



Global Village submission guidelines

AIDS 2024, the 25th International AIDS Conference, welcomes the submission of proposals for activities for the Global Village. Please read the following guidelines and selection criteria carefully before submitting your proposals.

These guidelines, based on questions that submitters frequently ask, are for HIV-related non-profit individuals, groups and organizations that intend to apply to host an activity in the Global Village at AIDS 2024. The aim is to help you create a strong Global Village submission.

You can find essential Global Village information on the [AIDS 2024 Global Village web page](#).



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1. What are the submission dates?

We are accepting Global Village submissions from 15 November 2023 until 23 January 2024, 23:59 CET.

2. What are the Global Village activities?

A Global Village activity at AIDS 2024 is hosted by individuals, groups and organizations, either in person at the conference venue or virtually.

Art exhibits include sculptures, installations, photography and paintings about HIV issues by professional and amateur artists. The art will be exhibited throughout the Global Village area in Munich. Those artists who are interested will also have the opportunity to upload accompanying visual and audio material to the virtual conference platform *for on-demand viewing*.

Films flagging HIV-related issues, including relevant areas, such as sexual and reproductive health, HIV and co-infections, stigma and discrimination, and human rights, will also be available for both in-person and virtual participants. Scheduled screenings will take place in the Global Village; films will also be available on demand on the virtual conference platform.

Live performances display music, dance and theatre that address issues in the context of any of the following: HIV and other sexually transmitted infections; sexual and reproductive health; HIV and co-infections; stigma and discrimination; and human rights. The live performances will take place in Munich on the main stage.

Marketplace booths provide HIV-related non-governmental organizations (NGOs) and projects with an opportunity to sell their products to generate income for reinvestment into HIV programming. They will take place only in person in Munich.

Networking zones are spaces where local and international groups can meet and discuss specific thematic areas. They will take place only in person in Munich.

NGO booths highlight the work of international civil society-led HIV programmes. They will take place only in person in Munich; however, if representatives wish, their organizations will be listed with contact information on the virtual conference platform.

Sessions feature panel discussions, debates and presentations, with opportunities for Q&As. The focus of these one-hour sessions will be on current and emerging HIV-related topics, often with specific emphasis on key and affected populations. All sessions must have an in-person moderator and speaker in Munich. However, additional online participation is possible. These sessions will be streamed live on the AIDS 2024 virtual platform, where conference delegates will also be able to access them for subsequent on-demand viewing. Audience engagement will use



the session room audio, as well as the Q&A feature of the virtual platform, as per the choice of the session organizer.

Workshops showcase community programmes that effectively demonstrate best practice in strengthening public health outcomes in HIV treatment, prevention, care and support. Workshops emphasize the importance of building skills and capacity in peer-driven programmes and services that illustrate how science translates into action. By sharing the successes of global community responses to HIV, workshops emphasize the importance of building partnerships and strengthening networks between civil society, policy makers and health professionals. Workshops will take place in person only.

3. What are the AIDS 2024 Global Village objectives?

Submissions should respond to one or more of the following objectives for the AIDS 2024 Global Village:

1. Align with the AIDS 2024 theme: *Put people first!*
2. Create a vibrant cultural experience for in-person and virtual delegates and the public living in and visiting Munich.
3. Illustrate how peaceful societies actively ensure healthy outcomes for people living with and affected by HIV through HIV programmes that integrate human rights and gender equality.
4. Demonstrate collective action that places people living with and affected by HIV at the core of programmes and actions, ensuring that no one is left behind.
5. Build and support the participation and visibility of people living with and affected by HIV in guiding and leading the global response to HIV.
6. Showcase how governments can support civil society and community engagement in the HIV response and public health – and why their support matters.
7. Promote the sharing of learning and counsel between people of all generations in the global HIV response.
8. Provide a platform for adolescents and young people to promote their interests and meaningful participation in AIDS 2024. This will be primarily through the Youth Pavilion, supported by the AIDS 2024 Munich Youth Force.
9. Encourage activities that unpack issues of racism and HIV. Illustrate how racism works against healthy outcomes for people living with and affected by HIV and related conditions.
10. Celebrate the successes and discuss the challenges of the HIV response, particularly in eastern Europe and central Asia where the epidemic is driven by a lack of access to health services for people who use drugs.



4. What are the selection criteria?

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

1. Support and uphold at least one of the AIDS 2024 Global Village objectives.
2. Illustrate the conference theme, *Put people first!*
3. Be relevant to the global HIV response.
4. Be participatory.
5. Where possible, use innovative tools/technologies and/or showcase social/cultural movements.
6. Be original and creative, and 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 leave with raised awareness and a new perspective on the topic and that they learn something tangible and applicable in their own context.
7. Involve several coalitions, including people living with HIV.
8. Demonstrate collaborations and formal partnerships with other groups.
9. Clearly illustrate the link between the stated objectives of your programme activity and its expected outcomes.
10. Aim to represent key and affected populations, including gay men and other men who have sex with men, people who inject drugs, people in prisons and other closed settings, sex workers and their clients, and trans people.

5. What are the submission requirements?

- Submissions must be completed using the online form on your [conference account](#).
- Submissions must be completed in English. Submissions in other languages will not be accepted.
- All submissions must be HIV related.
- Group/joint applications should appoint one person as the "main organizer" (the person who will be responsible for implementing the activity during the week of the conference).
- Youth-related activities: Applicants should indicate on the submission form whether their activity specifically relates to young people (15-24 years old, according to UNAIDS and WHO definitions). The Youth Pavilion, part of the Global Village, will be the central hub for youth-related activities at the conference.
- Only people aged 18 years and over can apply for an in-person and/or virtual activity.

6. How to submit a Global Village activity

1. Create or sign in to your conference account at <https://profile.aids2024.org>.
2. Click on the "Global Village" button on the left.
3. Click on "Submit and manage Global Village" to find the submission form.



4. Click "New submission", fill in the submission form and submit it. You will receive an automatic email notification with a Global Village reference number. Please save this number for future reference.

7. What information is required in the submission form?

1. Activity title (maximum of 30 words)
Provide a clear description of your Global Village activity. Try to make it engaging and descriptive.
2. Activity description
Provide a brief description of your activity to be used in the online programme if your activity is selected. Please note that, if your activity is accepted, you will be given time to edit descriptions. Your final descriptions will then be copy edited to align with the IAS style guide.
3. Activity proposal (maximum of 300 words)
Structure and explain your Global Village activity proposal as follows:
 - Objectives: These must be SMART (Specific, Measurable, Achievable, Realistic and with a set time frame).
 - Format: Explain how you will structure this Global Village activity.
 - Expected outcomes: Illustrate how your activity will achieve your stated objectives. Objectives and expected outcomes should be linked.
4. Main organizer/co-organizer(s) and 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 link to a website to demonstrate the expertise of the suggested main organizer/co-organizers. Experience in activity organization at conferences or other fora will be considered.
5. Duration
Please note that for several activities, there will be time limitations and these will be specified in the submission form.
6. Media
There is the opportunity to upload *one* photo *or* video. This is not mandatory.
 - For videos: You may submit one video file with your submission. The maximum file size is 1 GB and you may upload video files in AVI, MPG, MPG4, MP4, MOV or WMV format.



- For photos: You may upload photos in *.jpg, *.jpeg, *.png, *.PNG, *.JPG or *.JPEG format.

7. Other details

Some activities have more specific needs. For example, materials to be used or provided to attendees, speaker and topic details, and space requirements. Some activities may be available to host both in person and virtually; others may be available as one or the other.

8. What is provided for booth-related activities?

The table outlines what is provided as standard for the various booths in the Global Village. Applicants may bring or order, at their own cost, additional furniture or items for their booth.

NGO booth (6 square metres):	Marketplace booth (4 square metres):	Networking zone (30 square meters)	Networking zone (60 square meters)
One complimentary registration per accepted activity	One complimentary registration per accepted activity	One complimentary registration per accepted activity	One complimentary registration per accepted activity
White system walls	White system walls	White system walls	White system walls
Fascia (including name of organization)	Fascia (including name of organization)	Fascia (including name of organization)	Fascia (including name of organization)
Shelf	Shelf	Shelf	Shelf
Chairs (2)	Chairs (2)	Chairs (10)	Chairs (20)
Table	Small round table	Tables (1)	Tables (2)
Wastebasket	Wastebasket	Wastebasket (1)	Wastebasket (2)
Carpet	Carpet	Carpet	Carpet
Lighting	Lighting	Lighting	Lighting
		Microphone (number TBC)	Microphone (number TBC)
Services included: Connection to power, electricity sockets per booth, standard lighting	Services included: Connection to power, electricity sockets per booth, standard lighting	Services included: Connection to power, electricity sockets per booth, standard lighting	Services included: Connection to power, electricity sockets per booth, standard lighting
Optional: Contact information listed on the virtual conference platform	Optional: Contact information listed on the virtual conference platform	Optional: Contact information listed on the virtual conference platform	Optional: Contact information listed on the virtual conference platform



9. Who reviews the Global Village activity proposals?

The Global Village Working Group, with a team of reviewers, will score the proposals. The scoring process (to begin in late January 2024) will be strictly confidential, using a blind scoring system. The Global Village activity reviewers are your peers: people living with HIV, scientists, activists, policy makers, 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 activity proposals based on clear criteria.

10. How do I edit a Global Village submission?

Access the submission system on your [conference account](#) to view the list of your Global Village submissions and drafts. Click on "Edit" to edit your submission. You can edit your submissions until the deadline. Make sure that the system saves your edits – it should inform you when it does.

11. What should I do if I have technical difficulties with the submission system?

Check your browser settings. We recommend using the latest version of Microsoft Edge, Firefox, Chrome, Safari or Netscape. Make sure that your browser allows JavaScript and automatic forwarding. You may have to change your browser settings to enable these features.

12. Who do I contact if I need assistance with my submission?

Please contact the AIDS 2024 Global Village team via email at globalvillage@aids2024.org. If you have submitted a Global Village activity, please add the reference number in all communication with the Global Village team.

13. What about conference access?

Individuals who are registered for the in-person and virtual conference will have full access to the conference venue and conference platform, in addition to the Global Village. Main organizers of a Global Village activity will be granted one conference registration but must cover their own travel and accommodation expenses and ensure their own access to the internet.



14. International scholarship programme

The Scholarship Programme provides financial assistance to eligible applicants from around the world to attend AIDS 2024 either in person, in Munich, Germany, or virtually.

The programme supports individuals who contribute to the conference programme, as well as applicants who can demonstrate that they will transfer the skills and knowledge acquired at the conference to the work they undertake in their own organizations and communities.

The Scholarship Programme is open to anyone working or volunteering in the field of HIV and who is at least 16 years old at the time of the conference. Priority will be given to:

- Abstract presenters, workshop facilitators or Global Village activity organizers whose submission has been selected for the conference
- Delegates from lower-income countries
- Delegates who are people living with HIV and/or belong to key populations
- Young people and junior investigators below the age of 35
- People who did not previously receive a scholarship for an International AIDS Conference

When applying for a scholarship, please be sure to use the same email address that you used in your activity submission so that the two will be linked.

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

For more information, please visit the [AIDS 2024 scholarships web page](#).

15. Customs requirements

Do not forget that it is illegal to bring certain goods into Germany. For German customs regulations, please visit this [website](#).

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

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