

## Guide to submitting a workshop proposal

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The 22nd International AIDS Conference (AIDS 2018) welcomes the submission of high-quality workshop proposals from conference delegates. This guide provides detailed information about workshops and how to submit a strong application.

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## What is a workshop?

AIDS 2018 will offer ~30\* high-quality workshops aimed at increasing delegates' capacity to implement and advocate for effective, evidence-based HIV/AIDS policies and interventions in their respective communities and countries.

Workshops are interactive sessions that target specific audiences and promote knowledge transfer, skills development and collaborative learning among all participants and workshop facilitators. They are designed as opportunities for professional development. Workshops will be selected from proposals submitted through the AIDS 2018 website, with each proposal assessed by at least two reviewers before final selection.

Workshops differ from symposia in that they are targeted at smaller audiences with high levels of interactivity and audience participation. Their focus is on transferring knowledge through participatory techniques in order to build and strengthen the skills of delegates. They can be 90 or 150 minutes in length.

The deadline for submitting a workshop proposal is Monday, **5 February 2018, at 23:59 CET**. Submissions received after this date will not be considered.

*\*Workshop numbers mentioned are subject to change.*

## How do I submit a workshop proposal?

AIDS 2018 uses an [online system](#) for workshop proposal submissions. For step-by-step instructions on how to use the submission system, see "AIDS 2018 workshops submission system instructions".

## What information is needed to submit a workshop proposal?

You will be asked to provide the following information when you access the online submission system:

Workshop	Facilitator
<ul style="list-style-type: none"> <li>✓ Categories</li> <li>✓ Level</li> <li>✓ Workshop title (maximum of 25 words)</li> <li>✓ Workshop proposal (maximum of 300 words)               <ul style="list-style-type: none"> <li>▪ Learning objectives</li> <li>▪ Short description for the programme</li> <li>▪ Format</li> <li>▪ Materials</li> </ul> </li> <li>✓ Target audience</li> <li>✓ Key population</li> <li>✓ Regional focus</li> <li>✓ Number of participants</li> <li>✓ Duration</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal data               <ul style="list-style-type: none"> <li>▪ First name(s)</li> <li>▪ Last name(s)</li> <li>▪ Experience/expertise (maximum of 200 words)</li> <li>▪ If possible, include a URL for a sample of your public speaking experience</li> </ul> </li> <li>✓ Contact details               <ul style="list-style-type: none"> <li>▪ Email</li> <li>▪ Alternative email</li> </ul> </li> <li>✓ Affiliation               <ul style="list-style-type: none"> <li>▪ Institution/organization/university</li> <li>▪ Department</li> <li>▪ City</li> <li>▪ Province/state</li> <li>▪ Country</li> </ul> </li> </ul>

Keep in mind that the workshop proposal process is highly competitive: you will need to write an innovative proposal that creates opportunities for skills building in order to be selected. For AIDS 2016, 288 submissions were received for 40 slots. When you write your workshop proposal, it is important that you answer the following questions:

1. Who is the target audience?
2. How will the workshop achieve its objectives?
3. Which interactive methods will be used to ensure audience participation?
4. How will the specific workshop assessment criteria be met?

## Who reviews the workshop proposals?

The workshop reviewers are your peers: scientists, activists, policymakers, healthcare workers, community activists, educators and other stakeholders working in areas related to HIV. The reviewers are experienced and knowledgeable, and will be evaluating the strength of workshop proposals based on clearly defined criteria.

When drafting your proposal, try to put yourself in the position of the reviewer to anticipate any likely questions or comments that they might make about the proposal. For example, you do not want the reviewers to have difficulty in understanding what you propose to do and how you will do it. The best proposals will be clear, concise and informative.

## What are the selection criteria?

Workshop proposals will be selected based on a combination of criteria, including:

- **Objectives** – These should be measurable and achievable, clearly evident throughout the proposal, and supported by interactive learning activities.
- **Expertise** – The facilitator must have experience and expertise in the focus area of the workshop.
- **Methodology** – The workshop proposal should start from participants’ needs, and use a learning-focused approach to facilitate individual- and group-based skills development.
- **Relevance** – The proposal must fit with the relevant category, focus area and level, and will develop relevant skills adaptable and transferrable to different contexts and populations to impact the HIV response.
- **Expected outcomes** – By participating, delegates will learn something new, be guided by the facilitator to make connections to their current professional practice, and develop an action plan to apply it in their work.

The selection of workshops will also aim to equitably represent and meet the needs of key and vulnerable populations and geographic regions.

### Key and vulnerable populations

Workshop topics may cover or target key and vulnerable populations. Key and vulnerable populations are groups that are at increased risk of HIV transmission and often have to face punitive laws and policies, as well as social stigma.

Workshop topics or points of discussion on key and vulnerable populations:

- |   |                                     |
|---|-------------------------------------|
| • Men who have sex with men                   | • Infants and children (0-14 years) |
| • People who inject drugs                     | • Migrants and displaced people     |
| • Sex workers                                 | • Indigenous people                 |
| • Transgender people                          | • People with disabilities          |
| • People in prisons and other closed settings | • People living with HIV            |
| • Young women and girls (under 25)            | • People living with co-morbidities |
| • Young men and boys (under 25)               | • Women                             |
|   | • Men                               |

Workshop target groups or individuals from key and vulnerable populations:

- |  |                                 |
|--|---------------------------------|
| • Men who have sex with men                    | • Migrants and displaced people |
| • People who inject drugs                      | • Indigenous people             |
| • Sex workers                                  | • People with disabilities      |
| • Transgender people                           | • People living with HIV        |
| • Adolescents (10-19) and young people (15-24) |                                 |

### What are the workshop focus areas?

AIDS 2018 workshops are grouped into three broad areas to best suit the design of the workshops and the needs of participants:

### 1) Community workshops

Experience shows that community involvement is an essential part of the response to combatting the HIV epidemic. This series of workshops will showcase effective community empowerment programmes that are strengthening public health outcomes in HIV treatment, prevention, care and support. These workshops will emphasize the importance of building skills and capacity in relation to peer-driven programmes and services that are run “by and for” people living with HIV and affected communities.

Participating in these workshops will enable delegates to broaden their knowledge and skills in mobilizing key populations and local communities to implement effective and sustainable programmes. By sharing the successes of global community responses to HIV, workshops will emphasize the importance of building partnerships and strengthening networks between civil society, policy makers and health professionals.

### 2) Leadership workshops

Workshops provide a platform for new and current leaders to learn innovative skills, which are critical for an effective response to the HIV epidemic. Delegates will develop and enhance their ability to assess and measure commitments and actions of leaders in their own communities.

The intention is to provide practical advice on best practice and to challenge individuals and organizations to consider ways in which they go about developing leadership skills and accountability processes. The workshop organizers seek to create understanding for such practices and examine what outcomes are possible for an effective, transparent and coordinated HIV response.

### 3) Scientific workshops

Workshops enhance skills development and encourage collaborative learning around the latest scientific research, emerging technologies and breakthroughs in policy and programme in order to inform and guide the global response to the HIV epidemic.

Workshops in this category will serve to: (1) accelerate the scale up of evidence-informed and combined approaches to HIV care, treatment and prevention; (2) highlight excellence in biomedical, epidemiological, behavioural, social, economic, political and operational research, as well as multi-disciplinary science; and (3) discuss the impact of the HIV response on health and social systems, including the potential for effective HIV programmes to transform health and development programmes for today and for generations to come.

## How do I write a strong proposal?

It is important to craft an eye-catching and informative workshop title and proposal and to describe the experience of the lead facilitator.

**Workshop title (maximum of 25 words):** The workshop title is important. You will need to provide a clear understanding and picture of the workshop. Try to make it interesting, engaging and descriptive, in 25 words or less and in sentence case format.

**Workshop proposal (maximum of 300 words):** The strongest workshop proposals will communicate a clear sense of the workshop. The workshop content should be current, supported by research and consistent with best practices. The best workshop proposals will follow the format below. It is recommended that you first draft your ideas on a computer, in a program that you are

familiar with (such as Microsoft Word). You can then check the spelling, grammar and word count to make sure that your proposal, excluding the title and the facilitator information, contains no more than 300 words.

Structure and explain your workshop proposal as follows:

- *Learning objectives:* You could begin by stating a need or problem to be addressed by your workshop. Specify what skills you expect participants to learn and/or be able to apply in measurable, realistic and time-bound terms. Learning objectives allow participants to assess what they will gain from attending your workshop and whether they will want to attend it. Workshops with clear objectives will have a better chance of being selected.
- *Short description of the programme:* Provide a brief overview of your workshop session in a similar format to an article abstract. Here, you specify the workshop topic, provide an overview of the workshop goals, and highlight the form of activity that will be used to keep participants interested.
- *Format:* Provide an outline of the methodology to be used in each section, from introduction to conclusion. For example, identify why one interactive technique, such as small group work is proposed rather than using case studies, demonstrations, role play, small group activities or problem-based learning. Also be sure to include timeframes for each activity and provide an outline of the time allocated for each section of the workshop. A good workshop will keep its participants interested and will utilize various interactive methods to keep everyone engaged throughout the session. We recommend that you conduct action planning with participants to ensure delegates can follow up with you as they implement what they learned to improve their overall knowledge on the workshop topic and their skills.
- *Materials:* Specify the types of handouts or other materials that will be provided to attendees during the workshop.

**Facilitator experience/expertise (maximum of 200 words):** 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 URL link to demonstrate the expertise of the suggested lead facilitator. Strong facilitators are essential for the successful delivery of workshops, and past experience in workshop facilitation at conferences will be considered.

### Do you have any examples of strong proposals?

Yes, below are two examples of successful public submissions, with minor edits for style preferences, from AIDS 2016.

#### Example 1 – Community Skills Development

**Title:**

Sâkîhitôk, Wicîhitôk (LOVE one another, HELP one another): Indigenous understandings on HIV, positive parenting, kinship and the human family

**Learning objectives:**

As indigenous women, mothers, nurturers and carriers of the culture and members of the global HIV family, our ancestors teach us that all life is sacred, and that women are sacred. In the Nehiyawak (CREE) language, one of many indigenous languages of North America, the word sâkihitôk (love one another) encapsulates the topic of kinship, love and community, and more importantly, is also a call for unity to honor mothers as the lifegivers. The kinship, love and community concept also comes through in the Maori word whanaungatanga. For our purposes, and for this session, we embrace and place these concepts as central, within the context of HIV, mothers and positive parenting. Many times we hear POZ mothers say, “My children are my lifeline” or “I live for my children”, and “My children saved my life”. Sâkihitôk and whanaungatanga – LOVE and kinship is what binds us together as women and as a human family. In this workshop, we will explore positive parenting, the challenges and the opportunities, and all participants will have an opportunity to share because families of all languages understand this concept in this way.

- 1) To inspire, affect change on stigma for HIV moms & families
- 2) Create a safe place for women to be open and share their personal knowledge on positive parenting
- 3) Create opportunities for knowledge translation and exchange with many nations of women

**Format:**

- a) Indigenous welcoming, opening prayer and Drum song (10 mins)
- b) Facilitated panel with POZ mothers (40 mins)
- c) Q & A (10 mins)
- d) Circle of Courage indigenous sharing circle – interactive (75 mins)
- e) Evaluation, closing prayer & Drum song (15 mins)

**Materials:**

PowerPoint visuals, water glasses & water for each participant, 40 chairs in a circle

**Level:** Intermediate

**1st target audience:** Peer educator

**2nd target audience:** Counsellor

**3rd target audience:** Policy maker

**1st key affected population:** Indigenous people

**2nd key affected population:** Young women and girls

**3rd key affected population:** People living with HIV

**Regional focus:** Multiple regions

**Duration:** 2½

**Experience/expertise:** Krista Shore, diagnosed in 2007, is a 33-year-old mother of four, and belongs to the Peepeekisis First Nation in Canada. For the past five years, she has facilitated Circle of Courage, an indigenous women's peer support and capacity building sharing circle in her region, and nationally. Krista was also part of the team in developing national pregnancy guidelines for HIV-positive women in Canada; she has also been recognized by the Assembly of First Nations for her dedication to the HIV movement in Canada.

**Example 2 – Scientific Skills Development**

**Title:**

What do we need to deliver PrEP to adolescent girls and young women? Tapping into the unheard voices of end users and providers to ensure equitable access

**Learning objectives:**

The WHO 2015 guidelines update recommend the use of oral pre-exposure prophylaxis (PrEP) as a prevention choice for people at substantial risk of HIV infection. Building on a successful ICASA session on “Adapting the WHO guidelines on oral PrEP: what will it take?” the OPTIONS Consortium – which represents an international partnership dedicated to catalysing collaboration for ARV-based prevention – proposes this follow-on workshop in collaboration with WHO. The workshop will provide a platform to:

1) hear from end users and providers of PrEP – the voices of whom so far have been missing from the dialogue on PrEP scale-up – and 2) to develop strategies to advocate for what is required to ensure equitable access.

The learning objectives of this session are to:

- Identify – from end-user perspectives – key considerations for using PrEP and, in turn, what policy guidance, service delivery and community level support is required
- Explore – from provider perspectives – current experiences in providing PrEP, and resource, training, guidelines and support needs for rollout
- Develop advocacy strategies for these key considerations and needs at national level

**Format:**

The format will include three facilitated panel discussions, utilizing participatory approaches, such as audience response system (ARS) voting and other techniques. The first two panel discussions will focus on end users (MSM, sex workers, young women and sero-discordant couples) and service providers (doctors, nurses, district managers and community-health workers). A final panel discussion will allow national-level policy makers (ministries of health, national AIDS programmes) to respond to what they have heard. Workshop participants will then pose questions and reflect on strategies for national-level advocacy in their own settings. A wrap-up session will highlight potential next steps for advocates across a variety of country contexts.

**Materials:**

Materials will include: information on PrEP, guidelines on how different countries have moved toward roll out, and advocacy planning tools.

**Level:** Advanced

**1st target audience:** Advocate

**2nd target audience:** General healthcare / social services provider

**3rd target audience:** Policy maker

**1st key affected population:** Young women and girls

**2nd key affected population:** Men who have sex with men

**3rd key affected population:** Sex workers

**Regional focus:** Sub-Saharan Africa

**Duration:** 2½

**Experience/expertise:** Mitchell Warren is an expert facilitator who excels at connecting the dots between different fields, issues and perspectives, and adeptly draws all meeting participant voices into the discussion. As key facilitator, he brings a vast knowledge of HIV prevention programming, policy and research, coupled with a long history of engaging with a variety of stakeholders. He has facilitated workshops at multiple levels across diverse country contexts with civil society, researchers, policy makers and product developers. Mitchell has been the Executive Director of AVAC since 2004, and he is a member of the OPTIONS senior leadership team. He was previously the Senior Director for Vaccine Preparedness at the International AIDS Vaccine Initiative (IAVI) and also spent four years as Vice President and Director of International Affairs for The Female Health Company (FHC), the manufacturer of the female condom, where he led global advocacy efforts for expanded commitment to female-initiated prevention methods. Mitchell also spent six years at Population Services International (PSI) designing and implementing social marketing, communications and health promotion activities in Africa, Asia and Europe, including five years running PSI's project in South Africa. Mitchell will be supported in facilitation by other members of the OPTIONS team and WHO.

**What are the submission requirements?**

- All workshop proposals are to be HIV/AIDS related.
- All submissions must be made using the online form.
- If you are applying for more than one workshop, you will need to complete a submission for each workshop.
- You may save a draft of your submission and return to it at a later stage if you need to change any details. We recommend, however, that you prepare your submission in advance in a Microsoft Word document or equivalent.
- You can read more about the workshops programme, at <http://www.aids2018.org/Programme/Conference-Programme/Workshops>
- Submission forms must be **completed in full**. Incomplete submissions will not be considered for the Workshops Programme.
- Submission forms must be completed in **English**. Submissions in other languages will not be accepted.
- Submission deadline: Monday, **5 February 2018**. Submissions received after this date will not be considered.
- If submissions demonstrate collaborations and partnerships with other groups, organizations and agencies, this will increase their likelihood of being accepted.
- All submitters (successful and unsuccessful) will be notified by email by the end of April 2018.
- Workshop facilitators may apply online for a scholarship to attend the conference. To learn more about applying for scholarships, please visit <http://www.aids2018.org/Registration/Scholarships/Apply-for-a-scholarship>

The information you provide in the online form is considered confidential and will be shared only among AIDS 2018 conference organizers and its affiliated independent events.

### What about travel arrangements?

Successful candidates outside of the Netherlands are responsible for checking the [visa requirements](#) that apply to their country and cover related costs. More information on visas and immigration is available on the [AIDS 2018 website](#).

### How do I contact the AIDS 2018 Secretariat?

The Conference Secretariat is happy to answer any questions you may have. Please note the following:

- Correspondence will be done by email. Therefore, you must have a valid personal email address that you regularly check.
- Please send all enquiries concerning your workshop submission to the Associate Conference Programme Manager at [workshops@aid2018.org](mailto:workshops@aid2018.org)

**We look forward to receiving your workshop proposals.**