

# **AIDS 2018 Lead Rapporteurs**

## **Terms of Reference**

### **1. PURPOSE**

Rapporteurs play a very active and important role in recording the official proceedings of the conference from the standard abstract sessions through to high-level plenary presentations. These positions are voluntary.

### **2. REQUIREMENTS**

- All lead rapporteurs must:
  - o have in-depth knowledge and extensive, recognized experience within the relevant track/area they cover
  - o be willing to dedicate approximately 20 hours of work during the pre-conference period
  - o have access to internet and email
  - o be fluent in English (both written and oral)
  - o be available to travel to Amsterdam from 22 to 27 July 2018

### **3. RESPONSIBILITIES**

- **Building the rapporteur team**

Lead rapporteurs are asked to put together a list of nominations for team members supported by CV/bio's and a writing sample relevant to the topic area the team will cover. The list will be reviewed by the Secretariat and invitations will be issued based on qualifications and experience, as well as gender and regional balance.
- **Developing a coverage plan**

Lead rapporteurs will be called upon to review and finalize a coverage plan for the team, which should include all relevant plenary sessions, invited speaker sessions (symposia, bridging and special sessions) and oral and poster discussion sessions. The plan should also clearly indicate which team member is assigned to each session.
- **Writing and approving rapporteur summaries**

Lead rapporteurs are responsible for reading and approving all session summaries developed by their team, objectively synthesize and summarize their team's session reports into a daily highlights paper, compile an overall conference summary and finally, deliver a short presentation during the Rapporteur Session at the end of the conference, just before the Closing Session.

## 4. CONFIDENTIALITY AND CONTENT RIGHTS

- Rapporteurs might be given access to programme content ahead of its official release in order to prepare for their onsite tasks. Therefore, anyone who accepts the role as rapporteur automatically agrees to adhere to the [conference embargo policy](#).
- Where speaker consent has not been given, rapporteurs are not allowed to directly use uploaded content in their summaries or presentations.
- Any content produced and submitted by rapporteurs may be used in various communication channels. The conference organizers reserve the right to edit content before publication if deemed necessary.

## 5. SUPPORT

In return for their service to the conference, lead rapporteurs can expect:

- Travel, accommodation and registration fees paid by the conference organizers;
- A dedicated onsite Rapporteur Centre with access to computers, support IT-tools and Wi-Fi;
- Conference Secretariat staff assistance;
- Volunteer assistance in the Rapporteur Centre onsite;
- Certificate of appreciation signed by the conference Co-Chairs;
- Visibility in the online programme.

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### **3. RESPONSIBILITIES**

- Rapporteurs will be part of a team and will assist their lead rapporteur.
- Rapporteurs will be called upon to follow a coverage plan designed by the lead rapporteur, outlining all sessions to be covered and assigning responsibilities within the team.
- At the end of each conference day the rapporteurs will assist the lead rapporteur in synthesizing the team's summaries of the day's proceedings into a daily highlights paper and an overall conference summary.
- The team of rapporteurs will develop session summaries on the multitude of topics that will be presented in the course of the conference. Rapporteurs are expected to correspond with their lead rapporteur and other team members in order to prepare for the conference.

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## 5. SUPPORT

In return for their service to the conference, rapporteurs can expect:

- Free registration;
- Guidance from their lead rapporteurs;
- A dedicated onsite Rapporteur Centre with access to computers, support IT-tools and Wi-Fi;
- Conference Secretariat staff assistance;
- Volunteer assistance in the Rapporteur Centre onsite;
- Certificate of appreciation signed by the conference Co-Chairs;
- Visibility in the online programme.