

CANADA Exhibit – Call for Presentations



Overview:

The XIX International AIDS conference in Washington, D.C. presents an opportunity for Canadians working in many areas of HIV/AIDS to network and share with their peers from around the globe. This year, the Canada Exhibit will once again have a prominent placement in the exhibit area at the conference and will be visited by many of the 20,000+ delegates.

As in past years a USB of Canadian HIV/AIDS Resources will be compiled for delegates to take away and we are producing a video that shares the milestones made by Canadians from the past 30 years. The video runs for approximately 5 – 6 minutes and will loop constantly. The exhibit is an interactive stage for Canadians allowing presentations, meetings and delegate interaction.

To take advantage of the time and to optimize on the fact that many Canadians will be in Washington to share with their colleagues, we have decided to build an interactive presentation opportunity into the schedule of the exhibit. These presentations will be from civil society and government – the partners in the Canada Exhibit. Presentations will be a combination of PowerPoint presentations, discussion and question/answer period. This was a very successful activity in Vienna and there was a request to do presentations once again.

Presenters for these sessions are “recruited” from the Canadian pool of delegates attending the conference. The presentations are aimed at promoting a dialogue and sharing experiences; telling the Canadian story around a theme and opening that story up for questions. It is not about “telling” people how to do something; it is about sharing our experience.

This call is targeted to individuals who are interested in taking advantage of this opportunity to engage in an exercise of sharing their Canadian experience, discussing their approaches or successes and identifying on-going challenges to HIV/AIDS work in Canada. It is hoped that through this sharing process, an opportunity will be created whereby delegates have an opportunity for a richer and more wholesome discussion around a specific area of work.

Presentation Agenda:

Presentations will be tightly monitored for time and will not exceed 35 – 45 minutes in length. Once an indication of interest has been expressed, the Canada Exhibit Advisory Group will work with the Project Manager to identify those presentations that highlight the variety and quality of HIV/AIDS work being undertaken by Canadians. The following is an outline of the presentation agenda:

10-15 minutes	Presentation (PowerPoint supported)
10-15 minutes	Discussion, Question & Answer
5 – 10 minutes	Wrap-up

There is room for about 20 presentations over the 4 full days of the conference. Once a short list of presentations has been identified, Brian Huskins the Canada Exhibit Project Manager will communicate with presenters to refine the

details and requirements of their presentation. The exhibit is equipped to allow PowerPoint presentations and a microphone is available for presenters. The presentation will be seen on a large monitor inside the exhibit. The Canadian AIDS Society as the lead NGO on this project has some ability to translate PowerPoint presentations (presenters are encouraged to include translations) and all slide decks must be provided in advance of the conference for branding to the Canada Exhibit visuals. Presentations follow a strict structure as outlined later in this document to ensure continuity and maintain timelines.

Onsite Schedule:

These sessions are scheduled between other activities that are taking place at the Canada Exhibit. We have waited for this step in the process as the full conference schedule will be out and individuals will know if they are attending the conference; when they may have other commitments; and when they will be available.

The exhibit hall is open from Sunday July 22 at 12h00 – 18h30, daily Monday to Thursday July 26 at 10h00 to 18h30. Presentations at the Canada Exhibit will take place from Monday to Thursday at 10h00, 11h30, 13h00, 14h30 and 16h00. This gives us a total of 20 spaces available for presentations at the Canada Exhibit and in some cases; we may choose to highlight one presentation on a few days at different times to ensure engagement with peers.

Promotion will be done in advance of the conference, information will be emailed to an extensive Canadian list of organizations and individuals to promote the presentations, as well; we have a large international list of contacts that will receive the schedule and outline of presentations. The schedule will also loop between the video shown in the Canada Exhibit and a schedule will be posted on a bulletin board in the exhibit. This activity along with other activities will be promoted through social media such as FaceBook and Twitter.

Potential Topics:

While the call is an open process, participation depends on the presenter already being in Washington to be a part of the interactive dialogues at the Canada Exhibit. As well, many are already presenting and this is an opportunity to have additional time to highlight the work you or your organization has undertaken and to share that with an expanded network of peers from around the globe.

The focus topics of the sessions has not been decided, some potential focus areas that have been suggested are;

GIPA	Population Specific Initiatives or reports
HIV & Prisons	Women
Aboriginal peoples	People who use injection drugs
Gay men	Ethics, criminalization and legal issues
Anonymous testing	Treatment resources
Prevention tools	Rights based approaches
HIV & disability issues	Research results
Co-Infection	HIV/AIDS as a development issue
HIV/AIDS transmission	Gender-based violence

Sample PowerPoint Slide Deck Format (all presentations MUST follow this format!):

Slide 1	Presentation Title, Your Name, Organization, Contact Information
Slide 2-4	Background - Why was the initiative needed; <ul style="list-style-type: none"> o Data, research, epidemiological information etc. o Needs assessment results or community surveys o Other relevant source information
Slide 5	Key Objectives - What did you aim to accomplish? <ul style="list-style-type: none"> o No bullet point should exceed 10-12 words o Maximum of 3-4 bullet points
Slide 6	Key Highlights - Example of 2-3 things you did; <ul style="list-style-type: none"> o Publications, Meetings, Activities, Community Engagement etc. o No bullet point should exceed 10-12 words o Maximum of 3 key highlights
Slide 7	Key Challenges - What were some of the challenges or issues experienced?; <ul style="list-style-type: none"> o No bullet point should exceed 5-7 words o Maximum of 3-4 key challenges or issues
Slide 8	Key Lessons Learned - If you were to do this again, what would you do differently?; <ul style="list-style-type: none"> o No bullet point should exceed 10-12 words o Maximum of 3 key lessons learned
Slide 9	Future Directions - What are some things that can be done to build on this experience?; <ul style="list-style-type: none"> o No bullet point should exceed 10-12 words o Maximum of 3 key future directions
Slide 10	Open questions on presentation, clarification on points or further targeted discussion; <ul style="list-style-type: none"> o 3 or 4 to reflect their experiences o Sharing similar experiences o Feedback or input on presentation

Submission Process:

If you are interested in being a part of this exciting project and would like to be considered for one of the limited presentation spaces, we want to hear from you! This is a call for submissions for presenters. If you are interested, please provide the following information to Brian Huskins via email at aids2012@huskins.co by July 3, 2012!

SUBMISSION FORM

(Please ensure this form is completed, you will be contacted with the decision of the Advisory Group)

Contact Information:

Your Name:	
Organization:	
Email Address:	
Telephone #:	

Presentation Title:

Presentation Overview (Maximum 50 words):

Preferred Time (all attempts will be made to facilitate your first or second choice):

	Monday	Tuesday	Wednesday	Thursday
1st Choice	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00
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3rd Choice	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00	<input type="checkbox"/> 10h00 <input type="checkbox"/> 11h30 <input type="checkbox"/> 13h00 <input type="checkbox"/> 14h30 <input type="checkbox"/> 16h00

Timelines:

June 8, 2012	1 st Call for Submissions Issued
June 22, 2012	Close of Call for Submissions
June 29, 2012	Confirmation of short list of presentations
July 6, 2012	Scheduling of presentations & confirmation of presenters
July 13, 2012	Slide decks or content due for exhibit branding and translation
July 18, 2012	Confirmation of all presentation details for Washington
July 23-26, 2012	Presentations at XIX International AIDS Conference in Washington