



HIVR4P 2024

HIVR4P Journalist Fellowship terms and conditions

PLEASE READ CAREFULLY

Definitions

These terms and conditions are valid for every person registered as a journalist fellow for HIVR4P 2024, the 5th HIV Research for Prevention Conference, which is planned to take place in Lima, Peru, and virtually from 6 to 10 October 2024.

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person on 6 October 2024, unless otherwise specified.

The organizer of HIVR4P 2024 is IAS – the International AIDS Society – a Swiss non-governmental organization with its principal office at Avenue de France 23, CH-1202 Geneva, Switzerland (Federal number CH-660.1.312.004-6).

Journalist Fellowship Programme

The HIVR4P 2024 Journalist Fellowship Programme provides financial assistance to selected applicants from around the world to attend HIVR4P 2024 in person.

The HIVR4P Journalist Fellowship Programme is designed to build the capacity of journalists to report on biomedical HIV prevention and to generate high-profile media coverage of advances and challenges in prevention research, especially in communities that are heavily impacted by the epidemic. The programme is intended for individuals who would otherwise not have the financial means to attend HIVR4P 2024.

Only fully completed and submitted application forms will be accepted. We will send you an email to confirm that your application has been successfully submitted.

Eligibility

The HIVR4P 2024 Journalist Fellowship Programme is open to journalists who will be at least 18 years old at the time of the conference and are either employees of or on assignment for a recognized print, radio, broadcast or online consumer, medical, community-based or HIV service organization-sponsored media outlet.



Priority will be given to journalists who:

- Work for national or international top-tier media outlets with a wide regional, national or international reach, regardless of the medium
- Have the support of their media outlet to attend and report on the conference
- Demonstrate a strong commitment to reporting on HIV and/or infectious diseases. Preference will be given to individuals representing outlets that have a proven background in reporting on global health topics, infectious diseases and, more specifically, HIV
- Are based in resource-limited settings or represent countries/regions of interest, including: South and Southeast Asia; Latin America and the Caribbean; the Middle East and North Africa; central, eastern, southern and western Africa; and eastern Europe and central Asia
- Are part of key populations or living with HIV
- Have strong English language skills

Journalist fellows must be available to attend for the full duration of the conference (6 to 10 October, inclusive) as well as any bespoke media training organized as part of the Journalist Fellowship Programme.

Please note that the number of journalist fellowships available is limited. The selection of journalist fellowships is at the sole discretion of the IAS, and information about the selection process (including, strengths, weaknesses and ratings of applicants) cannot and will not be shared with candidates.

Application process

The application process is entirely free. Application forms, as well as supporting documentation, must be completed in full and in English to be considered. Supporting documentation must also be in English.

Applications will be accepted **until 10 April 2024, 23:59 Central European Summer Time (CEST)**. All applications will be considered equally until this time. Applications are not on a first-come, first-served basis.

Please complete the online application form only once. If several applications are identical (even partially), this will be considered fraudulent, and those applications will be discarded.

You can save partially completed or draft application forms before submitting them. However, the entire application must be completed and submitted, with your letter of recommendation, by 10 April, 23:59 CEST, to be considered. All applicants will be notified by email about the status of their application in mid-June.

Applicants who have been offered a journalist fellowship will get 10 days to accept the offer from the time the notification email is sent. This allows time for the IAS to make the logistical arrangements for your participation.

The following supporting documentation must be uploaded for your application to be complete and valid:

1. A **letter of recommendation** from one of your referees who can attest to your work ethic, approach and areas of focus and can vouch for your application and your ability to fully



participate in this fellowship programme. The letter must be dated within two months of your application submission date and signed (original or digital signature) by the referee. Translations must be provided for letters that are not in English.

2. A copy of your current **press badge/media accreditation** or **two recent articles with your byline** (URLs or scanned copies of print pieces are accepted). Note: If original articles are not in English, please provide an English translation for review. Your byline must be clearly visible for our review.

By submitting an application, applicants agree that a version of their application will be shared with HIVR4P 2024 journalist fellowship screeners and reviewers.

Conference format change

If the IAS changes the conference format to fully virtual, all in-person plus virtual journalist fellowships will be converted to virtual.

Cancellation of HIVR4P 2024

If HIVR4P 2024 cannot be held or is postponed due to events beyond the control of the IAS (including force majeure) or due to events that are not attributable to wrongful intent or gross negligence of the IAS, delegates cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.

In these circumstances, the HIVR4P 2024 journalist fellowship will not be retained for a future conference, and the awarded person will have to apply again if they are interested.

Attendance type

The in-person plus virtual journalist fellowship includes:

- Registration for in-person access to all conference sessions, satellite sessions and the poster exhibition
- Online access to all conference sessions and satellite sessions streamed live on the virtual platform, session recordings and on-demand content, and e-posters, throughout the conference and after
- Travel support (pre-paid economy class return ticket from the nearest international airport in your country of residence) for the dates of the conference
- Accommodation (single room in a budget hotel) for the duration of the conference
- Media training and activities targeted towards media personnel related to the conference

If you require a change to virtual attendance, you will need to email the IAS Scholarship team before 1 September.



Visa requirements and letter of invitation

Successful applicants are fully and financially responsible for obtaining a visa to enter Peru, as well as any additional travel or transit visas, if needed.

It is the sole responsibility of the delegate to comply with any [visa requirements](#). Journalist fellows who require a visa to enter Peru must allow sufficient time for processing of the application and ensuring that they meet the visa application requirements, including providing full and correct documentation. Journalist fellows should contact their nearest Peruvian embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be made as early as possible before travelling to Peru.

Journalist fellows' registration details may be shared with the Peruvian immigration authorities to assist in the immigration process. However, the IAS and/or the HIVR4P 2024 Registration team will not directly contact embassies and consulates on behalf of delegates.

If you are selected for a journalist fellowship, the IAS will provide supporting documentation for your visa application, including a fellowship award letter and letter of invitation. This letter of invitation does not place any financial obligations on the IAS. The letter of invitation does not guarantee an entry visa for Peru.

Journalist fellowship benefits

The journalist fellowship includes support to attend HIVR4P 2024 and free paid IAS membership for two years after the conference.

Journalist fellowships are awarded based on the availability of funds, and the process is highly competitive. Please note that not all of the financial support requested (registration, travel, accommodation) may be granted.

The HIVR4P 2024 Journalist Fellowship Programme will not reimburse any costs you have incurred prior to receiving a fellowship. Therefore, you are advised to avoid pre-booking accommodation or flights or registering for the conference if you have requested this type of financial support in your application. If you are selected for the journalist fellowship and the full financial support you requested is granted, we will not be able to reimburse you for these costs.

Please also note that journalist fellowships do not include visa costs, transportation to and from the airport, or any other incidental cost.

If you submitted an application and were not awarded a journalist fellowship, your application will be reviewed to see if you are eligible to be offered a free HIVR4P media registration to facilitate your attendance and coverage of the conference.



If you completed an application, were not granted a journalist fellowship and did not meet the requirements for media registration, you will have the opportunity to register for the conference as a regular delegate at the early registration fee for two weeks after the results are announced.

Data protection and sharing of contact details with third parties

The IAS will collect, process, transfer and store data subjects' personal data only for: (i) the preparation and execution of HIVR4P 2024; and (ii) the preparation of future IAS, AIDS and HIVR4P conferences. Data protection is warranted in accordance with the Swiss Federal Act on Data Protection (nFAPD) and the European Union General Data Protection Regulation (GDPR). Data subjects' personal data will be retained securely and accessible only on a need-to-know basis by duly authorized persons. For further information, please read the IAS data [privacy policy](#).

The details of data subjects applying for an HIVR4P 2024 journalist fellowship entered in the conference account – that is, full first and last name(s), date of birth, email, country of residence, nationality and healthcare professional status – will be shared with the following parties:

- HIVR4P 2024 Registration team, c/o K.I.T. Group, Germany
- HIVR4P 2024 Accommodation team, c/o K.I.T. Group, Germany
- HIVR4P 2024 virtual platform provider, COVR BV, Belgium

To facilitate border entry and visa applications, data subjects' details entered in the conference account and application form (first and last name, home address, date of birth, passport number, nationality, country of residence, gender, email and telephone) may also be shared with the Peruvian immigration authorities.

The data subjects herewith authorize the IAS to collect, process and transfer their personal data to the above-listed third parties and authorities. The data subjects further expressly acknowledge and agree that any personal data disclosed in connection with the conference account and application form will be subject to the laws of the country where it is transferred and may not be covered by Swiss law. The IAS cannot assure the data subjects that the laws and regulations in the recipient country will necessarily offer the same level of confidentiality or data protection as under Swiss law and may require the above-listed third parties and/or authorities to whom the personal data is transferred to disclose all or any part of the personal data to other authorities or third parties.

The IAS will nevertheless contractually ensure that data subjects' personal data will be processed by the above-listed third parties to the same extent as it is authorized for itself under the nFADP and the GDPR. The IAS will also ensure that all third parties that will process data subjects' personal data have implemented appropriate technical and organizational measures to protect data subjects' personal data against accidental or unlawful destruction or accidental loss, alteration and unauthorized disclosure or access, and which provide a level of security



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appropriate to the risk represented by the processing and the nature of the data to be protected.

K.I.T. Group will collect and store all personal data for the preparation and execution of HIVR4P 2024 and will not use it for any other purposes.

During the application process and the execution of the conference, the personal data of each data subject is processed. All personal data will be processed in accordance with the applicable data protection regulations, in particular, the GDPR and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in the following cases (in accordance with Art. 6 Sec 1 lit a-f GDPR): (a) express consent; (b) performance or conclusion of a contract; (c) fulfilment of a legal obligation; (d) protection of vital interests of the data subject or another natural person; (e) public interest or exercise of official authority; and (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the conference, personal data may be processed by companies based in third countries outside the European Union. The data subject consents to such data processing insofar as it is necessary for their participation and the full use of the conference services.

For further details on data processing, your rights about information and access to personal data, and how to contact the data protection officer, please refer to the IAS data [privacy policy](#).

Conference embargo policy

All HIVR4P 2024 abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of embargo procedures for different types of abstracts is available on the [HIVR4P 2024 embargo policy page](#).

All conference participants, presenters and media commit to adhere to this policy when they apply for conference registration.

Photo and video consent

In view of the fact that the events related to HIVR4P 2024 will be filmed and photographed, you hereby agree that, by attending the conference, your image and/or voice may be recorded and published or broadcast through different media.



Principles of conference participation

By attending HIVR4P 2024, delegates agree to comply with the [Principles of participation in our conferences](#).

Correspondence

Correspondence between the IAS Scholarship team and applicants will happen primarily via email. Please check your email and spam folder regularly for updates from the IAS.

Please consult the [scholarships page](#) and its FAQs on the HIVR4P 2024 section of the IAS website. Any queries concerning your journalist fellowship application that are not addressed in the FAQs should be directed to scholarships@hivr4p.org.

The information provided in your application is confidential and will be used only for the consideration of your journalist fellowship.

By completing and submitting this application, I state that:

- All information provided in this application is accurate.
- I will notify the HIVR4P 2024 Scholarship team if my employment or professional status changes.
- I have leave from my employer to attend HIVR4P 2024 in person from 6 to 10 October 2024, inclusive, if awarded a journalist fellowship, and any activity targeted at journalist fellows to the conference.
- I will participate in the online evaluation of the HIVR4P 2024 Journalist Fellowship Programme in the month following HIVR4P 2024, if awarded a journalist fellowship.
- I will participate in the online impact survey of the HIVR4P 2024 Journalist Fellowship Programme six months after HIVR4P 2024, if awarded a journalist fellowship.
- I will share any coverage or media outputs I have produced with the Scholarship team (scholarships@hivr4p.org) and the Media team (media@iasociety.org) within one month of the end of the conference. I will also share with the teams documentation of any coverage produced later than this within two weeks of it being published.
- I will ensure to the best of my ability that I meet the entry requirements for Peru, including any procedures for visa applications, if awarded a journalist fellowship.
- I will take full financial responsibility for my travel changes in case I miss a flight due to circumstances that are not related to an emergency or an incident beyond my control (such as accident, sickness or force majeure) if awarded a journalist fellowship.

I understand and accept the above terms and conditions.