



## **Request for Proposal: IAS 2019 Communications Consultant**

Proposals will be received until 27 November 2018

### **1. About the 10<sup>th</sup> IAS Conference on HIV Science (IAS 2019)**

The IAS Conference on HIV Science is the largest open scientific conference on HIV- and AIDS-related issues. The 10th IAS Conference on HIV Science (IAS 2019) takes place in Mexico City, Mexico, on 21-24 July 2019. Held every two years, the IAS Conference on HIV Science is a unique forum for scientists, clinicians, public health experts and community leaders to examine the latest research developments in HIV science and explore how to realistically apply and implement that knowledge to address the epidemic.

IAS 2019 is expected to gather more than 6,000 participants and is organized by the International AIDS Society (IAS). This is the second time that the IAS has convened a conference in Mexico City; it also hosted the 17th International AIDS Conference (AIDS 2008) there.

More information on IAS 2019 can be found at [www.ias2019.org](http://www.ias2019.org).

### **2. Purpose of the Consultancy:**

The IAS is seeking proposals for a communications consultant to lead the onsite media. The consultant will collaborate closely with the Director, Communications at the IAS.

### **3. Deliverables:**

- Develop the onsite media scholarship programme;
- Serve as the main point of contact for the media scholars;
- Develop the criteria for the media scholarship programme;
- Review and select all media scholarship recipients;
- Serve as the main point of contact for the speakers and participating trainers in the onsite media training programme;
- Provide high-level strategy guidance on approach and priority communications activities for the most impact;
- Provide onsite writing support for priority conference media materials;
- Draft and submit messaging, talking points, high-level speeches, etc. based on agreed timeline and deliverables;
- Liaise with other consultants as needed for media outreach, logistics, support, etc.

### **4. Period:** 1 December 2018 to 31 August 2019

### **5. Location:** Remote work with on-site support the week of IAS 2019

### **6. Proposal Requirements:** The proposal should include the following:

- A cover letter summarizing motivation and intent for this role;

IAS 2019 Conference Secretariat  
International AIDS Society  
Avenue de France 23  
CH-1202 Geneva  
Switzerland  
Office: +41 (0) 22 7100 800  
Email: [info@ias2019.org](mailto:info@ias2019.org)

[www.ias2019.org](http://www.ias2019.org)

- A CV providing an overview of previous experience, including the estimated costs for services;
- At least three writing samples from relevant work;
- Three professional references.

**7. The following skills and qualifications are essential:**

- High-level experience managing event communications
- Strong experience working in HIV/AIDS
- Seasoned media relations experience

**8. Submission Details:**

Proposals must be received via e-mail by 17:00 (CET)/11:00 a.m. (EST) on Tuesday, 27 November 2018. Late proposals will not be considered.

Proposals should be addressed to Mandy Sugrue, Director, Communications. Please email all proposals to [mandy.sugrue@iasociety.org](mailto:mandy.sugrue@iasociety.org).