



## IAS 2019 Community Engagement Board Call for applications

The IAS is currently seeking representatives to join the Community Engagement Board (CEB) for the 10th IAS Conference on HIV Science (IAS 2019), which will be held in Mexico City in July 2019. Specifically, we are looking for:

- 1 International representative;
- 1 representative from the IAS 2017 Community Engagement Board;
- 3 local/regional representatives (from Mexico City, Central or South America, and North America).

Please see the Terms of Reference attached. **All the activities and communications will be carried out in English.**

Candidates should send:

- A brief expression of interest, outlining what they will bring to the position (maximum one page);
- A copy their CV;
- The contact details of two referees.

Applications can be sent to [lara.vecchio@iasociety.org](mailto:lara.vecchio@iasociety.org). **Deadline** for applications is **31 May 2018**.

# 10th IAS Conference on HIV Science (IAS 2019) Community Engagement Board (CEB) Terms of Reference

## 1. PURPOSE

The purpose of the Community Engagement Board (CEB) is to advise the Scientific Programme Committee (SPC) on how to better engage the community at the 10th IAS Conference on HIV Science (IAS 2019), which will take place from 21 – 24 July 2019 at the Centro Citibanamex in Mexico City, Mexico. More information at: [www.ias2019.org](http://www.ias2019.org).

## 2. COMPOSITION OF THE COMMUNITY ENGAGEMENT BOARD

CEB (n=5)

**Governance:**

- 1 International representative
- 1 representative from the IAS 2017 Community Engagement Board
- 3 local/regional representatives (from Mexico City, Central or South America, and North America).

As the CEB aims to be representative, membership will strive to be as diverse and equitable as possible in regards to gender, HIV status, age, ethno-cultural background, geographic and regional representation.

## 3. RESPONSIBILITIES

**Chairperson responsibilities:**

- Chair and facilitate CEB meetings with CEB members;
- Prepare for CEB meetings by reviewing meeting agendas and related documentation and participating in teleconferences prior to the meeting;
- Represent the CEB at the Scientific Programme Committee meetings;
- Be a spokesperson for the community activities in collaboration with the IAS communications team to ensure messaging alignment.

**Member responsibilities:**

- Identify ideas and initiatives for community activities at the conference;
- Advise the SPC on community-related content for the conference programme;
- Identify funding opportunities and content-related partnerships to strengthen the conference;
- Provide ongoing support in planning and implementing community activities at IAS 2019;
- Act as liaison between the CEB and the wider community;

- Advise and assist with organizing an outreach programme.

**All the activities will be carried out in English.**

#### **4. COMPENSATION**

The role of CEB members is that of a volunteer and there is no remuneration for participating. Travel and related expenses to committee meetings are covered by the conference budget.

#### **5. MEETINGS**

Most of the work of the CEB will be done through email and teleconferences. There will be at least 3 virtual meetings before the conference. There may be one in-person meeting dependent on availability and conference resources.

**Active member involvement is important. Members are expected to participate in all meetings and to notify the CEB Chairperson and IAS Secretariat at least two weeks in advance in case of their absence.**

As a general rule, the Secretariat will distribute meeting agendas and related documentation via email one week prior to meetings.

**Staff Support:** The IAS Secretariat staff will provide ongoing coordination and support for the CEB and for the implementation of the community activities.

#### **6. ROLE IN THE CONFERENCE**

The CEB Chairperson will represent the CEB in the Scientific Programme Committee meetings and report on the CEB's progress and initiative during group meetings.

#### **7. RECORDING**

Minutes summarizing decisions and action items will be taken by the IAS Secretariat and distributed by email to the CEB members following the meeting.

## Community Activities

The community activities that the IAS 2017 Community Engagement Board (CEB) planned for the conference programme can be found below. The IAS 2019 CEB can decide to carry out all or some of these activities, within the boundaries of the budget.

- **Community Forum** – a meeting usually held before the conference, where communities from around the world and from the host country or region meet to discuss issues pertinent to them.
- **Engagement Tours** – free tours for the conference delegates to various local organizations in the host city.
- **Opening session address** – a community statement which makes up part of the conference opening session.
- **Closing session address** – a community statement which makes up part of the conference closing session.
- **Orientation session** – a session organized for community and for first-time delegates as an opportunity to learn about the different activities and services provided at the conference, as well as an opportunity to network.
- **Community Booth** – a space within the Exhibition hall where NGO and civil society information can be displayed.
- **Community Office** – for use by community delegates who wish to plan their daily activities, hold meetings, use the printing/photocopying services and obtain information on sessions and other conference activities.
- **Community Activist Liaison** – The conference organizers provide support for dialogue and participation of activism through the Community Activist Liaison Programme. These individuals are available to provide advice and assistance in advance of and during the conference, in accordance with the IAS Principles and Values of Conference Participation.
- **Community Rapporteurs** – a small experienced team of rapporteurs will be summarizing the sessions on community-related issues. Once finalized these reports will be available online for reference.