



## Terms and conditions for IAS 2021 Affiliated Independent Events

### Format

Affiliated Independent Events include a broad range of formats, among them social functions, cultural events and meetings/pre-conferences.

These events should address HIV and AIDS, co-infections or issues faced by individuals or organizations affected by or responding to the HIV epidemic. Events may be population or issue specific (for example, women, men who have sex with men, harm reduction, faith based), and organized by groups and organizations or individuals.

### Fees

There is no cost involved in applying for Affiliated Independent Events status.

### Criteria

The following criteria must be met in order to be approved as an IAS 2021 Affiliated Independent Event:

- It must take place between 1 May and 31 July 2021.
- It must take place *outside* the official IAS 2021 programme hours. These are:

Sunday, 18 July 2021: 09:00-22:00

Monday, 19 July – Tuesday, 20 July 2021 09:00-22:00

Wednesday, 22 July 2021 08:00-17:00

### Application process

Anyone seeking to organize an event affiliated with IAS 2021 – the 11th IAS Conference on HIV Science – must submit an online application through the conference profile. The Conference Secretariat will review all completed applications.

Once an Affiliated Independent Event has been approved, a confirmation email will be sent to the applicant. Only fully completed applications will be considered. The information provided in the application form may be used on the conference website. Any relevant changes to approved events must be updated in the conference profile in a timely manner.

An organization or individual wishing to hold an Affiliated Independent Event should wait for event affiliation approval. Organizations or individuals who make arrangements prior to notification of approval do so at their own risk.

The conference organizers reserve the right to approve or reject any Affiliated Independent Event application and may decline a request, wholly or partially, that, in its opinion, is not keeping with the character or purpose of IAS 2021. Conference organizers are not responsible for the final



content or the organization of any such event; the content and management of the event is the sole responsibility of the event organizers.

### **Responsibilities of an Affiliated Independent Event organizer**

The sponsoring company or organization is responsible for the actions of its employees and/or agents, and events should follow the terms and conditions for IAS 2021 Affiliated Independent Events.

Organizations are responsible for all direct costs for their event, such as food and beverage, room rental and audio-visual equipment, where applicable.

### **Promotional and outreach materials**

Affiliated Independent Event organizers should submit proposed copies for announcements or invitations to the Conference Secretariat for approval prior to printing.

Once an event has been approved, the organizer will receive a third-party logo, which can be used in promotional materials and on the event website (if applicable).

Any function, publication, supplement or electronic product devoted to the coverage of the conference – before, during and after – must have prior written approval from the Conference Secretariat (this includes meeting highlights, online conference proceedings and/or reporting, audio conferences, fax newsletters and abstract compilations).

### **Promotion to IAS 2021 delegates**

Affiliated Independent Events will be published on the IAS 2021 website and appear in the IAS 2021 online conference programme.

### **Promoting during IAS 2021**

Signs, banners, posters and flyers may not be posted or displayed at any location inside or outside the IAS 2021 Berlin Hub venue.