GUIDE TO SUBMITTING A WORKSHOP PROPOSAL

The 20th International AIDS Conference welcomes the submission of high quality workshop proposals from conference delegates. Reading the following guide should provide you with more insight into the workshops and may increase the chance of your workshop being chosen.

WHAT is a workshop?

The workshop programme aims at increasing the capacity of delegates to implement and advocate for effective, evidence informed HIV policies and interventions in their respective communities and countries. They are designed to be opportunities for professional development.

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 collaborative learning techniques in order to build, and strengthen, the skills of delegates. They can be 90 or 180-minutes in length and be held in languages other than English.

There will be fifty high-quality, targeted workshops at AIDS 2014. Each workshop will provide opportunities for knowledge transfer, skills development and collaborative learning. Twenty of the workshops will be designed by the Conference Programme Committees, and the remaining thirty workshops will be selected from proposals submitted by delegates through the AIDS 2014 website.

The deadline for submitting a workshop proposal is Thursday the 6th of February 2014. Submissions received after this date will not be considered for any reason.

HOW do I submit a workshop?

AIDS 2014 uses an on-line system at [http://profile.aids2014.org/](http://profile.aids2014.org/) for the submission of workshops. You must begin by creating a conference profile then entering the workshop submission system to create your workshop proposal. For step-by-step instruction on how to use the workshop submission system see the AIDS 2014 Workshops Submission Instructions.
WHAT information is needed to submit a workshop?

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

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Keep in mind that the workshops proposal process is highly competitive, so you will need to write a workshop proposal that is innovative, creating an opportunity to add valuable skills to standout and succeed. For AIDS 2012, 576 submissions were received for 40 places. It is important to write your workshop proposal with an understanding of who will review the workshops, how the workshop outline will achieve the objectives described, and address the specific criteria that the reviewers will use to evaluate the workshop proposals.

WHO reviews the workshop proposals?

The workshop reviewers are your peers; 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 workshop proposals based on clear criteria about what would make a good workshop.

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 rewarding to read.

Remember, the reviewers have the difficult task of scoring your proposals with final selection made by the workshops working group.
WHAT are the selection criteria?

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

- **Objectives** that are measurable and achievable, clearly evident throughout proposal and supported by interactive learning activities during the workshop.
- **Expertise** of the facilitator.
- **Methodology** – The workshop proposal should start from participants’ needs, and use a learner-centered approach to facilitate individual and group based learning.
- **Relevance** – The proposal fits with the relevant category, focus area, level and will develop relevant skills adaptable and transferrable to different contexts and populations to impact the HIV response.
- **Expected Outcomes** – Delegates participating 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 populations (e.g. People Living with HIV, Women, Youth, Sex Workers, Men who have Sex with Men, Gay Bisexual Lesbian Transgender, Drug Users, Aboriginal/Indigenous peoples, etc.).
- Geographic regions (e.g. Sub-Saharan Africa, Middle East and North Africa, Eastern Europe and Central Asia, East Asia, South and South East Asia, Oceania, Central and South America, Caribbean, North America, Western and Central Europe).

WHAT are the workshop focus areas?

The AIDS 2014 workshop programme is grouped into three broad areas:

1) **Scientific**,
2) **Community**, and
3) **Leadership and Accountability**.

These three areas cover a range of content and specific skills that can be applied within the workplace or life setting. The main purpose of the workshop grouping is to help delegates select and attend workshops that best correspond to their needs.

1) **Scientific workshops for professional development**

Workshops in this area will 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, behavioral, social, economic, political, and operational research as well as in 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.
The Scientific Development Categories follow the scientific track categories. For an expanded description of the scope and objectives of each scientific track, please click here.

2) Leadership & accountability workshops proposals for professional development

These workshops will 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 the ways in which they go about developing leadership skills and accountability processes. The workshops seek to understand such practices and examine what outcomes are possible for an effective, transparent and coordinated HIV responses.

3) Community skills workshops for professional development

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 key affected communities.

Participating in these workshops will enable delegates to broaden their knowledge and skills in mobilizing key affected 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.

WHAT else do I need to consider?

You will want to concentrate on crafting an interesting and informative workshop title and proposal and describing the experience of the lead facilitator.

Workshop Title (maximum of 50 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, all in 50 words or less.

Workshop Proposal (maximum of 300 words): The strongest workshop proposals will communicate a clear sense of the workshop; its goals, objectives, and plans to either transfer knowledge to, or increase the skills of the conference delegates. 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 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 workshop proposal as follows:

- **Learning Objectives:** It can be helpful to begin by stating a need or problem that needs to be addressed. Your workshop is then a possible solution to that problem. Specify what skills you expect participants attending your workshop to learn and/or be able to do 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 outcomes will have a better chance of being selected.

- **Format:** Provide an outline of the methodology to be used in each section, 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 workshop 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.

- **Materials:** Specify the types of handouts or other materials that will be provided to attendees during the workshop.

**Facilitator Experience/Expertise (200 words max):** 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 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?

Yes, below are two examples taken from successful public submissions from AIDS 2012.

Example 1:

*Leading the Way in Asia - Mapping, Mobilizing and Building Capacity of Young Key Affected Populations*

In Asia and the Pacific, where most countries are experiencing concentrated HIV epidemics, there has been increasing emphasis on working *with and for* young key affected populations (YKAP, or young men who have sex with men; young transgender people; young people injecting drugs; young people in sex work; and young people living with HIV) in the AIDS response.

But how do we do this and what difference does it make anyway?

**Learning Objectives:**
This workshop draws on multiple partners' experience* in mapping, mobilizing and building capacity of YKAP in the Asia-Pacific region. Highly participatory and interactive, the workshop will combine medical, educational and rights-based paradigms to understand YKAP issues.

It will provide guidance on HIV programming for YKAP, and specifically aims to:
- Build knowledge about strategic information (and gaps), including risks and vulnerabilities among YKAP;
- Showcase regional experience in working with and for YKAP, and core components of success;
- Assess participants' personal and institutional capacity to respond to YKAP needs;
- Share resources/mechanisms for strengthening capacity.

**Format:**
1. Introduction to learning objectives, methodologies and programme (10 minutes)
2. 'Swapping Statistics': Interactive exercise with YKAP data (25 minutes)
3. Reconsidering risk game: What makes a young person 'key affected?' (25 minutes)
4. What role for YKAP in the AIDS response? Panel discussion with regional youth-led organizations including HIV Young Leaders Fund, Youth Voices Count, and YouthLEAD (45 minutes, including Q&A)
5. Assessing capacity to meet YKAP needs: interactive exercise using HIV/AIDS Alliance assessment tools (1 hour)
6. Paired-sharing of experience, evaluation, closing (15 minutes)

**Materials:**
Exercise cards/handouts, PowerPoint presentations/videos, evaluation

**Experience/Expertise:** Mr Ompad is a 26 year old Filipino advocate and public health student. He's worked for the Youth AIDS Filipinas Alliance Inc., was the Behavior Change and Communications Coordinator for the Philippines Global Fund HIV Project, and is currently providing technical training and guidance to YouthLEAD, a network of Young Key Affected People in Asia and the Pacific. He has been involved in the development of the NewGen Asia Leadership, and other capacity-building activities in the region
Example 2:

**Developing an HIV case-based surveillance system from existing data sources**

As investment has grown in evidence-based HIV prevention, treatment and care programs, and outcomes need to be measured, the epidemiologic data needs of countries related to their HIV epidemic have evolved significantly. Currently, many countries use a patchwork of data sources to understand their epidemics; most of these data come from point-in-time surveys and do not provide sensitive, real-time information on annual changes.

HIV case-based surveillance is an integral part of a country's surveillance system as it gathers person-level data at the point of infection and over time. This surveillance method provides epidemiologic answers about emerging or changing trends, and can be generalized to the overall population. This data provides a better understanding about the country's epidemic that can be used for resource allocation, policy development, and evaluation. Design and implementation of case-based surveillance is 'easy' since patient-level data is now readily available in many countries (PMTCT, ART, TB/HIV programs), coming from electronic and paper medical records, and standard patient registers. Using these data sources, countries can expand existing systems to include low-barrier case-based surveillance systems that provide timely and detailed epidemiologic change data.

**Learning Objectives:** Using existing success stories, this workshop will provide participants with the opportunity to create a roadmap for the development of a case-based surveillance system: examining existing data sources in their countries, developing a sentinel event diagram, and outlining next steps for implementation through discussion with participants and facilitators.

**Format:**
1. Overview/contextualization of case-based surveillance including integration, benefits, and cost-efficiencies (20 minutes)
2. Review existing data sources, case surveillance methods, and alignment of methods with existing patient-level data systems, resources, and practice (30 minutes)
3. Develop a roadmap for building a case-based surveillance system; group work and discussion (100 minutes)
4. Q&A and conclusions (30 minutes)

**Materials:** PowerPoint presentations, group discussion worksheets, and resources/links sheet

**Experience/Expertise:** Ms. Pessoa-Brandao brings close to 10 years of experience as an STD and HIV epidemiologist and HIV Surveillance Coordinator domestically, and several years of experience providing technical assistance through the NASTAD Global Program.
WHAT are the submission requirements?

- All workshop proposals are to be HIV-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.
- 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. However, once accepted, workshops can be presented in languages other than English.
- Submission deadline: Thursday the 6th of February 2014. Submissions received after this date will not be considered for any reason.
- Submissions demonstrating collaborations and partnerships with other groups, organizations and agencies will increase their likelihood of being accepted.
- All submitters (successful and rejected) will be notified by e-mail by the end of April 2014.
- Workshop facilitators may apply online for a scholarship to attend the conference. To learn more about applying for scholarships, please visit http://www.aids2014.org/Default.aspx?pageId=610

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

WHAT about travel arrangements?

Successful candidates outside of the Australia are responsible for checking the visa requirements that apply to their country and cover related costs. For further details please see the Visa information at: http://www.aids2014.org/Default.aspx?pageId=611

HOW do I contact the workshops team?

The workshops team is happy to answer any questions you might have. Please note the following:
- Correspondence between the Programme Department and submitters will be done by e-mail. Therefore you must have a valid personal e-mail address that you regularly check.
- Please send all enquiries concerning your workshop submission to the workshops team at workshops@aids2014.org

We look forward to receiving your workshop proposals!