



Conference Intern

About the IAS:

The mission of the International AIDS Society (IAS) is to lead collective action on every front of the global HIV response through its membership base, scientific authority, and convening power.

Founded in 1988, the IAS is the world's largest association of HIV professionals, with members from more than 180 countries working on all fronts of the global AIDS response. Together, we advocate and drive urgent action to reduce the global impact of HIV.

The IAS is the steward of the world's two most prestigious HIV conferences – the International AIDS Conference and the IAS Conference on HIV Science. These conferences have established a gold-standard meeting that convenes the world's top scientists, civil society members and policymakers to jointly discuss the fight against HIV.

We promote and invest in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

Details of Internship:

The intern will be based at the IAS Secretariat in Geneva, Switzerland and report to the Conference Programme Manager and the Congress & Exhibition Manager. The internship is full-time and will last 5 months from 1 March 2019 to 9 August 2019.

Purpose of the Internship:

The Conference Intern will mainly be responsible for assisting the Conference teams in the preparation of the IAS 2019 Conference.

Main Responsibilities:

Conference Programme Department

- Marathon Meeting preparations
 - Prepare meeting binder and supporting documents.
- Session development support
 - Prepare and issue invitations to chairs, speakers and point people for conference sessions (abstract and invited speaker sessions);
 - Compile and track replies to invitations, inviting back-ups;
 - Draft and prepare relevant communications to committee members and session participants (emails, key documents, session links etc...);
 - Data entry into and updating of the session planner (session database).

- Abstract support
 - Assist with late breaker fraud hunt process, identifying potentially plagiarized submissions.
- Poster Exhibition
 - Plan and coordinate the conference poster exhibition under the supervision of the responsible Project Manager;
 - Develop and proof Poster Exhibitor Guidelines;
 - Develop relevant maps, signs and training material for hostesses and volunteers
 - Support software and IT tools development.
- Roadmaps
 - Assist with the develop of the conference roadmaps as part of the Conference Programme;
 - Review previous roadmaps and make suggestions for roadmaps for IAS 2019;
 - Prepare and issue invitations for selected organisations to prepare roadmaps;
 - Compile and track replies to invitations, inviting back-ups;
 - Ensure roadmaps received match what was asked for;
 - Liaise with IT to publish roadmaps online.

Congress & Exhibition Department

- Venue management
 - Assist with venue build up, signage, cleaning & waste, medical services;
 - Prepare catering templates and collect internal catering needs;
 - Supervise the catering project onsite and make sure that all catering orders are delivered as requested.
- Delegate bags
 - Assist with the overall coordination and delivery of the delegate bags.
- Delegate name badges and lanyards
 - Assist with the overall coordination and delivery of the name badge paper;
 - Assist with the overall coordination and delivery of the lanyards.
- Volunteers
 - Assist with the volunteer programme and volunteer scheduling.

General

- Administrative tasks
 - Updating documents/templates, organizing online archives;
 - Manage conference related inboxes and respond to inquiries;
 - Help with data analysis.

Perform additional tasks as requested by the Conference Programme Manager and the Congress & Exhibition Manager.

Academic Qualifications:

- Currently studying or recently graduated in social science, public health, development, international relations or a related field is required. Candidates expressing a keen interest in this area of work will also be considered.

Experience: (previous internships)

- Previous work in organizing conferences and events would be an asset
- Experience working in an international context.

Skills/Competencies:

- Attention to detail and excellent organization
- Understanding of project management
- Ability to work independently and take initiative
- Ability to multi-task and handle multiple projects simultaneously
- Ability to cope with stress and meet tight deadlines

Languages:

- Excellent written and oral English language communication skills. Knowledge of other languages is an asset.

Benefits from this internship:

The intern can expect to gain skills and experience in the following areas:

- Event and project management
- Programme development
- International relations and communication
- Public health and HIV

Stipend: 2'000.- CHF/month gross (full time).

How to Apply:

This internship is ideally suited to a qualified, motivated and eager-to-learn graduate willing to prepare his/her professional life in challenging and dynamic settings, with high international exposure.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Friday 15 February 2019. Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values ([learn more here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with or affected by HIV are strongly encouraged to apply.**