



HIVR4P 2024

HIVR4P 2024: Terms and conditions for media

Definitions

These terms and conditions for media are valid for every person registered as media (hereinafter referred to as “media representative”, “media” or “data subject”) for HIVR4P 2024, the 5th HIV Research for Prevention Conference, which is planned to take place in Lima, Peru, and virtually from 6 to 10 October 2024.

All references to the age of a person, mentioned in this and other conference documents, refer to the age of that person on 6 October 2024, unless otherwise specified.

All references to a date or a deadline, mentioned in this and other HIVR4P 2024 documents, refer to Central European Summer Time (CEST).

The organizer of HIVR4P 2024 is IAS – the International AIDS Society – a Swiss non-governmental organization with its principal office at Avenue de France 23, CH-1202 Geneva, Switzerland (Federal number CH-660.1.312.004-6).

Media registration and accreditation

Application process and requirements

Media representatives must register online by submitting both the media registration form and the required supporting documents. To register as media, you must be at least 18 years old. You may be asked to present an official identity card stating your age.

If the maximum in-person capacity is reached, the IAS reserves the right to decline new in-person plus virtual registrations or requests to change from virtual registrations to in-person plus virtual registrations.

Three categories of media registration are available. Each requires you to submit supporting documents to be considered for media accreditation.



Category 1: Journalists, photographers and videographers who are either employees of or on assignment for a recognized print, radio, broadcast or online consumer, medical, community-based or HIV service organization-sponsored media outlet. Required documents are:

- Letter from your Editor stating the purpose of your assignment at HIVR4P 2024 (on official company letterhead). If you are a freelance journalist, please provide a letter stating the purpose of your assignment(s) and what outlet(s) you are providing coverage for.
- A copy of your current press badge/media accreditation or two recent articles with your byline (URLs or scanned copies of print pieces are accepted). Note: If original articles are not in English, please provide an English translation for review. Your byline must be clearly visible for our review.

Category 2: Public-facing communications professionals attached to a recognized non-profit HIV research, advocacy or policy organization and whose work is directly related to supporting media coverage of presentations at HIVR4P 2024. These applications will be reviewed on a case-by-case basis and cannot exceed three applications per organization. The organization will not be able to submit further applications once three applications have been submitted and approved. Required documents are:

- A letter from the Chief Executive or Director of your non-profit organization stating the purpose of your assignment at HIVR4P 2024 (on official company letterhead). This letter must clarify that you will be attending HIVR4P 2024 to report on the conference in your public-facing communications or media role for your organization.
- Two samples of recent public-facing work produced for your organization (this can include blog posts and social media). This work should be related to HIV or global health more broadly. Note: If original samples are not in English, please provide an English translation for review.

Category 3: Social media influencers who make a significant contribution to the field of HIV and/or broader public health or have strong connections with key populations and have a following of over 50,000 on X (formerly known as Twitter), Facebook, Instagram, LinkedIn, TikTok or YouTube. Required documents are:

- A letter that briefly states what you plan to cover at HIVR4P 2024 and includes the URL links to your social media accounts, one of which must have over 50,000 followers.
- Two samples of recent posts you have produced related to the field of HIV, broader public health or key populations. Note: If original samples are not in English, please provide an English translation for review.

Application review

Your media application will be processed only upon receipt of the fully completed registration form and verification of the requested supporting documents. To be accredited as media for HIVR4P 2024, you must have all required submitted media documentation



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approved by the IAS Media team. The IAS Media team will thoroughly check and verify all submitted applications.

Additional credentials may be requested before accreditation is approved. Please allow a minimum processing time of 14 days to receive confirmation of your media registration. The IAS Media team cannot take responsibility for delays or failures in delivery of supporting documentation. Your media registration will be confirmed only once we have received and approved your completed registration form and required supporting documentation. As the number of media registrations is limited, media registration is not guaranteed.

In-person plus virtual registration

The in-person plus virtual registration for media includes:

- In-person access to all conference sessions, satellite sessions, the poster exhibition, the media centre and hybrid press conferences
- Light meals and refreshments, as outlined in the conference programme.
- Online access to all conference sessions and satellite sessions streamed live on the virtual platform, session recordings and on-demand content, the e-posters, the virtual media centre and press conferences, throughout the conference and after

Virtual registration

Virtual registration includes online access to all conference sessions and satellite sessions streamed live on the virtual platform, session recordings and on-demand content, the e-posters, the virtual media centre and press conferences, throughout the conference and after.

Registration confirmation

There is no registration fee for accredited media.

We will email you a confirmation of registration once the HIVR4P 2024 Registration team has received your fully completed registration form and received and approved all required supporting documents.

Registration name change

A name change to an existing media registration is not possible. The granted media registration must be cancelled, and the new media representative must register and submit the required documents.

Registration format change

HIVR4P 2024 allows you to change your registration to virtual or in-person plus virtual until 8 August 2024.



Conference format change

If the IAS changes the conference format to fully virtual, all in-person plus virtual registrations will be converted to virtual registrations.

Cancellation policy

Notification of cancellation must be made in writing and sent to the HIVR4P 2024 Registration team by email. The cancellation will not be effective until you have received a written acknowledgement from the HIVR4P 2024 Registration team.

Cancellation of HIVR4P 2024

If HIVR4P 2024 cannot be held or is postponed due to events beyond the control of the IAS (including force majeure) or due to events that are not attributable to wrongful intent or gross negligence of the IAS, the media representative cannot hold the IAS liable for any damages, costs, financial losses or any other losses incurred.

Modification of the programme

The IAS reserves the right to modify the programme, which is published as an indication only.

Replacement name badge

The conference name badge must be worn at all times during the in-person conference. Access to the conference venue will not be granted to anyone who does not have a proper name badge. If a media representative loses, misplaces or does not have the name badge in their possession, a handling fee of USD 65 will be charged for a new name badge. Upon handing out a new name badge, the replaced badge will be deactivated and become invalid.

Letter of invitation

Media representatives requiring an official letter of invitation from the IAS can request one through the online registration form. To receive a letter of invitation, media must first register for HIVR4P 2024 and any supporting documentation required by the IAS Media team must be approved.

This letter of invitation does not place any financial obligations on the IAS. All expenses incurred in relation to conference participation are the sole responsibility of the media representative. The letter of invitation does not guarantee an entry visa to Peru.

Visa requirements

It is the sole responsibility of the media representative to comply with any [visa requirements](#). Media representatives who require a visa to enter Peru must allow sufficient



time for processing of the application. Media representatives should contact their nearest Peruvian embassy or consulate to determine the appropriate timing of their visa applications. All visa applications should be made as early as possible since the visa process can take up to 3 months (that is, no later than early July 2024 for conference delegates). Media registration details may be shared with the Peruvian immigration authorities to assist in the immigration process. However, the IAS and/or the HIVR4P 2024 Registration team will not directly contact embassies and consulates on behalf of media.

If the media representative applied for the visa in time (that is, at least three months before the travel date) and can show proof that the visa was not granted even though all requested documents were submitted, media representatives may request changing their in-person plus virtual registration to a virtual registration by contacting the HIVR4P 2024 Registration team by email no later than 6 October 2024.

Data protection and sharing of contact details with third parties

The IAS will collect, process, transfer and store data subjects' personal data only for: (i) the preparation and execution of HIVR4P 2024; and (ii) the preparation of future IAS, AIDS and HIVR4P conferences. Data protection is warranted in accordance with the Swiss Federal Act on Data Protection (nFADP) and the European Union General Data Protection Regulation (GDPR). Data subjects' personal data will be retained securely and accessible only on a need-to-know basis by duly authorized persons. For further information, please read the IAS data [privacy policy](#).

The details of data subjects registering for HIVR4P 2024 entered in the conference account – that is, full first and last name(s), date of birth, email, country of residence, nationality and healthcare professional status – will be shared with the following parties:

- HIVR4P 2024 Registration team, c/o K.I.T. Group, Germany
- HIVR4P 2024 Accommodation team, c/o K.I.T. Group, Germany
- HIVR4P 2024 virtual platform provider, COVR BV, Belgium

To facilitate border entry and visa applications, data subjects' details entered in the conference account and registration form (first and last name, home address, date of birth, passport number, nationality, country of residence, gender, email and telephone) may also be shared with the Peruvian immigration authorities.

The data subject herewith authorizes the IAS to collect, process and transfer their personal data to the above-listed third parties and authorities. The data subject further expressly acknowledges and agrees that any personal data disclosed in connection with the conference account and registration form will be subject to the laws of the country where it is transferred and may not be covered by Swiss law. The IAS cannot assure the data subject



that the laws and regulations in the recipient country will necessarily offer the same level of confidentiality or data protection as under Swiss law and may require the above-listed third parties and/or authorities to whom the personal data is transferred to disclose all or any part of the personal data to other authorities or third parties.

The IAS will nevertheless contractually ensure that data subjects' personal data will be processed by the above-listed third parties to the same extent as it is authorized for itself under the nFADP and the GDPR. The IAS will also ensure that all third parties that will process data subjects' personal data have implemented appropriate technical and organizational measures to protect this personal data against accidental or unlawful destruction or accidental loss, alteration and unauthorized disclosure or access, and which provide a level of security appropriate to the risk represented by the processing and the nature of the data to be protected.

K.I.T. Group will collect and store all personal data for the preparation and execution of HIVR4P 2024 and will not use it for any other purposes.

During the registration process and the execution of the conference, the personal data of each data subject is processed. All personal data will be processed in accordance with the applicable data protection regulations, in particular, the GDPR and the Peruvian Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec 1 lit a-f GDPR: (a) express consent; (b) performance or conclusion of a contract; (c) fulfilment of a legal obligation; (d) protection of vital interests of the data subject or another natural person; (e) public interest or exercise of official authority; and (f) legitimate interest of the data controller and balancing of interests.

In the course of participation in the conference, personal data may be processed by companies based in third countries outside the European Union. The data subject consents to such data processing insofar as it is necessary for their participation and the full use of the conference services.

For further details on data processing, your rights about information and access to personal data and how to contact the data protection officer, please refer to the IAS data [privacy policy](#).

Conference embargo policy

All HIVR4P 2024 abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of embargo procedures for different types of abstracts is available on the [HIVR4P 2024 embargo policy page](#).



All conference participants, presenters and media commit to adhere to this policy when they apply for conference registration.

Photo and video consent

In view of the fact that the events related to HIVR4P 2024 will be filmed and photographed, you hereby agree that, by attending the conference, your image and/or voice may be recorded and published or broadcast through different media.

Principles of conference participation

By attending HIVR4P 2024, the media representative agrees to comply with the [Principles of participation in our conferences](#).

Liability

The IAS shall be held liable in the framework of a duty of care as a respectable business according to statutory provisions. The liability of the IAS – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The media representative shall take part in HIVR4P 2024 at their own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the IAS.

Fulfilment and jurisdiction

These terms and conditions for media and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of Switzerland, without regard to choice of law rules.

Any dispute, controversy or claim arising out of, or in relation to, these terms and conditions for media shall be resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution in force on the date on which the notice of arbitration is submitted in accordance with these rules. The number of arbitrators shall be one. The seat of the arbitration shall be Geneva. The arbitral proceedings shall be conducted in English. The arbitration shall be conducted in accordance with the provisions for an expedited procedure.