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Canadian AIDS Society PLWHIV/AIDS Forum and AGM 2012 June 13-15, 2012 Delta Chelsea Hotel, Toronto, Ontario

The Canadian AIDS Society is a national coalition of over 110 community-based AIDS organizations from across Canada. Dedicated to strengthening the response to HIV/AIDS across all sectors of society, we also work to enrich the lives of people and communities living with HIV/AIDS. We accomplish this by advocating on behalf of people and communities affected by HIV/AIDS, facilitating the development of programs, services and resources for our member groups, and providing a national framework for community-based participation in Canada's response to AIDS.

Canadian AIDS Society
190 O'Connor, Suite 800
Ottawa, ON K2P 2R3

casinfo@cdnaids.ca
Registered charity
#12086 3311 RR0001
www.cdnaids.ca

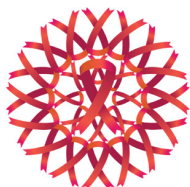
**For more information, please contact:
Bernice Aye, Executive Assistant**

Tel: 613.230.3580 (110)
Toll free: 1.800.499.1986 (110)
E-mail: bernicea@cdnaids.ca
Fax: 613-563-4998

Important Dates and Deadlines

Friday, February 17	Deadline for submission of scholarship applications
Friday, March 30	Scholarship recipients to be contacted
Friday, March 30	Registration kits available
Friday, April 20	Deadline to accept scholarship offers
TBD	Deadline for advance registration
TBD	Deadline for advance accommodations reservations
Mid-May – early June	Mandatory participation in orientation session
June 13-14	2012 PLWHIV/AIDS Forum
June 14-15	2012 Canadian AIDS Society Annual General Meeting





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Forum & AGM Overview

Note: This year, the Canadian AIDS Society PLWHIV/AIDS Forum and the Annual General Meeting will be held in conjunction with the AGMs of the Canadian HIV/AIDS Legal Network, CATIE and the Canadian Working Group on HIV and Rehabilitation (CWGHR). All events will take place from June 13 to June 16, 2012. A complete schedule of all events will soon be available in the PLWHIV/AIDS Forum/AGM Registration Kits and on the CAS website.

June 13-14, 2012 PLWHIV/AIDS Forum

The PLWHIV/AIDS Committee of the Canadian AIDS Society Board believes that people living with HIV/AIDS (PLWHIV/AIDS) must participate in creating the vision for their future. The PLWHIV/AIDS Forum (Forum) is an excellent opportunity to network with other people living with HIV and AIDS from across Canada, to set priorities for the community-based AIDS movement, and to participate in the general business of the Canadian AIDS Society. The Forum is an opportunity to share information, discuss new ideas, contribute to policy development and renew acquaintances.

Bylaw changes passed in 1997 make the Forum an integral part of the Canadian AIDS Society. Delegates of the Forum elect their regional PLWHIV/AIDS Directors to the Board. In addition, resolutions arising from the Forum now go directly to the Board of Directors to help guide the ongoing work of the Canadian AIDS Society.

The Forum is open to all PLWHIV/AIDS, including those who are not affiliated with a member agency of the Canadian AIDS Society. All delegates for the Forum will have full voting rights and are encouraged to run for any vacant PLWHIV/AIDS position on the Canadian AIDS Society's Board of Directors.

June 14-15, 2012 Annual General Meeting

The Canadian AIDS Society's Annual General Meeting (AGM) is an excellent opportunity to network with colleagues from among the Canadian AIDS Society's member and associate organizations, to set priorities for the community-based AIDS movement, and to participate in the general business of the Canadian AIDS Society. The AGM, like the Forum, provides an opportunity to share information, discuss new ideas, contribute to policy development and renew acquaintances.



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Scholarship Application Process FAQ

The Canadian AIDS Society (CAS) scholarship program offers financial assistance to individuals with or without ASO affiliation and member organization representatives as a way to encourage attendance to the PLWHIV/AIDS Forum (Forum) and Annual General Meeting (AGM). Depending on available funding, scholarships may or may not cover all costs associated with attendance. Applicants are strongly encouraged to seek additional sources of funding.

Please note that changes have been made to the criteria and process of the scholarship program for 2012. Please read the following to ensure you are eligible and aware of the requirements and deadlines.

Who can apply for a scholarship?

- All people living with HIV/AIDS (PLWHIV/AIDS) (ASO affiliation not required)
- CAS member group representatives as AGM delegates. Please note that these individuals need not be HIV-positive

How do I apply?

Complete the Canadian AIDS Society PLWHIV/AIDS Forum and AGM Scholarship application form and submit it to the Canadian AIDS Society by **February 17, 2012**. To qualify, forms must be postmarked or received by this date.

Ensure the form is signed by:

- a doctor/nurse, or, an AIDS service organization worker (**to confirm HIV status for Forum-only attendees**)
- a member organization's Executive Director or Board Chair (**for AGM delegates**)
- you, the applicant

Failure to provide signatures will automatically make the application void.

What are the two types of scholarships being offered and what is the difference between them?

There are 2 different scholarships

- the PLWHIV/AIDS scholarship;
- the AGM Delegate scholarship.

PLWHIV/AIDS scholarships are available only to people living with HIV/AIDS who wish to attend the Forum. People living with HIV/AIDS need not be affiliated with a member group, but member groups may still encourage HIV-positive delegates to apply as their official AGM delegate.

AGM Delegate scholarships are available only to those from CAS member organizations who are appointed by their agency as official delegates to the AGM. Recipients for this scholarship need not be HIV-positive to apply.



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To ensure diversity of attendance among CAS member organizations, priority is given to awarding one scholarship per member group represented in the scholarship submissions.

Multiple applications from the same member organization will be scored and the applicant with the highest score will be granted a scholarship. Additional applications will not be considered until scholarships have been equally distributed to other member organizations.

Where an individual applies for an AGM Delegate scholarship and is not successful in their application, a member group may choose to appoint another AGM delegate.

How does the scholarship process work?

In 2012, priority will be given to applicants that:

- are from under-represented populations;
- demonstrate community involvement;
- have made an effort to secure additional funding or minimize costs.

Scholarship awards will be determined by the Priorities and Planning Committee of the Canadian AIDS Society Board of Directors, based on a **fully completed** scholarship application form. Scholarship applications will be evaluated objectively on the basis of information provided on the application form.

What does a scholarship cover?

The Canadian AIDS Society (CAS) may be unable to grant full scholarships and recipients may be responsible for securing financial support for the remaining costs. Partial scholarships may cover registration fees for the AGM, travel to and from the event, **or** accommodations.

Registration Fees

- All applicants are eligible for full coverage of applicable registration fees.

Travel Costs

- Applicants residing within 250 km of the meeting site are not eligible for travel costs;
- Applicants residing within 500 km of the meeting site are eligible to receive a 50% travel credit, those within 500 km – 1000 km, a 75% credit, and those within 1000 km and further, a full credit.

Accommodations

- Applicants will be offered an opportunity to share a hotel room at no cost, or be given a 50% room credit at the hotel, should they want to stay alone. Please note: If there is some health reason why you are unable to share a room, please indicate this on your application.
- Applicants may also stay with friends or family during the meeting. Upon approval by CAS, individuals choosing this option will receive \$25/per night.



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Per Diems

- Per diems will be offered to Forum scholarship recipients only for meals not provided as part of the Forum.

Childcare

- While childcare is not provided on-site, assistance with childcare is offered for scholarship recipients at a reimbursement of a maximum of \$75 per day, upon presentation of a receipt. If you require childcare assistance, please indicate so on your application form.

What are my responsibilities if I'm selected as a scholarship recipient?

Cancellation

Applicants, or the organization that they represent (for the AGM only), who are granted a scholarship must notify the Events Planner in writing at least two weeks in advance of the event if they are unable to attend the Forum/AGM.

Scholarship recipients who fail to attend the event without proper cancellation notice may be billed by the Canadian AIDS Society for some or all of the expenses incurred as a result. Organizations sponsoring delegates may also be responsible for coverage of these costs. Late or improper cancellation may also disqualify candidates or their organization from applying for future scholarships.

Transferring scholarships

Scholarships are granted to a specific individual, not to an agency. If a scholarship recipient from a particular agency is unable to attend, an agency may suggest another delegate with the signed approval of the sponsoring agency's Executive Director; however, redirection to another applicant within the region is at the discretion of the Priorities and Planning Committee of the Board of Directors of the Canadian AIDS Society.

Registration: All scholarship recipients are required to register for the Forum and/or AGM. The registration booklet will be available in March.

Orientation Session

All scholarship recipients must attend the orientation session, via conference call, prior to the PLWHIV/AIDS Forum and/or Annual General Meeting. Scholarships are conditional on attendance of the orientation session.

Meals

Meal per diems are provided to Forum scholarship recipients only. For AGM delegates the cost of meals not already provided during the AGM will be the responsibility of each scholarship recipient, or of the organization sponsoring their attendance at the AGM. All meals provided will be indicated on the Forum/AGM agenda.

If you receive a subsidy from CAS and also receive a scholarship from CWGHR, the Legal Network or CATIE, some of the expenses will be shared between the organizations. Please indicate your intention to attend the CWGHR, CATIE or Legal Network meetings.



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Scholarship Application Form

Please read the Scholarship Application FAQ before completing this form. All information contained on this application form is confidential and will only be used for the purpose of evaluating scholarship applications for the 2012 PLWHIV/AIDS Forum and Canadian AIDS Society Annual General Meeting.

Apply for a scholarship no later than February 17, 2012

Fax or mail your completed form to the Canadian AIDS Society | 190 O'Connor Street, Suite 800
Ottawa, ON | K2P 2R3 | Fax: 613.563.4998

Please print or type clearly. A separate form and certification is to be completed for each applicant.

NAME		
MAILING ADDRESS		
CITY	PROVINCE	POSTAL CODE
DAYTIME TELEPHONE ()	FAX ()	
E-MAIL		
<input type="checkbox"/> Please provide me with information about the 2013 PLWHIV/AIDS Forum. <input type="checkbox"/> Please add me to the Canadian AIDS Society mailing list to receive occasional updates on events and activities.		

1. Please check the event(s) that you wish to attend (NOTE: The Forum can only be attended by People Living with HIV/AIDS)

- PLWHIV/AIDS Forum (Complete Question 4)
- Annual General Meeting (Complete Question #10)
- both

2. I am applying for (NOTE: The Forum can only be attended to by People Living With HIV/AIDS)

- PLWHIV/AIDS Scholarship (Complete Question 4)
- AGM Delegate Scholarship (Complete Question #10)
- both

3. HIV Status

- HIV-positive
- HIV-negative
- unknown/undeclared



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4. This section must be completed if you are applying for the PLWHIV/AIDS Forum scholarship.

PLWHIV/AIDS Scholarship Certification		NAME OF ORGANIZATION (if applicable)	
MAILING ADDRESS			
CITY		PROVINCE	POSTAL CODE
DAYTIME TELEPHONE ()	FAX ()	E-MAIL	
I AM A <input type="checkbox"/> Health care professional <input type="checkbox"/> Staff member of an AIDS service organization		CONTACT NAME	
<p><i>I certify that the information on this scholarship application is accurate and that the individual named on this application is HIV-positive.</i></p> <p>Signature: _____</p> <p>Date: _____</p>			

5. Please Check the item(s) for which you need assistance

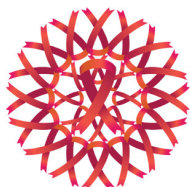
- accommodation child care meals
 registration fee (AGM only) travel (if 250 km or more)

6. Please indicate how you self- identify (Please pick one):

- male female transgendered/transsexual

7. Please indicate if you are living in any of the following geographical areas

- not applicable
 rural area (population less than 10,000)
 small urban centre (population between 10,000 and 125,000)
 specific region (Newfoundland, PEI, Cape Breton, NWT, Yukon, Nunavut, Saskatchewan, Manitoba)



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8. Please indicate if you, as an individual, belong to any of the following communities (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> not applicable | <input type="checkbox"/> gay men & other men who have sex with men |
| <input type="checkbox"/> current/former person that uses/used injection | <input type="checkbox"/> current/former sex trade worker |
| <input type="checkbox"/> currently or formerly in the prison or young drugs offenders system | <input type="checkbox"/> youth (29 years old and under) |
| <input type="checkbox"/> First Nations/Inuit/Métis | <input type="checkbox"/> HIV positive and 65 years of age or greater. |
| <input type="checkbox"/> Francophone | <input type="checkbox"/> Ethnocultural community, (<u>please specify</u>)
_____ |

9. Please indicate how long you have been doing either paid or volunteer HIV/AIDS work

- never less than one year more than one year

10. If attending the Canadian AIDS Society's AGM, will you be a voting delegate for a member organization?

- Yes - If yes, the following Delegate Scholarship Certification section MUST be completed by the Executive Director or Board Chair of the organization for which you will be a voting delegate.
- No

AGM Delegate Scholarship Certification	NAME OF ORGANIZATION	
ORGANIZATION MAILING ADDRESS		
CITY	PROVINCE	POSTAL CODE
DAYTIME TELEPHONE ()	FAX ()	CONTACT E-MAIL
TITLE/POSITION		CONTACT NAME (PLEASE PRINT)
<input type="checkbox"/> Executive Director	<input type="checkbox"/> Board Chair	
<p><i>I certify that the information on this scholarship application is accurate and that the individual named on the application will be one of our delegates at the AGM should a scholarship be granted. Where applicable, I also certify that this individual is HIV-positive. I also acknowledge that my organization will be responsible for the reimbursement of costs should the individual named on this application fail to appear at the Forum or AGM without notifying the Canadian AIDS Society, in writing, at least two weeks prior to the conference. Please note: You can endorse only ONE delegate to attend the AGM.</i></p>		
Signature of Executive Director or Board Chair: _____		
Date: _____		



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11. This year the Canadian AIDS Society's AGM will coincide with AGMs of Partner organizations CWGHR, Legal Network, and CATIE. Will you be representing your organization at any of the partner organization AGMs? (check all that apply)

CWGHR

Legal Network

CATIE

12. Have you previously attended a Canadian AIDS Society Forum and/or AGM

never

one to three times

more than three times

13. Why do you wish to attend this event and how will you use what you have learned in your community? (If you require more space, please use the back of this page)

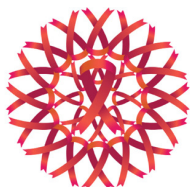
A toll-free number, 1.800.499.1986, ext 111, is available if you prefer to answer this question by leaving a voice message. When leaving the phone message, please clearly state: your first name and last name, the town you are calling from, a return phone number and indicate that you are applying for the general Forum/AGM scholarship.

Applicant Signature

I hereby declare all information provided in this application to be true. I also acknowledge that I am liable for the reimbursement of any costs incurred, for example per diem, travel and accommodation, if I do not attend the event and have not notified the Canadian AIDS Society in writing at least two weeks before the event.

Signature of the Scholarship Applicant: _____ **Date:** _____

<p>For CAS use only</p> <p>File No.:</p>
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GENERAL SCHOLARSHIP APPLICATION SUBMISSION CHECKLIST

For PLWHIV/AIDS applying to attend only *the Forum*:

Note: Only persons living with HIV/AIDS (PLWHIV/AIDS) can attend the Forum

Have you...	
1. read the scholarship application FAQ and Important Dates and Deadlines for the Forum/AGM?	<input type="checkbox"/>
2. completed your contact information section?	<input type="checkbox"/>
3. answered questions 1-9 and 11-13?	<input type="checkbox"/>
4. ensured question 4 is signed and dated by a doctor/nurse, or an AIDS service organization worker?	<input type="checkbox"/>
5. signed and dated the document?	<input type="checkbox"/>
6. sent the completed form by mail, fax, or email with enough time for CAS to receive your form no later than 5 pm EST, February 17, 2012?	<input type="checkbox"/>

PLWHIV/AIDS applying to attend the Forum and AGM or only the AGM

Have you...	
1. read the scholarship application FAQ?	<input type="checkbox"/>
2. completed your contact information section?	<input type="checkbox"/>
3. answered all questions?	<input type="checkbox"/>
4. given Question 4 to your doctor/nurse or an AIDS service organization worker to complete, sign and date the info in the box ?	<input type="checkbox"/>
5. had the box in Question 10 completed, signed and dated by a CAS member organization's Executive Director or Board Chair?	<input type="checkbox"/>
6. signed the document yourself?	<input type="checkbox"/>
7. Sent the completed form by mail, fax, or email with enough time for CAS to receive your form not later than 5 pm EST, February 17, 2012?	<input type="checkbox"/>

Non-PLWHIV/AIDS applying to attend the AGM

Have you...	
1. read the scholarship application FAQ?	<input type="checkbox"/>
2. completed your contact information section?	<input type="checkbox"/>
3. answered questions 1-3 and 5-13?	<input type="checkbox"/>
4. had the box in Question 10 completed, signed and dated by a CAS member organization's Executive Director or Board Chair?	<input type="checkbox"/>
5. signed the document yourself	<input type="checkbox"/>
6. Sent the completed form (by post, fax or email) with enough time for CAS to receive your form not later than 5 pm EST, February 17, 2012?	<input type="checkbox"/>



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Ben Kozak Memorial Scholarship - Scholarship Application Process FAQ

In tribute to the memory of Ben Kozak, former Director of Finance and Administration for the Canadian AIDS Society, the staff and Board of Directors is offering **ONE full scholarship** to assist a person who is HIV positive to attend the PLWHIV/AIDS Forum and Annual General Meeting.

Note: please read carefully – the application process for the Ben Kozak Memorial Scholarship is not the same as for other scholarships offered by the Canadian AIDS Society.

Who can apply for a scholarship?

- People living with HIV/AIDS (PLWHIV/AIDS)
Please note: You may still apply for the Ben Kozak Memorial Scholarship even if you have applied for a general Canadian AIDS Society scholarship to the PLWHIV/AIDS Forum and AGM.

How do I apply?

Complete **ALL SECTIONS** of the Canadian AIDS Society Ben Kozak Memorial Scholarship application form and submit it to the Canadian AIDS Society by **Friday, February 17, 2012**. To qualify, forms must be postmarked or received by this date.

Ensure the form is signed by:

- a doctor/nurse/AIDS service organization worker OR a member organization's Executive Director/ Board Chair;
- you, the applicant.

Ensure your application is accompanied by **AT LEAST ONE** letter of recommendation from a community group you are or have been involved with. Community involvement may be in the HIV/AIDS, or broader, community. Each letter of recommendation must include full contact details of the community group concerned.

How are applications evaluated?

Scholarship awards will be determined by a special Ben Kozak Memorial Committee of the Canadian AIDS Society comprising selected members of the Board of Directors and staff. *This scholarship is not transferable.*

All submissions are evaluated together and will be rated on the minimum following criteria:

- level of community involvement in the HIV/AIDS, and broader, community
- content of the written/spoken part of the application
- under-represented populations

What does the scholarship cover?

The Ben Kozak Memorial Scholarship covers the registration fee, travel costs, accommodation, per diems and childcare as outlined in the Scholarship Application Process FAQ. In addition, pet care is offered for the Ben Kozak Memorial Scholarship recipient at a reimbursement of a maximum of \$50 per day, upon presentation of a receipt.



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Ben Kozak Memorial Scholarship Application Form

Please read the Ben Kozak Memorial Scholarship Application FAQ before completing this form. All information on this form is confidential and will be used only to evaluate Ben Kozak Memorial Scholarship applications for 2012.

Apply for a scholarship no later than Friday, February 17, 2012

Fax or mail your completed form to the Canadian AIDS Society | 190 O'Connor Street, Suite 800
Ottawa, ON | K2P 2R3 | Fax: 613.563.4998

Please print or type clearly. A separate form and certification is to be completed for each applicant.

NAME		
MAILING ADDRESS		
CITY	PROVINCE	POSTAL CODE
DAYTIME TELEPHONE ()	FAX ()	E-MAIL
<input type="checkbox"/> Please provide me with information about the 2013 PLWHIV/AIDS Forum. <input type="checkbox"/> Please add me to the Canadian AIDS Society mailing list to receive occasional updates on events and activities.		

1. HIV Status

- HIV positive
 HIV negative
 unknown/undeclared

2. Please check the event(s) that you wish to attend

- PLWHIV/AIDS Forum
 Annual General Meeting
 both Forum and AGM

3. Will you be participating at the AGM as a potential official delegate representing a member group of the Canadian AIDS Society? no yes, please complete member group information and certification below

NAME OF ORGANIZATION		YOUR TITLE/POSITION	
MAILING ADDRESS			
CITY	PROVINCE	POSTAL CODE	
DAYTIME TELEPHONE ()	FAX ()	E-MAIL	
CONTACT NAME		TITLE/POSITION	
		<input type="checkbox"/> Executive Director	<input type="checkbox"/> Board Chair
<p><i>I certify that the information on this scholarship application is accurate and that the individual named on the application will be one of our delegates at the AGM should a scholarship be granted. Where applicable, I also certify that this individual is HIV-positive. I also acknowledge that my organization will be responsible for the reimbursement of costs should the individual named on this application fail to appear at the Forum or AGM without notifying the Canadian AIDS Society, in writing, at least two weeks prior to the conference.</i></p>			
Signature: _____		Date: _____	



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4. Please indicate if you belong, or have belonged, to any of the following communities (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> not applicable | <input type="checkbox"/> current/former sex trade worker |
| <input type="checkbox"/> current/former person that uses/used injection drugs | <input type="checkbox"/> currently or formerly in the prison or young offenders system |
| <input type="checkbox"/> ethnocultural community, please specify _____ | |
| <input type="checkbox"/> First Nations/Inuit/Métis | <input type="checkbox"/> francophone |
| <input type="checkbox"/> gay men & other men who have sex with men | <input type="checkbox"/> transgendered/transsexual |
| <input type="checkbox"/> women | <input type="checkbox"/> youth (29 years old and under) |

5. Please indicate if you are living in any of the following geographical areas

- | | |
|---|--|
| <input type="checkbox"/> not applicable | <input type="checkbox"/> rural area |
| <input type="checkbox"/> small urban centre | <input type="checkbox"/> specific region (Atlantic, NWT, Yukon, Nunavut, Saskatchewan, Manitoba) |

6. List AT LEAST ONE community group (can be non HIV/AIDS-related) you are or have been involved in and the number of years of involvement.

Name of organization: _____	Number of years involved: _____
Name of organization: _____	Number of years involved: _____
Name of organization: _____	Number of years involved: _____
Name of organization: _____	Number of years involved: _____

7. Please include AT LEAST ONE letter of recommendation from a community group listed above to support this scholarship application. The letter(s) should provide full contact details of the organization(s).

8. Do you have pets that will require boarding during your absence?

- no yes

9. Please indicate if you have attended a previous Forum and/or AGM

- no yes, in what year(s) _____



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12. Certification. Please complete the section below.

PLWHIV/AIDS Certification	I AM A	
	<input type="checkbox"/> Health care professional	<input type="checkbox"/> Staff member of an AIDS service organization
	<input type="checkbox"/> Executive Director	<input type="checkbox"/> Board Chair
NAME OF ORGANIZATION/CLINIC		CONTACT NAME
MAILING ADDRESS		
CITY	PROVINCE	POSTAL CODE
DAYTIME TELEPHONE ()	FAX ()	
E-MAIL		
<p><i>I certify that the information on this scholarship application is accurate and that the individual named on this application is HIV-positive.</i></p> <p>Signature: _____ Date: _____</p>		

<p>For CAS use only</p> <p>File No.:</p>
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