



Request for proposal

Consulting services: HIVR4P 2023 scientific conference programme

Proposals will be received until 19 December 2022 at 17:00 UTC +02:00

About the IAS:

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, policy makers 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 is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

More information on IAS can be found at www.iasociety.org.

About HIVR4P 2023:

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 2023, the 5th HIV Research for Prevention Conference will take place in Lima, Peru, and virtually from 22 to 26 October 2023 and is expected to bring together around 1,500 participants. For more information, please visit <https://iasociety.org/conferences/HIVR4P2023>.

Purpose of the consultancy:

The IAS is seeking proposals from a consultant to assist with scientific writing and development of the conference programme, together with the HIVR4P 2023 Co-Chairs, the Organizing Committee and the Conference Programme team. In addition, the consultant will work closely with the conference rapporteurs to produce a summary report on key findings from the conference.



Period:

The consultancy period will be from January to end of November 2023. The estimated working days for the consulting service is 80 days.

Location:

The consultant will work virtually throughout the consulting service period, with an exception of up to 6 days at the HIVR4P 2023 conference where the consultant will be working in collaboration with the conference rapporteurs in person in Lima, Peru.

Additionally, the consultant will participate in two virtual Organizing Committee meetings taking place in February and June 2023.

Scope of the work and deliverables:

The consultant will advise on scientific content of the conference programme and support the HIVR4P 2023 Co-Chairs, Organizing Committee, Senior Manager, Conference Programme team and the Director, Conferences on the following activities:

- Assist in the development of the HIVR4P 2023 scientific programme
 - Provide input on content and descriptions of invited-speaker sessions proposed by the Co-Chairs and Organizing Committee
 - Highlight any scientific gaps in the conference programme
 - Provide input on the abstract-driven programme by supporting the selection of regular and late-breaker abstracts, reviewing abstracts and providing guidance on aligning abstracts in poster exhibition format by theme and day
 - Review satellite session applications
 - Support the selection of satellites avoiding topic/theme overlaps with the invited-speaker sessions of the conference programme
 - Advise on the scheduling of invited-speaker sessions, abstract-driven sessions and satellites across the conference programme.
- Conference summary report
 - Provide the structure of the report to HIVR4P 2023 rapporteurs to facilitate their collaborative work to draft the conference summary
 - Review and edit the conference summary report drafted by the rapporteurs and finalize by **28 November 2023**.
- Scholarships
 - Support the scholarship selection process by assisting in determining the scientific experience of candidates in the field of HIV prevention.



Proposal requirements:

The proposal should include the following:

- A cover letter summarizing relevant experience in supporting the development of a scientific conference programme and detailing daily fee expectations
- An updated CV
- Two references from previous clients, including contact details
- At least three examples of technical papers and reports authored, or a list of scientific publications.

Background and profile:

- Advanced scientific degree (MD or PhD) or equivalent experience
- Scientific background with thorough understanding of scientific, clinical and operational aspects of the HIV prevention field
- Previous experience in the development of a scientific conference programme for international conferences
- Familiarity with the HIV landscape, the main actors and the state of the HIV response.

Skills and competencies:

- Experience with authoring technical papers and reports for a wide range of audiences
- Understand how scientific writing translates across global audiences with different levels of technical comprehension
- Solid interpersonal cross-cultural communication and presentation skills
- Maintain high ethical standards of integrity and quality
- Working knowledge of MS Office programmes required.

Submission details:

Proposals must be submitted by email to kasia.kos@iasociety.org by 19 December 2022 at 17:00 UTC +02:00. Late proposals will not be considered.