

Affiliated Event Request Form

Organisations or groups that wish to schedule meetings or activities in conjunction with the XVI International AIDS Conference (AIDS 2006) should complete this form. Individuals requesting an Affiliated Event should be a registered attendee for AIDS 2006.

The XVI International AIDS Conference (AIDS 2006) desires to maintain the focus and integrity of the Conference and therefore, must be kept apprised of and approve (in advance, in writing) ALL Affiliated Events being held in conjunction with the Conference. Official Affiliated Events are held off the main Conference site and may include a broader range of venues, time length and formats and include: symposia, company meetings, dinners and receptions, investigator group meetings, workshops, debates and pre-conferences.

Note: Affiliated Events are not the same as Satellite Symposia. For Satellite Symposia bookings, please visit www.aids2006.org.

Events may be population or issue specific (e.g. women, gay men/MSM, harm reduction, faith-based), and organised by corporations, scientists, community, health-care workers, etc.

After an Affiliated Event has been approved, a confirmation letter/email will be sent to the function sponsor. At that time, the function sponsor may begin to work directly with their chosen venue regarding specific arrangements.

An individual wishing to hold an Affiliated Event should not sign any space rental agreement until the Affiliated Event request has been approved or does so at their own risk.

There is no processing or sponsorship fee associated with Affiliated Events. No Affiliated Events will take place at the Metro Toronto Convention Center.

Organisations are responsible for any direct costs of their event such as food and beverage, room rental, audio-visual equipment, etc

Please complete ONE request form for EACH event or activity. Processing takes approximately three to four weeks.

FUNCTION SPONSOR:

CONTACT:

Name _____ Title _____
(If the contact is an agent, an authorization letter from the function sponsor MUST be provided.)

Company _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____ Email _____

FUNCTION NAME: _____

FUNCTION TYPE:

- Breakfast / Lunch / Dinner Meeting (*x one*)
- Investigator Meeting (*tentative agenda with proposed topics and speakers should accompany this application*)
- Working Group Meeting (*proposed agenda should accompany this application*)
- Social Function: Reception and/or Dinner (*x one or both*)
- Other (*specify*) _____

SCHEDULING: Function Day/Date _____ From _____:_____ Until _____:_____

Please see approved timings on Page 3.

Pre-AIDS 2006: Saturday, 12 August or prior *all day and evening*

During AIDS 2006:

<input type="checkbox"/> Sunday 13 August	<input type="checkbox"/> <i>ending prior to 08:00</i>
<input type="checkbox"/> Monday, 14 August	<input type="checkbox"/> <i>ending prior to 07:00</i>
<input type="checkbox"/> Tuesday 15 August	<input type="checkbox"/> <i>after 20:00</i>
<input type="checkbox"/> Wednesday 16 August	
<input type="checkbox"/> Thursday 17 August	
<input type="checkbox"/> Friday 18 August	<input type="checkbox"/> <i>ending prior to 07:00</i> <input type="checkbox"/> <i>after 14:30</i>

Post-AIDS 2006: Saturday, 19 August and after *all day and evening*

TARGET AUDIENCE: _____ Number of expected attendees: _____

PROPOSED LOCATION(INCL ADDRESS): _____

COMMENTS/NOTES:

I have read and agree to the XVI International AIDS Conference Rules and Guidelines for Affiliated Events (Pages 3 & 4). I am an authorized representative with full authority to sign and represent the sponsoring company or organisation with regard to this function and have informed all individuals involved with managing this event of these guidelines.

SIGNATURE: _____ DATE: _____

RULES & GUIDELINES FOR AFFILIATED EVENTS

The sponsoring company/organisation is responsible for the actions of its employees and/or agents, and AIDS 2006 will expect them to follow the Guidelines for Affiliated Events. It is the AIDS 2006 Programme Committee's hope that individuals will respect and support the meeting's philosophy, atmosphere, and policies. Failure of any company, nonprofit organisation, or working group, and its agents or employees to follow these guidelines may result in the loss of the company, organization, or group's ability to register an Affiliated Event at future International AIDS Conferences.

Permitted Times for Functions

The XVI International AIDS Conference has adopted a policy which limits all functions not part of the Official Programme to the hours listed below.

No Affiliated Events should compete with or detract from any part of the formal AIDS 2006 Programme. No activities of any kind may be scheduled in conflict with the Official Programme or satellite meetings at the conference.

Date	Official Programme	Available Times for Affiliated Events
Saturday, 12 August 2006 and prior	None	All day
Sunday, 13 August 2006	Satellite Symposia 0800-1830 Opening Session 1900-2100 Welcome Reception 2100-2230	Prior to 08:00
Monday, 14 August 2006	Satellite Symposia 0700-0830 Official Programme 0900-1800 Satellite Symposia 1800-2000	Prior to 07:00 After 20:00
Tuesday, 15 August 2006	Satellite Symposia 0700-0830 Official Programme 0900-1800 Satellite Symposia 1800-2000	Prior to 07:00 After 20:00
Wednesday, 16 August 2006	Satellite Symposia 0700-0830 Official Programme 0900-1800 Satellite Symposia 1800-2000	Prior to 07:00 After 20:00
Thursday, 17 August 2006	Satellite Symposia 0700-0830 Official Programme 0900-1800 Satellite Symposia 1800-2000	Prior to 07:00 After 20:00
Friday, 18 August 2006	Official Programme 0900-1230 Closing Session 1230-1400	Prior to 09:00 After 14:30
Saturday, 19 August 2006 onwards	None	All day

Criteria for Affiliated Events

Criteria for selection as an Official Affiliated Event include:

- Affiliated Events should reflect and/or support the vision and goals of the conference.
- Affiliated Events should address HIV/AIDS, Co-infections or issues faced by individuals or organisations affected by or responding to the HIV/AIDS epidemic.
- The affiliated event programme should reflect Conference policies and goals of diversity and inclusion.

The Conference Organisers reserve the right to approve or reject any Affiliated Events applications, and may decline a request, wholly or partially that, in its opinion, is not in keeping with the character or purpose of the XVI International AIDS Conference. The XVI International AIDS Conference is not responsible for final content or the organization of any such event, which are the responsibilities of the event organizers

Promotion to Attendees and Door Drops

At the conference, there will be tables in the exhibition areas for individuals to post notices of social events and to place future meeting announcements. Door drops (deliveries by hotel to individual guest rooms) are a sponsorship item, and must be coordinated through the Conference Secretariat. The AIDS 2006 Conference does not sell the pre-registration list. There are other methods of advertising the Affiliated Event, including flyers on-site, advertising in publications, bag inserts, etc. Kindly contact Neil Chatterjee in the Marketing Department (neil.chatterjee@iasociety.org) of the XVI International AIDS Conference secretariat for more information.

Ways to Announce your Affiliated Event

Function sponsors should request that the assigned hotel post the function details (day, time, function title, and location) on the hotel's reader board located in the lobby. Further, Affiliated Event invitees should be reminded by the sponsor to check the hotel's reader board (as meeting rooms are often changed based upon adjustments in the numbers of expected participants).

As a service to Affiliated events organizers, all approved events will be published in the Final Programme. There will be a master listing of all Affiliated Events available at the Information Desk on site, should individuals be looking for a particular Affiliated Event function.

Social Functions

Social and hospitality functions may be held preceding and following the Conference as outlined above. Sponsors of social events should submit proposed copy for announcements or invitations to the Conference Secretariat for approval prior to printing. The terms "following" or "preceding" the XVI International AIDS Conference should be used, rather than "in conjunction with." The announcements or invitations should not imply that the Affiliated Event is an official activity of the AIDS 2006 Conference.

Media Events, Press Conferences and Press Releases

Any function, publication, supplement or electronic product devoted to the coverage of the Conference - before, during and after - must have prior written approval of the Conference Organising Committee (i.e., meeting highlights, on-line conference proceedings/ reporting, audio Conferences, fax newsletters, abstract compilations, etc.).

Signs and Banners

Signs, banners, posters, or flyers may not be posted or displayed at any location inside or outside of the convention centre (other than the future meetings tables, as noted above). If the Affiliated Event is in a hotel, directional signs are permitted on the day of the event based on the hotel's regulations. However, signs and flyers may be posted or handed out at the Exhibition Area of the sponsor (if such Exhibition Area has been rented) or during their Satellite (if such an event has been booked).

Costs

Please note: any charges for services are the responsibility of the function sponsor. The XVI International AIDS Conference is not responsible for payment for any services connected with the above event and has no authority over any service charges, rental fees, labor contracts, etc., that are required by any venue.

RETURN TO:
XVI International AIDS Conference Secretariat
33 Ch. De l'Avanchet
1216 Cointrin
Geneva
Switzerland
Email: affiliatedevents@aids2006.org
Facsimile: +41 22 710 08 99
Deadline: 30 April 2006