GUIDE TO SUBMITTING A PROPOSAL TO HOST A PROGRAMME ACTIVITY: GLOBAL VILLAGE AND YOUTH

The 20th International AIDS Conference (AIDS 2014) welcomes the submission of activity proposals for the Global Village and Youth Programme. Please read the following guidelines and selection criteria carefully before submitting your proposals.

These application guidelines are for HIV related non-profit individuals, groups and organizations who intend to apply to host a programme activity in the Global Village and Youth Programme at AIDS 2014.

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1. **Important dates**

1 December 2013  
Submission opens.

6 February 2014  
Submissions close.  
Applications for the Global Village and Youth Programme will not be accepted after this date.

**Late February early March 2014**  
All proposals reviewed and scored.

**Early April 2014**  
Notifications sent (for all successful and rejected applications).

2. **Objectives: AIDS 2014 Global Village and Youth Programme**

Submissions should respond to **one or more** of the following key objectives for the AIDS 2014 Global Village and Youth Programme:

1. Create a vibrant cultural experience for conference delegates and the public living locally and visiting Melbourne;
2. Celebrate the successes of the HIV response globally or within the Asia and Pacific region;
3. Build a productive learning and networking environment where activities focusing on HIV and other sexually transmitted infections (STIs), sexual and reproductive health, TB and HIV co-infection, stigma and discrimination, are prominent and valued;
4. Bridge all areas of science, leadership and community which build and reinforce multi-sectoral partnerships, community development, youth engagement, accessible funding mechanisms, long-term planning and sustainability;
5. Provide a space which enables leadership, human rights, active participation and visibility of **key populations** (KPs); and
6. Promote the value of intergenerational exchange which fosters shared learning and counsel between people involved in the global response to HIV.

3. **What is a programme activity?**

The Global Village is a diverse, dynamic and vibrant community driven space where people from all over the world gather to meet, share and learn from each other in the global response to HIV. Free to members of the public, as well as conference delegates, the Global Village is where dialogue and action between science, community and HIV global leaders happens, through **programme activities** such as: networking, advocacy, activism, cultural expression, outreach, film screenings and exhibitions. Programme activities at AIDS 2014 are hosted by individuals, groups and organizations in the Global Village area of the conference venue.

Youth activities are a core part of the AIDS 2014 conference programme as young people are shaping the next generation’s response to HIV. The **Youth Pavilion** located inside the Global Village, is the hub for most youth related programme activities, which include: workshops, sessions, networking, advocacy, activism, cultural expression, outreach, and exhibitions. Youth focused film screenings are held in the screening room located nearby the Youth Pavilion.

The theme of AIDS 2014 is **Stepping Up the Pace** and this will be reflected in all Global Village and Youth Programme activities.
4. Submission requirements

- To submit a programme activity application form, you must create a conference profile from which you will be able to access the link to the programme activity submission system.
- You must complete the submission and press the “CONTINUE” button at the final stage only once. A confirmation email will be sent to you along with a confirmation number. Please quote this number in your correspondence with the AIDS 2014 Secretariat.
- **Youth related activities:** Applicants should indicate whether their activity relates to the needs of young people (16 - 26 years old). The Youth Pavilion, located in the Global Village will be the central hub for youth related activities at the conference.
- All submissions must be completed using the online form.
- All submissions should respond to the selection criteria outlined on page eight (8) of these guidelines. Applications will be assessed against these criteria.
- If you are applying for more than one activity you will need to complete a submission for each additional activity.
- You may save a draft of your submission and return to it at a later stage if you need to change any details.
- Submission forms must be completed in full. Incomplete submissions will not be considered for the final programme.
- Submission forms must be completed in **English**. Submissions in other languages will not be accepted.
- Submission deadline: 6 February 2014. Submissions received after this date will not be accepted.
- All programme activity proposals are to be HIV-related.
- Submissions demonstrating collaborations and partnerships with other groups, organizations or agencies will increase their likelihood of being accepted.
- Group / joint applications should appoint one person as the ‘Primary Organizer’ (the person who will be responsible for implementing the activity on site, during the week of the conference).
- People 16 years old and above can apply for a programme activity in the Global Village. Please note however, that successful applicants who are under 18 years will be requested to complete a parent/guardian consent form, and will need to be accompanied by an adult onsite at the conference.
5. What information is needed to submit a programme activity?

When you access the online system you will be asked to provide the following information regarding your programme activity:

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<th>Programme Activity</th>
<th>Primary Organizer &amp; Co-organizers</th>
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<td>✓ Programme Activity Types</td>
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<td>✓ Programme Activity Title (maximum of 6 words)</td>
<td>✓ First name(s)</td>
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<td>✓ Programme Activity Proposal (maximum of 300 words)</td>
<td>✓ Last name(s)</td>
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<td>▪ Objectives</td>
<td>Experience/Expertise (maximum of 200 words)</td>
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<td>▪ Format</td>
<td>If possible, include a URL for a sample of your public speaking/organizational experience.</td>
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6. What are the programme activity types?

You are required to indicate which Global Village or Youth activity(ies) you want to apply for. Different types of activities include:

1. Exhibition Booths

1.1 NGO exhibition booths (6 square meters): Booth space will be provided for selected NGOs, HIV service organizations and grassroots, community-based organizations to display materials, and share their work, programming, resources, strategies and other related information. NGO booths will be staffed by the activity organizers.

Standard package includes:
3 x white melamine infill panels with polished aluminum frame:
2x (approx. 2mw x 2.5mh), 1x (approx. 3mw x 2.5mh)
1 header sign (including name of organization)
2 shelves
3 chairs
1 table (skirted)
1 waste basket
2 x energy efficient lights
Electricity (1x 4amp power outlet)
Carpet
Services included: cleaning

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online at a later stage. Charges will apply for orders placed online. Further details will be provided to successful applicants.
1.2 Marketplace booths (4 square meters): Marketplace booths will provide space for organizations to raise awareness of their programming and efforts, while allowing them to fundraise by selling their products. Products are normally created by and/or for people living with HIV, as well as caregivers and others affected by the epidemic. Any income generated from marketplace booths is to be used for the purposes of promoting and supporting HIV related programming or causes only. To validate this, applicants may be requested to submit letters of support with their submission. Letters of Support can be provided by associated peak bodies, programme partners or donors.

Standard package includes:
3 x white melamine infill panels with polished aluminum frame:
2 x (approx. 1 mw x 2.5 mh), 1 x (approx. 2 mw x 2.5 mh)
1 header sign (including name of organization)
1 shelf
2 chairs
1 table (skirted)
1 wastebasket
2 x energy efficient lights
Electricity (1x 4 amp power outlet)
Carpet
Services included: cleaning

Applicants may bring their own furniture or items required for the booth. Additional furniture or services may also be ordered online at a later stage. Charges will apply for orders placed online. Further details will be provided to successful applicants.

2. Networking Zones (60 square meters): Networking zones are spaces for local and international groups focused on particular populations, thematic area or geographic regions. Members of these groups can meet and conduct their own activities and engage with delegates and the public visiting the Global Village. Organizations involved in each networking zone should develop dynamic activities to engage a diverse audience of people involved in the global response to HIV. Activities could include, for example: interactive awareness-raising and educational displays, workshops and discussions with guest speakers. Activities can be presented in different languages. Applicants should indicate which language(s) will be used throughout the week in their proposal. In the spirit of partnership, where there is more than one successful applicant for a networking zone, applicants may be expected to ‘team up’ with similar applicants and collaborate on networking zone activities.

Standard package includes:
3 x white melamine infill panels with polished aluminum:
1 x (approx. 12 mw x 2.5 mh), 2x (approx. 4 mw x 2.5 mh)
1 header sign (including name of Networking Zone)
10 chairs
2 tables (skirted)
1 waste basket
2 x energy efficient lights
Electricity (2x4 amp power outlet)
Carpet
1 computer
Services included: cleaning

Applicants may bring their own furniture or items required for the Networking Zone. Furniture or services required in addition to the above may be ordered online at a later stage at the organizers’ own cost. Further details will be provided to successful applicants.
3. Sessions: Applicants are encouraged to submit new session ideas which are innovative, dynamic and where possible, interactive in their format. These could include but are not limited to: workshops, ‘meet the expert’ sessions, panel discussions, debates and presentations with opportunities for Q&A.

Sessions are to address at least one of the stated Global Village and Youth Programme objectives on page 2 of these guidelines, will focus on current and emerging HIV related topics, as well as key populations. For example, sessions could include topics addressing HIV and other sexually transmitted infections (STIs), sexual and reproductive health, TB and HIV co-infection, or stigma and discrimination. Submissions are encouraged to bridge the areas of science, leadership and community which could explore one or more of multi-sectoral partnerships, community development, youth engagement, accessible funding mechanisms, long-term planning and sustainability.

If selected, the session organizers will be in charge of inviting and confirming speakers for the session. Speaker names and topics will be available on the conference website.

4. Cultural Activities: Activities at AIDS 2014 are expected to create a vibrant cultural experience for conference delegates and the members of the public living locally and visiting Melbourne. Submissions should be consistent with Global Village and Youth Programme objectives (refer to page 2). There will be several areas allocated in the Global Village for performances, art exhibits and film screenings.

The Main Stage is a space for live performances of music, dance and theatre that address issues in the context of either: HIV and other sexually transmitted infections (STIs), sexual and reproductive health, TB and HIV co-infection, stigma and discrimination and human rights. As the heart of the Global Village, the Main Stage plays a significant role in showcasing innovative and dynamic visual expressions of HIV work at the grass roots community level.

For film screenings: The Film Screening Room will show films about HIV and related topics. If you will need additional time to introduce the film or conclude with a question and answer session add this time to the total length of the film. Specify this in the ‘Additional Information’ section. Be as precise as you can.

Art exhibitions: including sculpture, installations, photos and paintings about HIV issues coming from the grassroots level will be displayed throughout the global village.

You have the possibility to upload one photo and one film to complete your application. Use one of the following formats:

Supported photo formats: JPG, GIF, PNG, BMP

Supported video formats: AVI, MPEG (using commonly used codecs). We strongly recommend uploading AVI files.

If you are unable to upload your photo/film you can send a DVD to:

AIDS 2014 Programme Activities Team
C/o Pharma Service, documediaS gmbh
Guenther-Wagner-Allee 13, D-30177,
Hannover, Germany
7. What do I need to consider?

**Programme Activity Title (maximum of 6 words):** A title should be used as a marketing tool to attract participants to your activity. Consider the wording and how you can captivate an audience in your title. You will need to provide a clear understanding and picture of the programme activity.

**Programme Activity Proposal (maximum of 300 words):** The strongest programme activity proposals will communicate a clear sense of the activity; its goals and objectives. The programme activity content should be current, supported by research and consistent with best practices. The best programme activity 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 MS 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 programme activity proposal as follows:

**Objectives:** Start by stating a need or problem that needs to be addressed. Your programme activity is then a possible solution to that problem. Objectives allow participants to assess what they will gain from attending your programme activity and whether they will want to attend it. Programme activities with clear expected outcomes will have a better chance of being selected. Specify what skills you expect participants attending your activity to learn and/or be able to do in specific, measurable, achievable, realistic, and time-bound terms (SMART). The description should engage the reader and promote interest.

**Description of activities (for exhibition booths, cultural activities, networking zones):** Refers to the type of activities which will take place during the programme activity. This should include structured activities which are time limited and scheduled within the allocated time. Depending on the activity type, the description of activities should include a basic outline of topics covered, the types of speakers, type of art medium, explanation of art performance (for example: describe the intended symbolism for a theatrical play or dance), etc. A good programme activity will maintain interest and utilize various interactive methods to keep participants engaged throughout.

**Materials:** Where relevant, specify the types of materials that will be provided to attendees, or used during the activity.

**Format (for sessions only):** Provide an outline for the best way to describe the session, from introduction to conclusion. For example identify discussion vs. small group work, case-study, demonstration, role play, small group activities and 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 session will maintain interest and utilize various interactive methods to keep participants interested and engaged throughout. We recommend that you conduct action planning with participants to ensure delegates can follow-up with you as they implement what they learnt to improve their practice.

**Expected Outcomes:** Expected outcomes should illustrate how your activity intends to achieve your objectives. Objectives and expected outcomes should be linked.

**Primary Organizer/Organizer(s) 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 behavior change. If possible include a URL link to demonstrate the expertise of the suggested primary organizer/co-organizers. Strong primary organizers and co-organizers are essential for the successful delivery of programme activities, and past experience in activity organization at conferences or other fora will be considered.
8. **Selection criteria**

Proposals will be selected through a combination of the following criteria, and should:

1. Support and uphold at least one of the AIDS 2014 Global Village and Youth Programme objectives (listed on page 8 of these guidelines).
2. Illustrate the conference theme “Stepping up the Pace”.
3. Be relevant to the global HIV response.
4. Be participatory and use innovative tools.
5. Where possible, showcase new technologies and/or social/cultural movements.
6. Be original, creative, and stimulate and engage audiences. Demonstrate best practice in terms of how your proposed activity will ensure participants will leave with raised awareness, new perspective on the topic and learn something tangible that they can apply in their own context.
7. Involve several coalitions, including people living with HIV.
8. Demonstrate collaboration and formal partnerships with other groups.
9. Clearly illustrate the link between your program activity’s stated objectives with its expected outcomes.
10. Be relevant to an international audience.
11. Aim to represent key populations including: gay men and other men who have sex with men (MSM); indigenous people; migrants and mobile populations; people living with disabilities; people living with HIV; people who use drugs; prisoners; sex workers; transgender individuals; women; young people and adolescents; and, young women and girls.

9. **Who reviews the programme activity proposals?**

The Global Village and Youth Programme Working Group together with a team of nominated reviewers will score the proposals. The scoring process (to begin mid-February, 2014) will be strictly confidential using a blind scoring system. The programme activity reviewers are your peers; people living with HIV, scientists, activists, policymakers, health care workers, community activists, educators and other people who work in areas relating to HIV. Although each reviewer may not be an expert on the exact topic of the given proposal, they are experienced and knowledgeable, and will be evaluating the strength of programme activity proposals based on clear criteria about what would make a good programme activity.

When drafting your proposal try to put yourself in the place of the reviewer to anticipate the likely questions or comments 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 interesting to read.

10. **Examples of a good application**

For examples of previous activities held in the Global Village area, visit the AIDS 2012 Programme at a Glance (PAG) at [http://pag.aids2012.org/Downloads.aspx](http://pag.aids2012.org/Downloads.aspx)


Below are two (2) examples taken from successful public submissions from AIDS 2012:

**Example 1:** Sessions proposal

**Example 2:** Networking zone proposal
Example 1: SESSIONS PROPOSAL

Title: Prevention Now: New and Innovative Approaches to Female Condom Advocacy

Proposal Summary: Female condoms are the only HIV/STI and pregnancy prevention tool available for use today that is designed to be initiated by women. Female condoms have good acceptability, and evidence shows that when female condoms are promoted alongside male condoms, the total number of protected sex acts increases. However, female condoms remain underfunded, largely inaccessible, and underused because of a lack of effective programming. Civil society can play a critical role in urging donors and governments to invest robustly across female condom procurement, distribution, and programming—essential ingredients for access and uptake. Through its Prevention Now! Campaign, the Center for Health and Gender Equity (CHANGE) has awarded four grants to local civil society groups and coalitions in sub-Saharan African countries for short-term advocacy projects. The objective of the grant program is to significantly expand access to female condoms in the region through strategic influence of key decision makers. In this workshop representatives from the four countries will present on their innovative female condom advocacy work.

Objectives:
1. Enhance capacity for advocacy among female condom advocates
2. Increase knowledge of advocacy efforts to incorporate female condoms into other HIV prevention programs
3. Equip service providers and program managers with concrete ways to engage in policy advocacy

Format:
1. Introduction and icebreaker (10 minutes)
2. Four short presentations on female condom advocacy in Malawi, Zambia, Swaziland, and Uganda (10 minutes each)
3. Discussion and Q&A: successes and challenges in female condom advocacy (25 minutes)
4. Wrap-up and mapping the way forward: ideas for existing and future female condom advocacy efforts (15 minutes)

Expected Outcomes:
1. Learn new and innovative approaches to female condom advocacy
2. Understand the importance of female condom programming and best practices
3. Strategize around female condom advocacy initiatives in their countries/regions

1st Key affected population: Women
2nd Key affected population: Young people
1st Regional Focus: Global

Experience/Expertise: The Primary Organizer leads XX organization in XX.
Example 2: NETWORKING ZONE PROPOSAL

Title: *Harm Reduction/Drug Policy Networking Zone*

Objectives: Integrate a harm reduction perspective throughout the conference; Raise visibility around issues affecting people who use drugs in relation to the fight against HIV/AIDS; Raise visibility around harm reduction approaches critical to overcoming the HIV pandemic amongst people who use drugs; Create opportunities for discussion and networking between harm reductionists and allies; and, Create a safe space for people with histories of drug use.

Description of Activities:

**Opening Reception:** The networking zone will host an opening reception to launch the zone and to highlight harm reduction events and activities happening throughout the week. Video Screenings: These sessions will be dedicated to screening films and videos highlighting harm reduction interventions and drug policy from around the world.

**Sessions:** We will host 1 to 2 sessions per day, focusing on issues affecting people who use drugs. They will be interactive and will feature high profile speakers.

**Materials Distribution:** The zone will offer a space where people can seek out and share printed materials specifically related to harm reduction, drug policy, or HIV/AIDS.

**Networking:** The zone’s schedule of activities will leave plenty of programmed time to create space for dialogue, relationship-building, and debate.

**Information Transfer:** The zone provides a “help desk” of sorts that offers information on and referrals to local harm reduction services throughout the conference.

**Advocacy:** The zone will offer space to support advocacy on issues pertaining to people who use drugs.

**Outcomes:** Increased knowledge of how harm reduction can help end the AIDS pandemic; Increased interest in, awareness of, and understanding of how HIV impacts people who use drugs and why harm reduction programs form a core part of the response to the pandemic, among conference participants and the general public that visits the zone; Increased understanding of how drug policies impact the HIV/AIDS pandemic; Greater access to information and resources for organizations working with people who use drugs; and, Stronger networking between organizations fighting for the rights of people who use drugs.

**1st Key affected population:** People who use drugs

**1st Regional Focus:** Global

**Language(s):** English

**Experience/Expertise:** Primary Organizer is the Special Projects Coordinator at the XX. She began as the Conference Assistant in 2010. Currently she spearheads projects within the agency related to drug user representation, involvement and training, and international drug policy with a special focus on Latin America.
11. **CHECKLIST for preparing your application**

- Does my application respond to the selection criteria outlined on page eight (8) of these Guidelines?
- Have I demonstrated how my activity will link to at least one of the stated objectives of the Global Village and Youth Programme listed on page two (2) of the Guidelines?
- Have I arranged for someone who has strong written English skills to check my application form for clarity and readability?
- Have I clearly defined in my application which key population group the activity is focusing on?
- Have I considered in my application the types of resources my activity will need to ensure it will be vibrant, well attended, and have a lasting impact for Global Village attendees?
- Have I demonstrated how my activity will promote partnerships and collaboration across other HIV organisations, groups and individuals, and will include people living with HIV?
- Have I explored the idea of partnerships? Many groups have the same goals. Partnering with others can share the work load or get more mileage out of the work that you do.
- Have I included details of any relevant professional experience to support my application, such as my experience in the HIV sector, and demonstrated capacity to effectively manage my programme activity in the Global Village at AIDS 2014?
- Has my application clearly outlined my planned activity’s objectives and how these are linked to expected outcomes?
- For Networking Zones only: does my application demonstrate a commitment to ‘team up’ with similar applicants and collaborate on NWZ activities, if there is more than one successful applicant per one NWZ theme?
- For applicants under 18 years old: if my submission is successful, I will be willing to complete a parent/guardian consent form, and will be accompanied by an adult onsite at the conference.
- Is my application form fully completed? *Note that incomplete submissions will not be accepted*

12. **How do I contact the programme activities team AIDS 2014?**

Correspondence between the International AIDS Society Programme Activities team and applicants will be done by e-mail. Each applicant must have a valid personal e-mail address that you check regularly.

All applicants (successful and rejected) will be notified by e-mail after the review and selection process is complete (by the early April 2014).

The information you provide on the application form is considered confidential and will only be used for AIDS 2014 and its accredited affiliated events.

Any enquiries concerning your application for a Global Village or Youth Programme activity should be sent to [globalvillage@aids2014.org](mailto:globalvillage@aids2014.org)

13. **What about conference access?**

Individuals who are registered for the conference will have full access to the conference venue, as well as the Global Village. Those that have neither registered (nor received a scholarship) will only have access to the Global Village. The Global Village is *free* to members of the public, as well as conference delegates.
14. Scholarship programme

The International Scholarship Programme is open to everyone around the world working or volunteering in the field of HIV and AIDS. Priority will be given to those whose participation will help enhance their work in their own communities, to those who are able to assist in the transfer of skills and knowledge acquired at the conference, and to those whose abstract, workshop or programme activity submission has been selected. Scholarship selection will be based on a non-biased scoring system established in advanced. A Scholarship Review Committee will contribute to the reviewing and scoring of the applications. For more information, visit: http://www.aids2014.org/Default.aspx?pageId=610

15. Quarantine for Australia

**Australian Quarantine:** The Australian Government quarantine department exercises the right to refuse entry of prohibited materials, including, for example: untreated wooden artifacts, seeds, food products, etc. The rules and regulations are strictly enforced, and it would be a shame for cultural artifacts to be confiscated and destroyed by Australian customs upon arrival to the country. Successful applicants are strongly encouraged to read and understand the quarantine requirements for declaring and bringing materials into Australia: http://www.daff.gov.au/biosecurity/quarantine and refer to the drugs and medicines, food, plants and animal products or other goods listed as restricted goods: http://www.daff.gov.au/biosecurity/travel/cant-take. For cultural activities which will require materials, it may be worth considering procuring these within Australia, or bringing in non-natural materials (for example: using artificial feathers on a cultural costume, rather than real bird feathers).

16. Immigration and travel arrangements

Successful candidates outside of Australia are responsible for checking the visa requirements that apply to their country and cover related costs. All successful candidates who do not receive a full or partial scholarship to attend the conference are responsible to obtain funding for their own travel related costs, such as flights, accommodation, and associated costs whilst staying in Melbourne.

**Australian Immigration:** All visitors to Australia, except for New Zealanders, must have a valid visa before boarding their plane regardless of the length of stay. The conference organizers strongly recommend that potential delegates and Global Village participants visit the website of the Australian embassy/consulate in their country as soon as possible to learn about the specific immigration processes and timing that will apply to them. **Global Village participants should apply for the visa at least three months before travelling to Australia (i.e. mid-April 2014).** Factsheets on visa processes and health requirements are available on the conference website. More information at: http://www.aids2014.org/Default.aspx?pageId=611