well-attended, and have a lasting impact for Global Village attendees?
- Have I demonstrated how my activity will promote partnerships and collaboration across other HIV organizations, groups and individuals, and will include people living with HIV?
- Have I explored the idea of partnerships? Many groups have the same goals. Partnering with others can share the work load or get more mileage out of the work that you do.
- Have I included details of any relevant professional experience to support my application, such as my experience in the HIV sector, and demonstrated capacity to effectively manage my activity in the Global Village at AIDS 2018?
- Has my application clearly outlined my planned activity's objectives and how these are linked to expected outcomes?
- For Networking Zones only: Does my application demonstrate a commitment to 'team up' with similar applicants and collaborate on NWZ activities if there is more than one successful applicant per one NWZ theme?
- For applicants under 18 years old: If my submission is successful, I will be willing to complete a parent/guardian consent form, and will be accompanied by an adult onsite at the conference.
- Is my application form fully completed? Note that incomplete submissions will not be accepted.

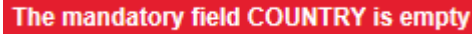

12. Technical instructions for the submission system

1) System information and requirements

The Global Village and Youth Activity submission system is designed to run on a number of internet browsers but we recommend you to use the latest versions of Google Chrome, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari.

Important: We strongly recommend to enable JavaScript in your browser to maximize user-friendliness. Please refer to the next section for instructions on how to enable JavaScript in your browser.

System messages informing the user of errors or other topics are displayed under the upper menu bar and adhere to the following format:

- Error messages: 
- Confirmation messages: 

2) Change browser settings – How to enable JavaScript?

a) Google Chrome

- On the web browser menu, click on the "Customize and control Google Chrome" and select "Settings".
- In the "Settings" section, click on the "Show advanced settings...".
- Under the "Privacy" section, click on "Content settings...".
- When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run JavaScript (recommended)".
- Click on the "OK" button to close it.
- Close the "Settings" tab.
- Click on the "Reload this page" button of the web browser to refresh the page.

b) Microsoft Internet Explorer

- On the web browser menu, click on the "Tools" icon and select "Internet Options".
- In the "Internet Options" window select the "Security" tab.
- On the "Security" tab, click on the "Custom level..." button.
- When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- In the "Active Scripting" item, select "Enable".
- When the "Warning!" window pops up asking "Are you sure you want to change the settings for this zone?", select "Yes".
- In the "Internet Options" window, click on the "OK" button to close it.
- Click on the "Refresh" button of the web browser to refresh the page.

c) Mozilla Firefox

- In the address bar, type “about:config” and press “Enter”.
- Click "I'll be careful, I promise" if a warning message appears.
- In the search box, search for “javascript.enabled”.
- Toggle the "javascript.enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- Click on the "Reload current page" button of the web browser to refresh the page.

d) Apple Safari

- On the web browser menu, click on the "Edit" button and select "Preferences".
- In the "Preferences" window, select the "Security" tab.
- In the "Security" tab section "Web content", mark the "Enable JavaScript" checkbox.
- Click on the "Reload the current page" button of the web browser to refresh the page.

3) How to use the Global Village and Youth Activity submission system

Please follow the steps described below to successfully submit a Global Village and Youth Activity. You may create and edit your activity/ies in the MY ACTIVITIES menu.

Important: To navigate between the different steps in the submission system, please use the options of the upper menu bar and/or the command buttons, not the back and forward buttons of your internet browser.

You may at any time (until the submission deadline) save the current Global Village and Youth Activity as a draft, log off the system and return later to complete and submit. Nevertheless, please remember to click the SAVE button regularly in order to store all changes.

You are asked to use the PREVIEW function regularly to check the layout of your Global Village and Youth Activity, particularly before submitting. Please make sure that all the activity information has been saved and that special characters, formats, tables and graphs/images (if applicable) are shown correctly. Use the PRINT function for a printer friendly version.

Important: Please remember to submit your Global Village and Youth Activity when you have finalized it. You will still be able to make modifications to your Global Village and Youth Activity application until the submission deadline. Please remember to re-submit your Global Village and Youth Activity after making your modifications. No modifications will be accepted after the submission deadline on 5 February 2018.

a) Login and contact details

In order to submit your Global Village and Youth Activity, you will be asked to log into the system using your conference profile login. As the main organizer, you are the person responsible for the activity coordination. You are asked to provide complete and correct contact information (name, e-mail address, organization, etc.).

You may view your contact details in the CONTACT button of the upper menu bar. To edit the contact information, please click on USER DETAILS in the conference profile menu.

The main organizer is the only person to access the Global Village and Youth Activity application and to be notified about the status of the Global Village and Youth Activity. The main organizer is responsible for informing all co-organizers about the status of the Global Village and Youth Activity.

Important: Please make sure to provide a valid e-mail address as this is used for all communications concerning e-mail or password changes, Global Village and Youth Activity submission and outcome notification. If your e-mail address changes during the submission period, please remember to update this on your conference profile.

Important: We strongly recommend that you provide two different e-mail addresses, in case one of them cannot be accessed due to spam regulations or other reasons.

Important: Please take a note of your password as this is crucial to enter the system and to access your workshops.

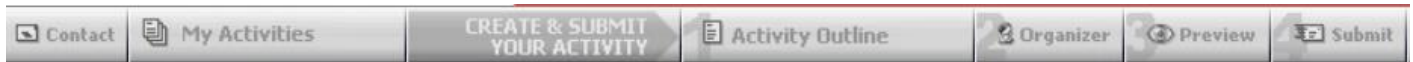
b) My activities: The Global Village and Youth Activity repository

The MY ACTIVITIES in the upper menu bar is the central repository of your activity(ies), where you may create, modify and submit activities. To create new activities, click on CREATE. Existing activities are listed and may be previewed, edited, deleted and submitted from this central repository by clicking on the corresponding icons.

Important: While a Global Village and Youth Activity application is still under construction, its status is DRAFT. When the user submits the Global Village and Youth activities, the status changes to SUBMITTED. An activity can be edited, even though it has been submitted, up until the submission deadline. However, it must be resubmitted after editing.

When a Global Village and Youth Activity is submitted, an e-mail notification is sent to the main organizer, containing the reference number of the submitted activity.

4) Four steps to complete and submit a Global Village and Youth Activity



a) Step 1 of 4: Create a new Global Village and Youth Activity

After choosing CREATE on the *My Global Village and Youth Activity* page, an empty activity form is displayed. The following fields must be completed:

Youth-related activity: Please tick if the submission specifically relates to young people (15-24 years old; according to UNAIDS and WHO standards).

Title: The activity title is a mandatory field. Please enter the title including special characters (if applicable) in plain text and Title Case (for example, "HIV in Prisons and Pre-Trial Detention Centres). The title will be automatically converted into bold font.

Proposal: Enter the text that describes your submission including objectives, description of activities, materials, format and expected outcomes (min. 100 words – max. 300 words).

Key and vulnerable population(s): Select the appropriate key and vulnerable population(s) for your proposal from the drop-down list.

Regional focus: Select the appropriate regional focus for your proposal from the drop down list.

b) Step 2 of 4: Enter the main organizer and all co-organizers

To proceed from the GLOBAL VILLAGE AND YOUTH ACTIVITY OUTLINE to the ORGANIZER page, click on the ORGANIZER menu or on the NEXT STEP button. Here, you may enter details about the organizer(s) of the activity. The main organizer is the person responsible for activity coordination. Co-organizers assist the main organizer to implement the activity leading up to and during the conference period. The organizer management page is divided into the following sections:

- The Organizer section – to add new organizers to the Global Village and Youth Activity.
- The Organizer listing – to display and sort the list of organizers. The main organizer should always be at the top of the list.
- The Organizer preview section – to preview the organizer information.

Add a new “organizer”:

All organizers of a Global Village and Youth Activity must be added on this page by clicking on the NEW ORGANIZER button. Provide the necessary data for the organizer and click SAVE. To add another organizer, click on NEW ORGANIZER again and repeat the process as described above.

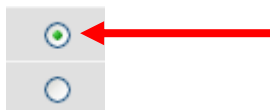
The Global Village and Youth Activity submission system supports three special functions to help you enter organizers faster and easier:

- If you are the main contact for this proposal and will act as the main organizer, click on the PREFILL button to automatically fill the form with your saved contact information from your conference profile.
- Click on ORGANIZATIONS to copy previously entered institution data into the current form, such as organization, city and country.
- Click on ORGANIZERS to copy a previously entered organizer into the activity currently being worked on.

Organizer listing:

The following actions are available on the list of organizers:

- To change the position of an organizer on the list, click on the MOVE UP or MOVE DOWN buttons within the row. The organizer marked with the green dot is always the main organizer.

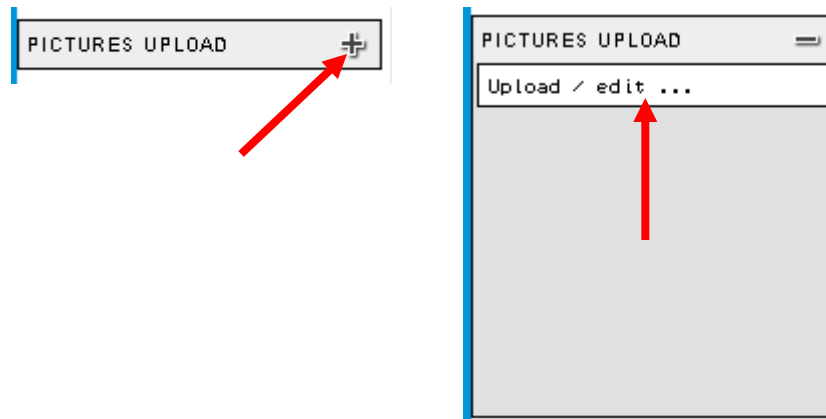


- To modify organizer data, click on the appropriate EDIT button to perform the changes and SAVE to store changes.
- To remove an organizer, click on the DELETE button and confirm the removal.

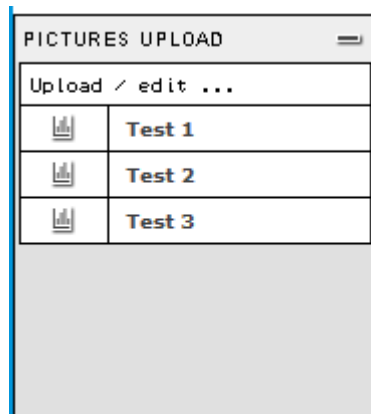
c) Step 3 of 4: Preview your Global Village and Youth Activity

You are asked to regularly save and preview your Global Village and Youth Activity to check if formats and/or special characters etc. are correctly placed and shown in your activity. The PREVIEW is a print-ready version of your activity, showing the complete activity proposal including all special characters. We strongly recommend that you preview and check your proposal in detail before submitting it.

The picture upload is part of completing the ACTIVITY OUTLINE (Step 1 of the submission process). Pictures may be uploaded by clicking on the PICTURES UPLOAD tab below (on the top right-hand side of the page) and then by clicking on UPLOAD / EDIT ...:



In a next step, select the picture you would like to upload, name it and click on the UPLOAD button. Once you have uploaded all the pictures you intend to add to your proposal (a maximum of three pictures), click on the BACK button to return to your activity outline. The pictures you have uploaded will appear as follows:



As a final step, place your cursor where you want the picture to be displayed within your proposal text, and then click on the picture you would like to add in this specific location. Please do not edit the tag inserted into the proposal text after you have added the picture (e.g. [pic_01]).

If your file size or resolution is too high, you have to resize your picture accordingly. Alternatively, you may include a URL linking to your picture(s) in the proposal text. Please note that it is not mandatory to include a picture into your proposal.

A video file can be uploaded before submitting the activity.

Please select a file

If you are unable to upload your video file, or if your file exceeds the allowed file size, you may provide a URL linking to your video. Please copy the link to the field PROPOSAL or ADDITIONAL INFORMATION in the first step of the submission process.

If you wish to send a copy (DVD) of the video that you would like to submit (by post), please contact the AIDS 2018 Global Village and Youth Programme Team directly.

13. How do I contact the AIDS 2018 Global Village and Youth Programme Team?

Correspondence between the AIDS 2018 Global Village and Youth Programme Team and applicants will be done by e-mail. Each applicant must have a valid personal e-mail address that is checked regularly.

All applicants (successful and unsuccessful) will be notified by e-mail after the review and selection process is complete (by the end of April 2018).

The information you provide on the application form is considered confidential and will only be used for AIDS 2018 and its accredited affiliated events.

Any enquiries concerning your application for a Global Village and Youth Activity should be sent to globalvillage@aids2018.org.

14. What about conference access?

Individuals who are registered for the conference will have full access to the conference venue, as well as the Global Village. Those that have neither registered (nor received a scholarship) will only have access to the Global Village. The Global Village is free to members of the public, as well as conference delegates.

15. International scholarship programme

The Scholarship Programme is open to everyone working or volunteering in the field of HIV and AIDS and who is at least 16 years of age at the time of the conference. This programme provides financial assistance to help people who would otherwise be unable to benefit from the conference.

Priority will be given to those

- whose participation will help enhance their work in their own communities,
- those who are able to assist in the transfer of skills and knowledge acquired at the conference,
- those whose abstract, workshop or Global Village Activity submission has been selected.

Scholarship selection will be based on a non-biased scoring system. A Scholarship Review Committee (SRC) will contribute to the reviewing and scoring of the applications.

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

For more information, please visit the [AIDS 2018 website](#).

16. Customs requirements

Do not forget that certain goods are illegal to bring into the Netherlands and others require a duty payment. For Dutch customs regulations, please visit [this website](#).

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

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

17. Immigration – Visa information

It is the organizer's responsibility to investigate the visa requirements for the Netherlands and apply for a visa, if necessary. The nationality of the organizers will determine whether or not they are required to apply for a visa. Organizers are requested to visit [this website](#) for more information on visa and letter of invitation. In order to ensure adequate processing time, organizers are advised to apply for their visa, if required, by 31 May 2018.

Please note that Global Village and Youth Activity organizers are responsible for covering any costs related to their visa requirements.

Visa applicants may apply for a short-stay visa free of charge for the purpose of attending the 22nd International AIDS Conference (AIDS 2018). In most countries, the applications should be submitted at an external service provider's office. The external service provider will charge a handling fee of 30 EUR. Please note that the International AIDS Society will not reimburse this service charge in the case of visa denial.

More information is available on the [AIDS 2018 website](#).