



Request for Proposal

Abstract handling services for IAS 2025, AIDS 2026 and HIVR4P 2026

Summary

This request for proposal is sent to potential suppliers of abstract handling services for three separate conferences: the IAS Conference on HIV Science, the International AIDS Conference and HIV Research for Prevention Conference.

Proposal submission deadline: 29 September 2023

- No proposals will be considered after the deadline.
- An electronic version of the proposal is required.
- Incomplete proposals will not be considered.

Submit your complete proposal to:

IAS – the International AIDS Society
Avenue de France 23
CH-1202 Geneva, Switzerland
Email: natalie.bushhousen@iasociety.org
Direct: +41 22 710 08 00



Contents

1. General	3
2. Submission email inbox.....	7
3. General system requirements.....	7
4. Specific submission system functions.....	10
5. Submission process	11
6. Additional features	12
7. Reviewer sign-up process	13
8. Submission reviewing process	13
9. Programme building process	15
10. Late breaker abstract handling process	16
11. Submission selection meetings	17
12. Administration of invited speaker sessions.....	18
13. Preparation and delivery of materials for publication	18
14. Appendix 1 – Profile Specifications – Abstracts API	19
15. Appendix 2 – Profile API - Contacts	23



1. General

IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policymakers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by HIV.

The IAS also hosts the world’s most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science and the HIV Research for Prevention Conference. This request for proposal is sent to potential suppliers of abstract handling services for three separate conferences: IAS 2025, AIDS 2026 and HIVR4P 2026.

1.1. IAS Conference on HIV Science

The IAS Conference on HIV Science is the world’s most influential meeting on HIV research and its applications. This biennial conference presents the critical advances in basic, clinical and operational HIV research that move science into policy and practice. Through its open and inclusive programme, the meeting sets the gold standard of HIV science, featuring highly diverse and cutting-edge research.

IAS 2025, the 13th IAS Conference on HIV Science, will take place in Africa in June or July 2025. An estimated 6,000 scientists, clinicians, public health experts, community leaders and people living with HIV will attend, and we expect the great majority to do so in person.

1.2. International AIDS Conference

The International AIDS Conference is the premier global platform to advance the HIV response. As the world’s largest conference on HIV and AIDS, it sits uniquely at the intersection of science, advocacy and human rights, bringing together scientists, policy makers, healthcare professionals, people living with HIV, funders, media and communities. Since its start in 1985, the conference has served as an opportunity to strengthen policies and programmes that ensure an evidence-based response to HIV and related epidemics.

AIDS 2026, the 26th International AIDS Conference, will take place in Latin America and the Caribbean in June or July 2026. An estimated 15,000 participants from around the world will attend AIDS 2026, and the great majority will do so in person.

1.3. HIV Research for Prevention Conference

The HIV Research for Prevention Conference is the only global scientific conference focused exclusively on the challenging and fast-growing field of HIV prevention research. This conference fosters interdisciplinary knowledge exchange on HIV vaccines, microbicides, PrEP, treatment as prevention and biomedical interventions, as well as their social and behavioural implications.



HIVR4P 2026, the 6th HIV Research for Prevention Conference, will take place in Asia and the Pacific in late 2026 and is expected to bring together around 1,500 participants.

1.4.Submission background

The IAS Conference on average receives approximately 3,500 abstracts. Most recently, 4,252 abstracts were received for IAS 2023, and 3,606 abstracts were received for IAS 2019. The International AIDS Conferences are larger: for AIDS 2022 6,900 abstracts were submitted and AIDS 2020 attracted 6,200 abstracts submissions. The HIV Research for Prevention Conferences are usually of smaller sizes, with 999 abstracts submitted for HIVR4P 2018 and 715 abstracts submitted for HIVR4P Virtual (2020-21). These submission numbers have fluctuated depending on the type of conference (in-person, virtual, hybrid). The three conferences from this project are expected to be hybrid.

1.5.Project scope

The supplier is responsible for providing, setting up and adjusting a submission management system, a programme building system, a session planning tool as well as running the complete submissions handling process. This includes executing and managing the reviewing, selection and programme building processes as outlined below, as well as operating an inbox for submission-based issues and questions. Additionally, it includes integration with the IAS Satellite Applications System ("ISET") for satellite sessions. The supplier is also responsible for all communication with submitters, reviewers, subcontractors producing the abstract book, and other parties involved in the abstract handling process.

The 4 submission systems: 1) the regular abstract system, 2) the late breaker abstracts system, 3) the workshops system, and 4) the Global Village and Youth Programme system (hereinafter referred to as collectively as the "submission systems" or "systems") shall be integrated with the IAS profile system. The integration will use "API" integration technology and the setup should be based on the interface specified by IAS. The actual setup and the testing of this will be done together with IT developer from IAS. The supplier is responsible for setting up their side of the integration and making all necessary adjustments to the system. It is essential that the supplier is able to make this integration as described in this document in order to be considered. (Please check **Appendix 1** for a more detailed description).

The supplier will not setup nor organize the "Presentation Support" (where presentations are uploaded on site) at the conference. There is also no need for an itinerary builder or the presentation of the programme for the conference website.

1.6.Pricing model

All costs for systems, services, system adjustments, system integrations and other activities mentioned in this document, shall be included in a "per abstract" fee. For purposes of this RFP, an "abstract" is defined as any submission that goes through the reviewing process; this includes regular abstracts, late breaker abstracts, workshop and programme activity



submissions. No other fixed or running costs should apply. Should any new developments be needed during the duration of the contract, it will be done by separate quotes.

The supplier is not required to be onsite during the actual conference.

Only abstracts distributed for reviewing (received during the regular abstract submission period or the late breaker submission period) should count towards the total number of “chargeable” abstracts. Duplicate abstracts, test abstracts, abstracts in draft form, abstracts deleted through a manual scan and other abstracts that have not been reviewed shall not count towards the total.

1.7.Currency

All prices should be given in USD and must be final 2024 prices.

1.8.RFP – Proposal – Final agreement

The proposal should be based on the RFP (this document) and clearly refer to it. The proposal needs to contain a description of services it can offer based on the requirements, including prices, based on the pricing model described above, and any deviations from /additions to this RFP. This means that parts of this RFP that cannot be fulfilled or will be performed differently or additional services that are included in the proposal but not mentioned in the RFP, should be clearly specified.

Should the supplier be selected, the RFP and the proposal will constitute part of the final agreement. The final agreement will, apart from standard contractual arrangements, only contain deviations/additions/clarification from the proposal and the RFP. In case of conflicting information between these documents the final agreement shall prevail, then the proposal shall apply and lastly the RFP shall apply.

The final agreement will be based on the IAS’ standard agreement with suppliers.

1.9.Reports

During the entirety of the abstract handling period, the supplier shall be able to provide IAS with reports as specified by IAS. These reports should be made available as web pages displaying live data. Examples include: submission and acceptance statistics, reviewer reports, scoring reports, number of abstracts per country, per topic, per category, per session, session reports, speaker status reports, key affected population reports, daily schedule reports, funding requests reports and a full abstract and programme DB search tool from which can generate our own searches and reports.

1.10. Timeline, planning and monitoring of the process

The supplier shall actively assist IAS during the planning and development of a timeline for the abstract handling process and monitor the process in close cooperation with IAS. This process starts approximately a year before each conference and ends a few months after.



1.11. Aim and objectives

The supplier should work toward getting as many abstracts as possible with the highest possible quality. Data should be gathered and stored as accurately and as completely as possible. Abstract submitters and reviewers should get the best possible service.

1.12. Conference representation

Generally, this means that the company name of the supplier should be very discreet when corresponding with abstract submitters, abstract reviewers and delegates. All staff working with abstract process on the supplier side should represent and belong to the "IAS or AIDS Abstract Team".

In addition, the staff should be sensible in their way of communicating with abstract submitters. The IAS can provide a style guide as well the [UNAIDS terminology guidelines](#) and [People First terminology](#) to help the supplier tailor its communication to the IAS' audience.

1.13. Participation in meetings

The supplier should agree to participate in two meetings per conference cycle: the abstract selection meeting in March or April (maximum three required staff, over maximum 3-4 days) and one internal planning meeting (maximum two required staff). (The IAS will cover travelling costs according to the IAS Travel Policy). In the case that additional meetings are needed, the supplier should attend, but participation could be charged at a previously agreed upon daily rate set out in the contract.

1.14. Confidentiality

IAS will not give out any information or share any proposals received during the bidding process. The supplier, or any subcontractor of the supplier, shall not give out any information received during the bidding process to a third party without prior written consent of the IAS.

2. Submission email inbox

2.1. Maintaining an email inbox

The supplier is responsible for staffing up and maintaining an abstract related email inbox for the IAS 2025, AIDS 2026 and HIVR4P 2026 abstract team. It is the supplier's responsibility to read and reply to all emails sent to the submission's inbox. These email addresses will be set up by the IAS and will either be forwarded to the supplier, or the supplier will get web mail access.

2.2. Staffing

The email inbox should be staffed and maintained by the supplier at no extra cost. All staff should be trained on the specific procedures by conference and also get all basic information needed to be able to answer general questions about the rest of the conference. Emails should be replied to within 48 hours or on the next working day.

2.3. Staff requirements

All staff manning the email inbox shall speak English fluently.

3. General system requirements

The below indicated functions are not the complete technical specification but should at this stage be seen as minimum requirements which will be further specified by IAS. The supplier must be able to and agree to fulfil all these requirements in order for the proposal to be considered.

3.1. General

The supplier shall have an online management system where all submissions are saved. No extra costs for the system itself shall be put on IAS.

3.2. Design of online submission forms

The supplier shall provide 2 online submission systems and other related web pages based on detailed specifications by IAS for each conference: 1) regular abstracts, 2) late breaker abstracts. IAS will not be charged for the preparation of these systems. The supplier will prepare two additional submission systems in even numbered years for the International AIDS conference – 1) workshop submissions and 2) Global Village and Youth Programme submissions. These submission systems will be based on the systems used for AIDS 2022 and will have similar requirements to the abstract submission systems as defined below e.g. the system will interface with the conference profile; automatic notifications should be set-up, etc. Any improvements and/or modifications to submission systems will be charged at a previously agreed rate as set out in the contract.



3.3. System customization and changes

The design of all web pages and online forms shall in detail comply with the conference graphical profile and the content of the pages should comply with the Conference Style guide.

IAS will specify in detail how they should be built, designed and laid out; what functionality the online pages should have, and what integrations should be made.

IAS will also specify what data should be gathered and how it should be stored. IAS will test and approve all systems before they may be launched. Even after the initial launch, the supplier shall make smaller changes to the all three systems, web pages and online forms at any time without any additional cost.

3.4. Integration with the IAS Conference Profile System

The systems above shall be integrated with the IAS Conference Profile System. The API are used to acquire user data from the profile as well as to update the profile of the user's status in the abstract and ISET submission systems.

The integration will use "API" integration technology and the setup should be based on the interface specified by IAS. The actual setup and the testing of this will be done together with technicians from IAS. (Please check **Appendix 1** for a more detailed description).

The supplier is responsible for setting up their side of the integration and making all necessary adjustments to the four submission systems.

3.5. Real time access to statistics

The supplier shall provide real time access to all abstract data related to the abstract submission. This shall be done by using a web interface as defined by IAS. On request, the supplier shall provide IAS with the abstract database in a database format as defined by IAS.

3.6. Data transfer

The supplier shall deliver all submitted abstracts data as well as the non-abstract driven data (Workshops and Global-Village Youth Programme) at regular intervals during the abstract submission period, as well as after the abstract selection meeting and after the Late Breakers submission deadline.

The data shall be sent as a database, maintaining all links between tables. The format of the data will be defined by IAS.

3.7. System capacity

The system must be able to handle a very large number of submissions in a short period of time without a noticeable performance reduction. Over 70% of the abstracts are likely to be submitted in the last week before the deadline, with a usual and sudden increase on the last day.

3.8. Bandwidth

The internet bandwidth for the submission web pages should be dimensioned in such a way that no obvious delays appear for the users even around deadlines when peaks arise.

3.9. Backups

All submissions received shall be stored and kept safe. Daily backup of all submission data (including uploads and attachments) is required, and the backup data should be stored in a different physical location than the live data.

3.10. Information to gather

The online form shall gather all information required for the review and screening process, the abstract book, the scientific programme and links to other systems. IAS will specify what data should be gathered and in which format it should be stored.

3.11. Hosting and maintenance

The supplier shall host and maintain the four submission pages and submission systems. The supplier may outsource the hosting and maintenance of the abstract pages and abstract system to a third party after approval by IAS.

3.12. System availability

The supplier shall guarantee system accessibility (system uptime) on an annual average of 99.7%. Excluded from this guarantee are planned interruptions that have been approved by IAS in advance.

3.13. Response to failures

The response time to system failures should be less than one hour in the standard case for the entire submission period, during working days from 09:00 to 18:00 (CET).

The response time to in-house failures should be less than four hours in the standard case for the entire submission period outside of office hours. Close to deadlines (not standard case) the response time to in-house failures should be less than one hour outside of office hours.

3.14. Usability

The online submission systems shall be easy to use and understand. Clear technical instructions as well as submission guidelines should be available to guide the user through the system.

3.15. Redundancy

Redundancy solutions should be in place for all systems (hardware and software) involved in the abstract handling process.

3.16. Security

To ensure maximum security of the data, the supplier shall put all possible technical means to secure the entire submission process, the database and the backups.

This applies to possible hack attempts, as well as hardware failures.

4. Specific submission system functions

4.1. Drafts

The system shall provide possibility for submitters to start submissions in draft form and then log in to the system at a later stage to finalize the submission.

4.2. Submission confirmation

All online submissions shall be confirmed by automatic emails responses that summarize the data entered in the submission process. The contents of all those email shall be approved by IAS.

4.3. Author details

The online form shall gather personal and contact details of the corresponding author, presenting author and all co-authors in a format specified by IAS.

4.4. Tables and images

Tables and images must be allowed in submissions. Inclusion of tables and images shall count towards the maximum number of characters allowed. There must be a possibility of controlling the number of tables and images included in each submission. IAS shall specify a maximum number of characters.

4.5. Special characters

The submission title and text must allow scientific and special characters that are coded in such a way that they do not get "lost in translation" in the various steps of the submission process.

4.6. Contacting submitters with incomplete submission

The system shall have an automatic function for contacting submitters with incomplete submissions and allowing them to complete and submit their application.

4.7. Validation of required fields

It shall not be possible to submit any online forms without completing all mandatory fields. Whenever it is possible all input values should be checked by the system. Error messages should be clear, consistent and follow IAS specifications.

4.8. Input of abstract categories

The abstract submission system specifically shall allow selection of one or many abstract categories, which will be specified by IAS.

4.9. Maximum length of submission text of title

The form must enforce rules of maximum length for submission text, maximum length for the submission title and other information to be specified by IAS.

4.10. System for managing abstracts identified as resubmissions

The form should also submitters upload files and information regarding previously presented data.

4.11. Workshop and programme activity submission systems

For AIDS 2026, the submission systems for Workshops and Programme activities should have the same functionalities, however some of the data collected will differ slightly from abstracts. This will be defined by the IAS.

5. Submission process

5.1. Communication with submitters

During the entire submission handling process, the supplier shall manage all communications with all submitters.

5.2. Reminders

The supplier is responsible for sending out reminders as needed during the entire process to ensure that presenters confirm attendance, register for the Conference, etc.

5.3.Verification of submission withdrawal

A submission should only be withdrawn upon request by the corresponding author. It is the responsibility of the supplier to control this process.

5.4.Records of changes and withdrawals

The supplier should keep records of all withdrawals and changes that are made to the abstracts. All relevant correspondence regarding these matters must be saved for reference in a format that allows the information to be retrieved upon request, for example on-site during the conference.

5.5.Reports

During the submission process, IAS shall be supplied with ongoing reporting concerning statistics like submissions per topic/category, per keyword, per country, per key affected population, number of draft/submitted abstracts, etc. All reports should be made available as web pages displaying live data.

6.Additional features

6.1.Reviewer nomination system (RNS)

There shall be a reviewer nomination system based on a database consisting of previous reviewers. The system shall be able to import reviewers from a database supplied by IAS. The system should also have a web interface where selected people can nominate new reviewers. The services for the RNS system should include the following activities and mailings:

Set-up of the database and RNS system forms

One database upload of previous reviewers, offering an opt in/out option to past reviewers

One database upload of committee/working group member accounts to nominate new reviewers

Includes mailings:

- Invitation of committee members/working groups to nominate reviewers
- One reminder to nominate reviewers
- Invitation to nominated reviewers to select categories or conference stream (science, leadership, community), or activity type (as outlined in the Programme Activity submission system).
- Two reminders to nominated reviewers to select categories, or stream or activity type
- Invitation to reviewers to review submissions
- Two reminders to reviewers to review the submissions

The system, activities, and mailings listed above will be included at no extra cost. Additional tasks, such as loading committee members or potential reviewers after the initial invitation, as well as sending the required emails, can be charged separately at a previously agreed rate set out in the contract.

6.2.Functionality

It shall allow users to select and activate names from previous conference reviewer pools. It shall also be possible for users to add or change contact details, select fields of expertise (abstract categories/topics, stream or activity type) for their nominees and add new reviewer nominees with contact details and expertise to the database.

6.3.Communications module

The system shall have an automated communications component to send invitations to nominated reviewers by e-mail.

6.4.Reports

The system shall be able to generate reports on nominated reviewers per geographic region, gender, field(s) of expertise, abstract category, conference stream, activity type or other criteria as specified by IAS.

7. Reviewer sign-up process

7.1.Reviewer sign-up system

The reviewer sign-up system shall have online pages where reviewers can accept or decline the invitation to serve as a reviewer and select abstract categories, conference streams or activity types they can review. The system should keep track of which reviewers that have accepted, declined or not yet replied.

7.2.Reviewer sign-up email confirmation

An e-mail confirming the choices made shall automatically be sent to the reviewer after completion of the form.

7.3.Reviewer sign-up reports

The system shall be able to generate reports on reviewers per geographic region, gender, fields of expertise, abstract category, conference stream, activity type or other criteria as specified by IAS. All reports should be made available as web pages displaying live data.

8. Submission reviewing process

8.1.Allocation of submissions to reviewers

The system shall be able to automatically allocate submissions to reviewers aligning the reviewers' and submitters' selection of topics/abstract categories, conference streams or activities types. When allocating submissions, the system shall also allow parameters for a



minimum number of reviewers per submission and maximum number of submissions per reviewer. Manual adjustment of the allocation must be possible. In addition to the original assignment, it shall be possible to also assign “backup reviewers” to whom abstracts will be allocated in the case an abstract has too few or discrepant scores.

8.2. Definition of scoring criteria

In terms of defining scoring criteria, the system shall be adaptable and able to manage submissions marked as “unable to review.” Reviewers must be able to enter free text comments.

8.3. Personal review page

Each reviewer shall be given access to a “personal review page” in which they can read, print and assign scores to allocated submissions. Until the deadline, reviewers should be able to log back and complete/modify their reviews.

8.4. Enter/change scores manually

The system administrator must be able to enter/change scores manually.

8.5. Reminder function

The system shall have a reminder function which will automatically email reviewers that have not completed their scores. Reminders will be sent as needed toward the end of the review period.

8.6. Review system reports

The system should be able to generate various types of reports such as (but not limited to):

- Reviewers who have signed up per topic/abstract category, conference stream or activity type; ratio
- Submissions per reviewer; reviewers per submission
- Reviewers who have not fulfilled their assignment
- Score reports: average score, standard deviation, etc.
- Top scoring submissions by gender, geographic region, key affected population, topic, abstract category, group of categories, conference stream, or activity type as needed
- Reports for co-submission partnerships

All reports should be made available as web pages displaying live data.

8.7. Back-up review

An additional reviewing period will take place, for abstracts that receive discrepant scores or an insufficient number of scores during the regular review period. Back-up review will be done by committee members. The allocation and reviewing process should be done according to specifications given previously by the IAS.

9. Programme building process

9.1. Definition of sessions and programme activities

The system should define the conference programme including information on session title/date/time/location and allocation of abstracts to each session. In addition, the system shall also accommodate the creation of invited speaker sessions, including workshops, programme activities satellite sessions and pre-conference (for AIDS 2026) session, according to the needs of the conference.

9.2. Abstract and session numbering

Abstract and session numbering shall be done based on the type of presentation and session, and other criteria specified by IAS. The numbering shall be done at the time specified by IAS.

9.3. Scheduling of sessions (Scheduling tool)

The supplier should have a system that handles scheduling, allocating sessions and activities to rooms. The system should handle all sessions and programme activities that are scheduled into the conference programme.

The system shall handle scheduling of sessions based on dates, timeslots and session rooms and shall offer a visual graph or map of the session slots. If there is an option or interface to display the programme online, please include information about its functionality.

9.4. Change of submission status

Following the selection meetings, the system shall accommodate a change in submission status from "submitted" to "accepted" or "rejected." The system shall also indicate for which type of presentation submission has been selected, such as, but not limited to: oral presentation, poster discussion, poster exhibition, workshop, or programme activity. It shall also be possible to allocate submissions as "backups" in sessions. This means that these submissions will have a dual status; for example: accepted for poster exhibition in session A, back-up for oral presentation in session B. This dual status must be recorded in such a way that it can be reflected in reports.

After the selection meetings, IAS may take over the database management and continue scheduling presentations and sessions by using IAS' own programme scheduling system. In such case, the conditions for the handing over of the database will be further specified by IAS.

During this period, if a submission is found to have been plagiarized or previously presented or published, IAS will request the submission be marked as such in the system and the submitter be notified. The system should be able to accept and track these changes.

9.5.E-mail notification of acceptance or rejection

The system shall have an automatic function for sending emails to the submitters about the status of their submissions. Selected presenters should receive a link to confirm their presentation. Another email should be sent to confirmed speakers that includes presentations guidelines, technical requirements, security instructions, chairperson procedures and other information as specified by IAS. Backup submissions will be upgraded as needed, and new notifications should be sent.

9.6.Invitation of session moderators and speakers

The system shall handle the invitation of session moderators and speakers selected during the selection meetings. A timeline for this activity including invitation of backups shall be developed together with IAS. This process includes distributing selected submissions to moderators as PDF documents, or by session specific web links as well as providing invitation letters templates for moderators in a text format.

9.7.Integration with Conference Profile System, the Conference Online Programme and the Satellite ISET System

The programme building system shall be integrated with the IAS Conference Profile System, the Conference Online Programme, and Satellite Applications System ("ISET"), allowing real time updates of programme information.

The integration will use "API" integration technology and the setup should be based on the interface specified by IAS. The actual setup and the testing of this will be done together with IT developer from IAS. The supplier is responsible for setting up their side of the integration and making all necessary adjustments to the system.

ISET users should be able to sign into the programme building's system, using their ISET credentials, to modify their own satellites. They shouldn't be able to see any other sessions not linked to their account.

10. Late breaker abstract handling process

10.1. Late breaker abstract submission

After the regular abstract submission and selection, there will be an additional submission period for late breaker abstracts. The online submission form shall be updated in accordance with specifications given by IAS.

10.2. Late breaker review and selection process

The late breaker abstracts will be reviewed by committee members, who shall be invited to sign up for this additional review period. Abstracts will be allocated to reviewers in accordance with specifications given by IAS. Reports on scores etc. will be sent by e-mail or made available to certain committee members via a personal web page for selection of abstracts for presentation.

10.3. Late breaker notifications and confirmation of attendance

As for the regular abstracts, notifications shall be sent by e-mail to submitters. The supplier is responsible of following-up on the presenters' confirmation of attendance.

10.4. Late breaker abstract status change

If a late breaker is found to have been plagiarized or previously presented or published, IAS will request the abstract be marked as such in the system and the submitter be notified. The system should be able to accept and track these changes.

11. Submission selection meetings

11.1. Production of reports

Based on IAS requirements, the supplier shall produce reports and other printouts necessary for the selection of submissions by the members of the programme committees and working groups during the selection meetings. These may include electronic and printed copies of the top scoring submissions organized by score, topic, abstract category, group, etc. These will need to be prepared two weeks in advance of the meeting.

11.2. Assistance during the selection meeting

Two to three staff persons from the supplier shall be present during the selection meetings (travel and accommodation costs will be paid by IAS). They shall run the programme building system, provide technical support and provide practical assistance. Please submit a cost estimate based on services up to 14 – 16 hours a day. Additional staff shall be quoted separately.

12. Administration of invited speaker sessions

12.1. Web interface for administration of invited speaker sessions

The abstract system shall have a web interface that allows IAS to administer all invited speaker sessions (including satellite sessions, plenary sessions, skills building workshops, special sessions, programme activities etc.) in the same database as the abstract driven sessions. This planning system should include creation of sessions, as well as entering of speakers and moderators. This function must be in place at least six months prior to the abstract selection meeting. This shall be provided at no additional cost.

13. Preparation and delivery of materials for publication

13.1. Preparation and proof reading

It is the responsibility of the supplier to proofread all submissions in order to ensure that all special characters are coded in the correct way, and that tables and images, author data, text, titles, and capitals are used consistently according to criteria established by IAS.

13.2. Delivery of materials for publication

The supplier shall deliver materials for print/ web systems to each supplier of publication based on specifications given by IAS.

13.3. Production of session export for the final programme

The supplier shall produce an export of all programme sessions electronic format for the conference final programme, based on specifications given by IAS.

14. Appendix 1 – Profile Specifications – Abstracts API

Summary:

This document is meant to specify the technical parts for the Abstracts, Workshops, Global Village and Youth Programmes systems and tie together the various documents that make up the complete technical specifications for the 13th IAS Conference on HIV Science (IAS 2025), the 26th International AIDS Conference (AIDS 2026) and the 6th HIV Research for Prevention Conference (HIVR4P).

Table of contents

- Introduction
 - Conference Account Portal
- System Overview
 - Conference Account System
 - Abstract Systems
- Architecture
 - Software
- Communication
 - General
 - Points of interaction
 - Conference Account System ↔ Abstracts System
 - Checksum
 - Data structures
 - Delegate’s data structure
 - Abstract’s data structure
 - Global Village and Youth Programme’s (GVYP) data structure
 - Workshop’s data structure
 - Profiles’ instances
- References
 - MD5

1.



1.1.Introduction

Conference Account Portal

The IAS Conference Account Project has as overall objective to maintain a single point of entry for all conference's systems. The user has an overview where all available systems can be found and his personal status for the different submissions.

1.2.System Overview

Conference Account System

Web interface

The web interface consists of two major parts

1. Authentication (SSO).
2. Overview page. This page contains links to all systems as well as the user's current status for each submissions.

Conference Account Database

The Conference Account System contains a centralized database (CRM) which is the "master" database for all delegates' personal data.

Providers' systems can get delegates' personal data from their conference account to keep a copy for internal use. The delegates should however only be allowed to modify personal data through the conference account system. All personal details displayed on suppliers' systems should be read-only.

Abstract Systems

The Abstract Systems work independently from the conference account portal.

Only signed up delegates can access the remote Abstract Systems using specific links located on their conference account.

Delegates' data feeding the abstract systems comes anyway from the conference account system. Information on abstract title, body, status, selection result, etc, has to be pushed to the IAS through APIs (definition described further below).

Please see 4.2.1 Conference Account System ↔ Abstract Systems for details of the communication.

1.3.Architecture

Software

External systems may use any preferred software platform as long as they can communicate via HTTPS and REST APIs (JSON format).

1.4.Communication

General

All communications between the Conference Account System and the external systems handling data transfer will be done through REST API's architecture using JSON formatting.

Points of interaction



The following lists show the events where communication between the Conference Account System and external systems needs to take place.

Conference Account System ↔ Abstracts System

- Conference Account passes delegate's email to Abstracts System.
(When the user clicks to create or update abstracts/workshops/gvyyps.)
- Abstracts System pull delegate's details from the Conference Account.
- Abstracts System sends submission to the Conference Account.
(When the delegate submits an abstract/workshop/gvya)
- Abstracts System sends update to the Conference Account.
(When any changes happen on existing submissions.)

Checksum

When the delegate browses from his Conference Account to an external system, his email address is sent as a parameter in the URL. To prevent the user manipulations a hashed key has been added to the URL.

This checksum is calculated using the 128-bit MD5 hash algorithm (see References) on the delegate email address, the subsystem ID, and a "secret" hash keyword as follows:

$$MD5(SystemID + HASH_KEYWORD + email) = checksum$$

The checksum for the Abstract System (ID 2) and the delegate email address (john.smith@iasociety.org) would be calculated as:

MD5("tbcLjohn.smith@iasociety.org") → "xxxxxxx"

SystemID	Name
2	Abstract System
25	Workshop System
26	Global Village and Youth Programme

Hash Keyword
tbc

OAuth2.0 Configuration can also be provided, and is advised to be used if possible.

Data structures

Delegate's data structure

The delegate's object definition and the procedure to get personal data is defined in the "Profile API - Contact (Abstract) - RFP.pdf" document attached.

Abstract's data structure

Abstract's object definitions and the procedures to push data are defined on the IAS API portals:

API portal: <https://profileapi.portal.azure-api.net/>

Email: icttest1@iasociety.org

Password: Api@ia\$2025!



Global Village and Youth Programme's (GVYP) data structure

Global Village and Youth Programme's object definitions and the procedures to push data are defined on the IAS API portals:

API portal: <https://profileapi.portal.azure-api.net/>

Email: icttest1@iasociety.org

Password: Api@ia\$2025!

Workshop's data structure

Workshop's object definitions procedures to push data are defined on the IAS API portals:

API portal: <https://profileapi.portal.azure-api.net/>

Email: icttest1@iasociety.org

Password: Api@ia\$2025!

Profiles' instances

Production portal: <https://profile.ias2025.org/>

This portal will be launched in October 2025.

1.5. References

MD5

This web site contains information about the MD5 hash algorithm and links to implementations in different programming languages.

http://en.wikipedia.org/wiki/Md5#MD5_hashes



15. Appendix 2 – Profile API - Contacts

Summary:

This document specifies the technical parts of the Profile's Contact system and tie together the various documents that make up the complete technical specification for the 13th IAS Conference on HIV Science (IAS 2025), the 26th International AIDS Conference (AIDS 2026) and the 6th HIV Research for Prevention Conference (HIVR4P).

Table of contents

- General
 - Web API
- Authentication
 - Scenarios
- Querying Data



1.1.General

Web API

The Web API implements new OData v4 protocol, an OASIS standard for building RESTful APIs over rich data sources.

1.2.Authentication

Scenarios

For online deployment scenarios, OAuth 2.0 authentication is used. To use Web API, first access token needs to be retrieved by OAuth process. After that every call to Web API needs to have this valid OAuth access token. Azure Active Directory Authentication Library (ADAL) is recommended authentication API for use with CRM Web API.

Documentation: <https://docs.microsoft.com/en-us/dynamics365/customer-engagement/developer/connect-customer-engagement-web-services-using-oauth>

Development environment:

API url: tbc

Client ID: tbc

Secret: tbc

Production environment:

API url: tbc

Client ID: tbc

Secret: tbc

Example of authentication in C#:

```
string api = "https://xxxxxxxxxxxxxxxxxxxx/api/data/v9.1";
ServicePointManager.SecurityProtocol = SecurityProtocolType.Tls11 |
SecurityProtocolType.Tls12 | SecurityProtocolType.Tls;
AuthenticationParameters ap =
AuthenticationParameters.CreateFromResourceUrlAsync(new Uri(api)).Result;
var creds = new ClientCredential("client id", "secret");
AuthenticationContext authContext = new AuthenticationContext(ap.Authority);
var token = authContext.AcquireTokenAsync(ap.Resource, creds).Result.AccessToken;
```

1.3.Querying data

Example of query in C#:

```
using (HttpClient httpClient = new HttpClient())
{
    httpClient.Timeout = new TimeSpan(0, 2, 0);
    httpClient.DefaultRequestHeaders.Authorization =
    new AuthenticationHeaderValue("Bearer", token);
    httpClient.DefaultRequestHeaders.Add("Prefer", "odata.include-annotations=*");
    HttpResponseMessage response = await httpClient.GetAsync(api +
```




```
"/contacts(emailaddress1='john.smith@iasociety.org')?$select=ias_id,firstname,lastname,birthdate,emailaddress1,telephone1,mobilephone,ias_promotion_code,ias_organizationtype,iasict_hcp,ias_professionoccupation&$expand=ias_countryofresidence($select=ias_isocodealpha2),iasict_nationality($select=iasict_isocodealpha2)");";
}
```

```
if (response.Content != null)
{
    Debug.WriteLine(await response.Content.ReadAsStringAsync());
}
```

Available properties of the contact:

Name	Schema name	Description
ID	ias_id	Contact's ID
First Name	firstname	Contact's first name
Last Name	lastname	Contact's last name
Birthdate	birthdate	Contact's birthdate
Email	emailaddress1	Contact's email address
Country of residence (ISO Code)	ias_countryofresidence/ias_isocodealpha2	Contact's country of residence (ISO Code)
Nationality (ISO Code)	iasict_nationality/iasict_isocodealpha2	Contact's nationality (ISO Code)
Phone Number	telephone1	Contact's phone number
Mobile phone	Mobilephone	Contact's mobile phone number
PCode	ias_promotion_code	Contact's promotional code
Organization type	ias_organizationtype	Organization type (cf: Organization types' list below)
HCP	iasict_hcp	HCP type (cf: HCP types' list below)
Profession type	ias_professionoccupation	Profession type (cf: Profession types' list below)



Example of return:

```
{
"@odata.context":
"https://xxxxxxxxxxx/api/data/v9.1/$metadata#contacts(ias_id,firstname,lastname,birthdate,emailaddress1,telephone1,mobilephone,ias_promotion_code,ias_organisationtype,iasict_hcp,ias_professionoccupation,ias_countryofresidence(ias_isocodealpha2),iasict_nationality(iasict_isocodealpha2))/$entity",
  "@odata.etag": "W/\\"130028741\\"",
  "ias_id": "183805",
  "firstname": "John",
  "lastname": "Smith",
  "birthdate@OData.Community.Display.V1.FormattedValue": "25/12/1986",
  "birthdate": "1986-12-25",
  "emailaddress1": "john.smith@iasociety.org",
  "telephone1": "+123456789",
  "mobilephone": null,
  "ias_promotion_code": null,
  "ias_organisationtype@OData.Community.Display.V1.FormattedValue": "Charitable foundation",
  "ias_organisationtype": 9,
  "iasict_hcp@OData.Community.Display.V1.FormattedValue": "A Healthcare Professional (HCP)",
  "iasict_hcp": 1,
  "ias_professionoccupation@OData.Community.Display.V1.FormattedValue": "Nurse",
  "ias_professionoccupation": 2,
  "contactid": "b4d6fc6f-91b2-e911-a96f-000d3a29f080",
  "ias_countryofresidence": {
    "@odata.etag": "W/\\"14906545\\"",
    "ias_isocodealpha2": "JM",
    "ias_countryid": "87fb8836-77f1-e811-a959-000d3a29f712"
  },
  "iasict_nationality": {
    "@odata.etag": "W/\\"14906545\\"",
    "iasict_isocodealpha2": "JM",
    "iasict_countryid": "87fb8836-77f1-e811-a959-000d3a29f712"
  }
}
```



Organization type ID	Label
1	Hospital/clinic
2	Academia (University, Research Institute etc.)
3	Government
4	Intergovernmental organization (e.g. United Nations, WHO)
5	Non-governmental organization
6	Grassroots community-based organization
7	People living with HIV/AIDS group/network
8	Faith-based foundation
9	Charitable foundation
10	Trade union
11	Cooperative
12	Pharmaceutical company
13	Private sector (other than pharmaceutical company)
14	Media organization
15	Self-employed/consultant
16	Other organization/affiliation

HCP ID	Label
1	A Healthcare Professional (HCP)
2	A Non-Healthcare Professional (Non-HCP)
3	An Industry Representative

Profession type ID	Label
1	Physician
2	Nurse
3	Community health worker
4	Pharmacist
5	Psychologist

6	Counsellor
7	Social worker
8	Traditional or complementary therapy practitioner
9	Lab technician
10	Other health care worker
11	Biology and pathogenesis research
12	Clinical science
13	Prevention science
14	Epidemiology
15	Social or behavioural science
16	Economic research
17	Policy research
18	Community-based research
19	Other researcher
20	Teacher / Lecturer
23	Online journalist / Blogger
24	Print journalist - Newspaper/Journal/E-publication
25	Broadcast journalist - Radio
26	Broadcast journalist - Television
27	Freelance journalist
28	Community-based journalist
29	Other media representative
30	Policy analyst / Programme analyst
31	Manager / Director
32	Public servant
33	Administrator
34	Other policy / administration
35	Advocate



36	Activist
37	Other advocate / activist
38	Undergraduate
39	Postgraduate - Other
40	Post-doctoral
41	Other student
42	Postgraduate - PhD/doctoral student
43	Lawyer
44	Funder
45	Skills building trainer
46	Peer educator
47	Other educator / trainer
48	Other
49	HIV or medical specific journalist
50	Internet Journalist- Official news website
51	Blogger