

Guidelines for Conference Attendance and Reporting

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Background: Planning Council (Council) representation at HIV related conferences is an opportunity to gather best practices and information to improve Orange County's planning process and programs.

Guidelines: The following are guidelines for determining Council representation at HIV conferences.

1. The representative attending on behalf of the Council must be a person living with HIV (PLWH).
2. The Chair of the Council shall attend the conference on the behalf of the Council if they are a PLWH.
3. A Chair will be limited to attending two (2) conferences if elected to serve consecutive terms.
4. If the Chair is not a PLWH, or is unable attend the conference for any reason, the Vice-Chair shall attend. If there are two Vice-Chairs, both Vice-Chairs are eligible to attend, a nomination and vote will determine the attendee. Vice-Chair attendance should also consider prior conference attendance.
5. If neither the Chair nor Vice-Chair are a PLWH or are unable to attend the conference for any reason, other PLWH members of Executive Committee will be eligible to attend. The attendee will be determined by nomination and vote.

These guidelines are for conference attendance only and do not apply to training opportunities for Council members.

It is expected that the Council representative is fully engaged and participate in conference sessions, including all sessions relevant to the Council. The Council representative will also be responsible for reporting to the Council relevant conference information using an agreed upon template/format at the next regularly scheduled meeting. At minimum, the report to Council will include the following information:

- Conference title
- Date and location of conference
- Overview of topics discussed (brief listing of topics)
- Information important for Council (key messages)