

# AIDS 2018 workshop submission instructions

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AIDS 2018 uses an online system at [profile.aids2018.org](http://profile.aids2018.org) for the submission of workshops. This document contains step-by-step instructions on how to use the workshop submission system.

For additional guidance on crafting your workshop submission, check “Guide to submitting a workshop proposal” available on the conference website.

## Contents

I. System information and requirements .....	2
How to use the workshop submission system .....	2
Login and contact details.....	3
MyWorkshops: The workshop repository.....	3
II. Four steps to complete and submit a workshop .....	4
Step 1: Create a new workshop .....	4
How to format text and how to insert special characters .....	7
Managing tables and graphs/images (optional).....	8
Step 2: Enter the main facilitator and all co-facilitators .....	9
Step 3: Preview your workshop .....	10
Step 4: Submit your workshop .....	10
III. Change browser settings .....	11
How to enable JavaScript.....	11

## I. System information and requirements

The workshop submission system is designed to run on a number of internet browsers, but we recommend that you use the latest versions of Microsoft Internet Explorer (version 6.0 or newer), Firefox (version 2 or newer) or Chrome. These are Windows-based software versions.

**Important:** Supported internet browsers for the Macintosh platform are the abovementioned products, in addition to Netscape or the Safari browser (version 2 or newer).

Your internet browser should be configured as follows:

- JavaScript is strongly recommended to maximize user friendliness.
- Automatic forwarding has to be enabled to navigate through the system automatically.

The workshop submission system uses an automatic forwarding browser feature to navigate through the system pages. If your browser should not support this, the following message will appear:

*"Your browser does not support automatic forwarding. Please click here."*

Please click on this message to navigate through the system. To change your browser settings for JavaScript and automatic forwarding, please refer to the final section of these instructions (Page 11). System messages informing the user of errors or other topics are displayed under the upper menu bar and adhere to the following format:

Error messages:

Workshop W-452-0476-00052 is not complete

Confirmation messages:

Your data has been saved

### How to use the workshop submission system

Please follow the steps described below to successfully submit a workshop proposal. You may create and edit proposals in the MyWorkshops menu. Please see the chapters below for further information.

**Important:** To navigate between the different steps in the submission system, please use the options of the upper menu bar and/or the command buttons, such as the **Next Step >>>** button on the bottom of the webpage (not the back and forward buttons of your internet browser).

You may, at any time (until the submission deadline), save the current workshop as a draft and log off the system, and then return later to complete and submit the proposal. Nevertheless, please remember to click the **Save** button regularly in order to store all changes to your workshop.

You are asked to use the **Preview** function regularly to check the layout of your workshop, particularly before submitting the proposal. Please make sure that all workshop information has been saved and that special characters, formats, tables and graphs/images (if applicable) are shown correctly. Use the **Print** function for a printer-friendly version of your workshop.

**Important:** Please remember to submit your workshop proposal when you have finalized it. You will still be able to make modifications to your submitted workshop until the submission deadline. Please remember to submit your proposal again after making your modifications. No modifications will be accepted after the submission deadline: 5 February 2018 at 23:59 CET.

## Login and contact details

In order to submit workshop proposals, you are asked to log into the system using your conference profile login. You must provide the contact details of the main facilitator and all co-facilitators.

The main facilitator is the person who will implement the activity onsite and will be the main point of contact for all correspondence with the Conference Secretariat. Co-facilitators will be kept in copy for all main communications. You are asked to provide complete and correct contact information (name, e-mail address, institution, etc.).

You may view your contact details in the **Contact** button of the upper menu bar. To edit the contact information, please click on "User Details" in the conference profile menu.

The main facilitator is the only person to access the workshop application and will be notified about the status of the workshop with the co-facilitators in copy.

**Important:** Please make sure that you provide a valid e-mail address as this is used for all communications concerning e-mail or password changes, workshop submission and outcome notification. If your e-mail address changes during the submission period, please remember to update this in your conference profile.

**Important:** We strongly recommend that you provide two e-mail addresses in case one of them cannot be accessed due to spam regulations or other reasons.

**Important:** Please write down your password as this is crucial to enter the system and to access your workshops.

## MyWorkshops: The workshop repository

The MyWorkshops page is the central repository of your workshop(s), where you may create, modify and submit workshops. To create new workshops, click on **Create**. Existing workshops are listed and may be previewed, edited, deleted and submitted from this central repository by clicking on the corresponding icons.

While a workshop is still under construction, it will have a **Draft** status. When the user submits the workshop, the status changes to **Submitted**. A workshop can be edited, even though it has been submitted, up until the submission deadline. However, it must be resubmitted after editing.

When a workshop is submitted, an e-mail notification is sent to the main facilitator, containing the reference number of the submitted workshop.

**Important:** Please save your workshop reference number (your workshop ID) as it is the unique identifier of your workshop and should be used in all correspondence concerning your workshop.

**Important:** Only submitted workshops proposals will be considered. Please do not forget to submit your proposal before the submission deadline.

**Important:** A submitted workshop can be edited up until the submission deadline, but if edited, it must be resubmitted to be considered.

## II. Four steps to complete and submit a workshop



### Step 1: Create a new workshop

After choosing **Create** on the MyWorkshop page, an empty workshop form is displayed. The following must be completed:

*Workshop category:* Workshops are grouped into three broad areas. Within these areas, please select the focus area that best describes the subject of your workshop from this list:

#### Community Skills Development

- Advocacy
- Collaboration with governments
- Civil society partnerships
- Community strengthening
- Media
- Resource mobilization
- Peer-support and community-led organizations
- Community-based research
- Stigma and discrimination
- Key populations
- Other

#### Leadership Skills Development

- Tools and frameworks for documenting and measuring accountability
- Structural interventions
- Health systems strengthening
- Media
- Regional and local leadership
- Public health
- Public-private partnerships
- Policy development
- Key populations
- Other

#### Scientific Skills Development

- Track A – Basic and translational research
- Track B – Clinical research
- Track C – Epidemiology and prevention research
- Track D – Social and political research, law, policy and human rights
- Track E – Implementation research, economics, systems and synergies with other health and development sectors

The Scientific Skills Development categories follow the scientific track categories. For an expanded description of the scope and objectives of each scientific track, please click [here](#).

To select the category, click on the **Category** button. A new page appears and you may select a category by clicking on the text.

**Workshop Category: \***  
Mandatory Field

Category

*Workshop level:* To help conference delegates identify and select the workshop session that will best meet their needs, workshops are classified into three educational levels: foundation, intermediate, and advanced.

- **Foundation level** – These workshops are for learners new to a career in HIV and health, these workshops are intended to build strong foundation skills and knowledge.
- **Intermediate level** – These workshops are for mid-career learners who have a strong foundation and are looking to further advance their professional expertise and become more effective team leaders. They offer a robust selection of topics that will help delegates to specialize their focus areas, explore new fields and opportunities, or expand their skills to the next level of professional development.
- **Advanced level** – These workshops are for those who have been working in HIV and health for years, and are looking for new, fresh approaches to the HIV and AIDS response, and for delivering on high-stakes projects. They should allow delegates to build and nurture their talent while increasing their own influence and marketability and strengthening engagement with key experts at leading global health organizations.

Use the drop-down menu to select the educational level of your workshop.

**Level: \***  
Mandatory Field

*Workshop title:* The workshop title is a mandatory field. Please enter the title including special characters (if applicable) in plain text and sentence case format (only the first letter of the sentence and proper nouns capitalized; all the rest are in lower case). The title will be automatically converted into bold font. Please note that the title should be a maximum of 25 words.

*Workshop proposal:* The workshop text can be a maximum of 300 words. With JavaScript enabled in your browser, the word count is updated while typing. Users without JavaScript must click the **Save** button in order to see the number of words that may still be used for their workshop proposal. To apply formats or to include special characters into the workshop title or workshop text, note the instructions below.

We suggest that you compose your proposal initially in your favourite word processor. You can copy and paste text from your word processor into the respective workshop section. However, please remember to check text formatting and special characters by using the **Preview** function in

order to make sure that the text was copied correctly and completely. Check the spelling, and make sure that your proposal, excluding the title and the presenter information, contains no more than 300 words. If more than 300 words are copied into the workshop text box, the page will not be saved.

Structure and explain your workshop proposal as follows:

- **Learning objectives:** It can be helpful to begin by stating a need or problem that your workshop will address. Specify what skills you expect participants to learn and/or be able to apply in measurable, realistic, and time-bound terms. The description should engage the reader and promote interest. 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 for the programme:** Provide a brief overview of your workshop session in a similar format to an article’s abstract, where you specify the workshop topic, provide an overview of the workshop’s goals and highlight the form of activity that will be used to keep participants interested. The description should be a short part of the 300 words of the overall workshop text.
- **Format:** Provide an outline of the methodology to be used in each section, from introduction to conclusion. For example, explain your decision behind using group discussions as a technique, in comparison to small group work, case-studies, demonstrations, role play, small group activities and problem-based learning. 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 maintain participants’ interest and will utilize various interactive methods to keep everyone engaged throughout. We recommend that you conduct action planning with participants to ensure delegates can follow up with you as they implement what participants have learned to improve their skills and increase knowledge in the workshop topic or area.
- **Materials:** Specify the types of handouts or other resources that will be provided to attendees during the workshop, such as large sheets of paper for group work.

*Workshop target audience*

For whom is this workshop intended? You will have the opportunity to choose up to three different audience targets.

**1st Target Audience: \*** Mandatory Field

**2nd Target Audience:** Optional Field

**3rd Target Audience:** Optional Field

*Workshop key population:* Which key or vulnerable populations are represented in your proposal?

You may choose up to three different key or vulnerable populations.

*Workshop regional focus:* What area or region of the world is covered by your workshop? You may choose up to two areas.

**Regional Focus: \***

Which region(s) does your activity address? \*

*Number of participants:* Provide the number of participants who should participate in the workshop in case you wish to limit the number. Please note that limits on participation will only serve as guidance, and we cannot guarantee these figures. Workshops are always extremely popular with conference delegates; for AIDS 2018, we will work on a first-come, first-served basis.

**Number of participants: \***  
Mandatory Field

Do you wish to limit the number of participants in the workshop? \*

Yes  No

*Duration of the workshop:* Select the duration of your workshop proposal. Workshops can be either 90 or 150 minutes long.

**Duration: \***  
Mandatory Field

1½ hours  2½ hours

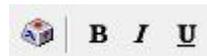
Back

Save

Next Step >>>

## How to format text and how to insert special characters

The workshop submission system offers an advanced editor that allows you to format text easily using the buttons provided. The advanced editor is loaded automatically if your browser has JavaScript enabled. In this case, you will see the following icons above the workshop title and text fields:



Follow these steps to insert a special character **using the advanced editor:**

- Place the cursor (in the title or text) where you want to place the special character.
- Click on the **Insert special character** button  in the menu bar of the text field and then choose **Greek, Maths, Vowels** or **Various** from within the pop-up box that appears.
- Click on the character you want to include in your text (for example, beta).
- A beta character will be placed in your workshop at your last cursor position.
- Click on **Save** and **Preview** to check if the character has been placed correctly.

How to apply formats **using the advanced editor:**

- Mark the word you want to format (for example, to make it bold).
- Click on the bold icon (a capital, bold B) in the menu bar, to make your text bold.
- Click on **Save** and **Preview** to check if the formatting has been applied correctly.

## Managing tables and graphs/images (optional)

### Tables

You may include tables in your workshop. To include a table, you must do the following:



- Create a table, using the integrated table editor.
- Place the table into the workshop text.

To create a table, choose the TABLES option on the right side of the **Workshop Text** page and click on “Create / edit...”. Describe the table by defining the amount of columns and rows, and provide a name for your table. After clicking the **Generate** table button, the system will display the empty table. You now have three distinct forms to work on your table.

1. On the **Edit Table** page, you can enter or paste data into each cell of your table. Users who have JavaScript enabled may use special characters and formats, as described above. Always click **Save** to store your changes before navigating back to the previous page (**Workshop Description – Step 1/4**).
2. On the **Preview** page, currently only users who have JavaScript activated may use the menu options on the right side of the form for merging, splitting and formatting cells, as well as adding or removing columns or rows. The corresponding menu options expand when the user clicks on the appropriate section.
3. The page **MyTables** is the central repository of all created tables.

Once a table has been finished, it may be placed into the workshop text as described in the next section.

### Graphs and other images

The workshop submission system supports inclusion of internet compatible graphic files (GIF, JPEG and PNG) in the workshop description. To include a graph or an image into the workshop description:



- Upload a graph/image from your computer/network file system;
- Place the uploaded graph/image in the workshop text.

To upload a graph or image, choose the GRAPH / IMAGES option on the right side of the **Workshop Text** page and click on “Upload / edit ...”. Click on **Browse** to select a graph and give it a name. The graph will be listed and you may preview or remove the graph/image if required.

Once a GRAPH / IMAGE has been uploaded, it will be listed on the **Workshop Text** page and may be placed into the workshop text as described below.

### How to place tables and graphs into your workshop description

Click on GRAPHS / IMAGES or TABLES to show the list of tables or graphs created or uploaded earlier and place it in the workshop text:

- Position the cursor where you want to place the table or graph/image.

- Now click on the name of the table or graph/image, which is listed within the corresponding box.
- After clicking on the table or graph/image name tag, such as [tab\_01], it is added to the workshop text.
- You may copy and paste this tag within the text where you want the table to appear.
- Double check the workshop preview if the table has been placed correctly.

**Important:** Internet Explorer supports direct positioning of tags for special characters, formatting, tables and graphs. This feature enables the insertion of the tag where your cursor has been positioned (not at the end of the text).

## Step 2: Enter the main facilitator and all co-facilitators

To proceed from the **Workshop Text** page to the **Facilitators** page, click on the **Facilitators** menu or on the **Next Step >>>** button. Here, you may enter details of the facilitators of the workshop.

### Add a new facilitator

All facilitators of a workshop must be added on this page by clicking on the **Add Facilitator** button. Provide the necessary data for the facilitator and click **Save**. To add another facilitator, click on **Add Facilitator** again and repeat the process as described above.

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**Facilitator:**

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The workshop submission system supports three special functions to help you enter details of facilitators faster and easier:

1. If you are the primary contact for this workshop proposal and will act as main facilitator, click on the **Contact** button to automatically fill in the form with your saved contact information.
2. Click on **Affiliations** to copy previously entered institution data into the current form, such as institution, department, city and country. The only fields that have to be entered manually are the first name and last name of the facilitator.
3. Click on **Facilitator** to copy a previously entered facilitator into this workshop description.

### Facilitator listing

After creating one or several facilitators, you are asked to mark one of the facilitators as the main facilitator. The following actions are available on the list of facilitators:

- To select or change the main facilitator, click on the appropriate option (left of the facilitator name) and then on **Save**.
- To change the position of a facilitator on the list, click on the **Move Up** or **Move Down** buttons within the row). The main facilitator should always be the first facilitator listed.
- To modify facilitator data, click on the appropriate **Edit** button to perform the changes; click **Save** to store changes or **Cancel** to abort.
- To remove a facilitator, click on the **Delete** button and confirm the removal.

### **Facilitator preview section**

In this section, you will always see your list of facilitators and institutions in print format. As all changes are reflected immediately, the facilitator preview may be used to instantly check if any changes made by the facilitator(s) have been correctly saved.

### **Step 3: Preview your workshop**

You are asked to regularly save and preview your workshop to check if formats and/or special characters are correctly placed and shown in your workshop. The **Preview** is a print-ready version of your workshop, showing the complete workshop including all special characters. We strongly recommend that you preview and check your workshop in detail before submitting it. You may print a copy of your workshop submission by clicking the **Print** button.

### **Step 4: Submit your workshop**

Once you have finished entering your workshop description, you are asked to submit it in order for it to be considered for the conference. The deadline to submit your proposal is **Monday, 5 February 2018**, as noted on the login page of the workshop submission system.

**Important:** You must submit your workshop before the submission deadline if you want your workshop to be reviewed and considered for the conference programme.

To submit your workshop, all mandatory sections of the workshop must be filled in (category, title, workshop text, facilitators and institutions). If any required data of the workshop is missing, you will see these highlighted in red.

On the **Submit** page, a final **Preview** of the workshop will be shown before it is finally submitted by clicking the **Submit** button.

Please note that you can still change your workshop before the deadline, even after it has been submitted. If you would like to modify your workshop, please click the **Edit** button in the **MyWorkshops** menu. However, after applying the changes, you must resubmit your workshop if you want it to be reviewed and considered for the AIDS 2018 conference programme.

After final submission, the system generates an e-mail notification, sent to the corresponding facilitator, containing your workshop reference number. Please save this message for future reference.

### III. Change browser settings

The submission system is designed to run on a number of internet browsers, but we recommend you use the latest versions of Google Chrome, Microsoft Internet Explorer, Firefox or Apple Safari.

**Important:** We strongly recommend that you enable JavaScript in your browser to maximise user-friendliness. Please refer to the last section "How to enable JavaScript" for instructions on how to enable Javascript in your browser.

#### How to enable JavaScript

##### Google Chrome

- On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- In the "Settings" section click on the "Show advanced settings...".
- Under the the "Privacy" click on the "Content settings...".
- When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run JavaScript (recommended)".
- Click on the "OK" button to close it.
- Close the "Settings" tab.
- Click on the "Reload this page" button of the web browser to refresh the page.

##### Internet Explorer

- On web browser menu click "Tools" icon and select "Internet Options".
- In the "Internet Options" window select the "Security" tab.
- On the "Security" tab click on the "Custom level..." button.
- When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- In the "Active Scripting" item select "Enable".
- When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- In the "Internet Options" window click on the "OK" button to close it.
- Click on the "Refresh" button of the web browser to refresh the page.

##### Mozilla Firefox

- In the address bar, type about:config and press Enter.
- Click "I'll be careful, I promise" if a warning message appears.
- In the search box, search for javascript.enabled.
- Toggle the "javascript.enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- Click on the "Reload current page" button of the web browser to refresh the page.

##### Apple Safari

- On the web browser menu click on the "Edit" and select "Preferences".
- In the "Preferences" window select the "Security" tab.
- In the "Security" tab section "Web content" mark the "Enable JavaScript" checkbox.

Click on the "**Reload the current page**" button of the web browser to refresh the page.