



**IAS 2025**

# IAS 2025: Terms and conditions for media

## Definitions

These terms and conditions for media are valid for every person registered as media (hereinafter referred to as "media representative", "media" or "data subject") for IAS 2025, the 13th IAS Conference on HIV Science, which is planned to take place in Kigali, Rwanda and virtually from 13 to 17 July 2025, with pre-conferences on 13 July.

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person on 13 July 2025, unless otherwise specified.

All references to a date or a deadline, mentioned in this and other IAS 2025 documents, refer to Central European Time (CET).

The organizer of IAS 2025 is IAS – the International AIDS Society – a Swiss non-governmental organization with its principal office at Avenue de France 23, CH-1202 Geneva, Switzerland (IDE/UID: CHE-111.717.829).

## Conference registration

Media representatives must register online by submitting both the fully completed media registration form and the required supporting documents. If the maximum in-person capacity is reached, the IAS reserves the right to decline new in-person plus virtual registrations or requests to change from virtual registrations to in-person plus virtual registrations.

To register as media, individuals must be at least 18 years old. You may be asked to present an official identity card stating your age or birthdate.

Three categories of media registration are available. Each requires you to submit supporting documents to be considered for media accreditation.

**Category 1:** Journalists, photographers and videographers who 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. Required documents are:

- A letter from your Editor stating the purpose of your assignment at IAS 2025 (on official company letterhead). If you are a freelance journalist, please provide a letter stating the purpose of your assignment(s) and what outlet(s) you are providing coverage for.
- 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.



**Category 2:** Public-facing communications professionals attached to a recognized non-profit HIV research, advocacy or policy organization and whose work is directly related to supporting media coverage of presentations at IAS 2025. These applications will be reviewed on a case-by-case basis and cannot exceed three applications per organization. The organization will not be able to submit further applications once three applications have been submitted and approved. Required documents are:

- A letter from the Communications Director of your non-profit organization stating the purpose of your assignment at IAS 2025 (on official company letterhead). This letter must clarify that you will be attending IAS 2025 to report on the conference in your public-facing communications or media role for your organization.
- Two samples of recent public-facing work produced for your organization (this can include blog posts and social media). This work should be related to HIV or global health more broadly. Note: If original samples are not in English, please provide an English translation for review.

**Category 3:** In exceptional cases, the IAS will grant media access to social influencers who make significant contributions to the field. These social media influencers must be working in the field of HIV or broader public health or have strong connections with key populations and have a social following of over 50,000 on X, Facebook, Instagram, LinkedIn, TikTok or YouTube. IAS will review these applications on a case-by-case basis. Required documents are:

- A letter that briefly states what you plan to cover at IAS 2025 and includes the URL links to your social media accounts, one of which must have over 50,000 followers.
- Two samples of recent posts you have produced related to the field of HIV, broader public health or key populations. Note: If original samples are not in English, please provide an English translation for review.

### **Application review**

Your media application will be processed only upon receipt of the fully completed registration form and verification of the requested supporting documents. To be accredited as media for IAS 2025, all required submitted media documentation must be approved by the IAS Media team. The IAS Media team will thoroughly check and verify all submitted applications.

Additional credentials may be requested before accreditation is approved. Please allow a minimum processing time of 14 working days to receive confirmation of your media registration. The IAS Media team cannot take responsibility for delays or delivery failure of supporting documentation. Your media registration will be confirmed only once we have received and approved your completed registration form and required supporting documentation. As the number of media registrations is limited, media registration is not guaranteed.



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## In-person plus virtual registration

The in-person plus virtual registration for media includes:

- In-person access to all conference sessions, satellite sessions, pre-conferences, the poster exhibition, the exhibition and the media centre
- Online access to all conference, satellite and pre-conference sessions streamed live, and e-posters, available on-demand throughout the conference and after, and to live virtual press conferences

The media representative's first name(s) and last name(s), as entered in the conference account and registration form, will be printed on the name badge. If you would like your preferred name(s) to be printed instead of these name(s), please request this change at the registered delegates desks in the registration area on site.

## Virtual registration

The virtual registration for media includes:

- Online access to all conference, satellite and pre-conference sessions streamed live, and e-posters, available on-demand throughout the conference and after, and to live virtual press conferences

## Registration confirmation

There is no registration fee for accredited media.

We will email you a confirmation of registration once the IAS 2025 Registration team has received your fully completed registration form and all required supporting documents have been provided and approved.

## Registration name change

A name change to an existing media registration is not possible. The granted media registration must be cancelled, and the new media representative must register and submit the required documents.

## Registration format change

IAS 2025 allows you to change your registration to virtual or in-person plus virtual until 6 May 2025.

## Conference format change

If the IAS changes the conference format to fully virtual due to events beyond the control of the IAS, all in-person plus virtual registrations will be converted to virtual registrations. Media representatives cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.



## **Cancellation policy**

Notification of cancellation must be made in writing and sent to the IAS 2025 Registration team by email. The cancellation will not be effective until a written acknowledgement from the IAS 2025 Registration team is received.

## **Cancellation of IAS 2025**

If IAS 2025 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, media representatives cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.

## **Modification of the programme**

The IAS reserves the right to modify the programme, which is published as an indication only.

## **Replacement name badge**

The conference name badge must be worn at all times during the in-person conference. Access to the conference venue will not be granted without a proper name badge. If a media representative loses, misplaces or does not have the name badge in their possession, a handling fee of USD 65 will be charged for a new name badge. Upon handing out a new name badge, the replaced badge will be deactivated and become invalid.

## **Letter of invitation**

Individuals requiring an official letter of invitation from the IAS can download one through their conference account. To download a letter of invitation, media must first register for IAS 2025 and any supporting documentation required by the IAS Media team must be approved.

This letter of invitation does not place any financial obligations on the IAS. All expenses incurred in relation to conference participation are the sole responsibility of the media representative. The letter of invitation does not guarantee an entry visa for Rwanda.

## **Visa requirements**

It is the sole responsibility of the media representative to comply with any entry and/or visa requirements. Media representatives should therefore contact their nearest Rwandan embassy or consulate to determine their entry and visa requirements.

Registration details of media representatives may be shared with Rwandan immigration authorities to assist in the immigration process. However, the IAS and/or the IAS 2025 Registration team will not directly contact embassies and consulates on behalf of media representatives.



Further information on entry and visa requirements can be found on the [IAS 2025 Immigration page](#).

## 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 IAS 2025; 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 registering for IAS 2025 entered in the conference account – that is, full first and last name(s), date of birth, email, country of residence, photo and healthcare professional status – will be shared with the following parties:

- IAS 2025 Registration team, c/o K.I.T. Group, Germany
- IAS 2025 virtual platform provider, c/o Key 4 Events, France

The data subjects' details entered in the conference account and registration form (first and last name, title, home address, date of birth, passport number, nationality, country of residence, gender, email, telephone, organization name, position and photo) may also be shared with Rwandan immigration and security 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 registration 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 and authorities 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 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 IAS 2025 and will not use it for any other purposes.



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During the registration 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 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 IAS 2025 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 [IAS 2025 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 IAS 2025 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.

If you do not consent to close-up photography or close-up filmed material of you potentially featuring in IAS communications, please email [media@iasociety.org](mailto:media@iasociety.org).

If a media representative wishes to film or take photographs at IAS 2025, it is the media representative's responsibility to first seek permission from all those being filmed or photographed in line with host city or any other applicable laws or regulations.

## Principles of conference participation

By attending IAS 2025, media agree to comply with the [IAS conferences code of conduct](#).

## Liability

The IAS shall be held liable in the framework of a duty of care as a respectable business according to statutory provisions. The liability of the IAS – for whatever legal reason – shall be

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limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The media representative shall take part in IAS 2025 at their own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.

## **Fulfilment and jurisdiction**

These terms and conditions for media and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of Switzerland, without regard to choice of law rules.

Any dispute, controversy or claim arising out of, or in relation to, these terms and conditions for media, including the validity, invalidity, breach or termination thereof, shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Arbitration Centre in force on the date when the Notice of Arbitration is submitted in accordance with these Rules. There shall be one sole arbitrator. The seat of the arbitration shall be in Geneva, Switzerland. The arbitral proceedings shall be conducted in English. The arbitration shall be conducted in accordance with the provisions for Expedited Procedure.

Click [here](#) for further information on the IAS privacy policy.