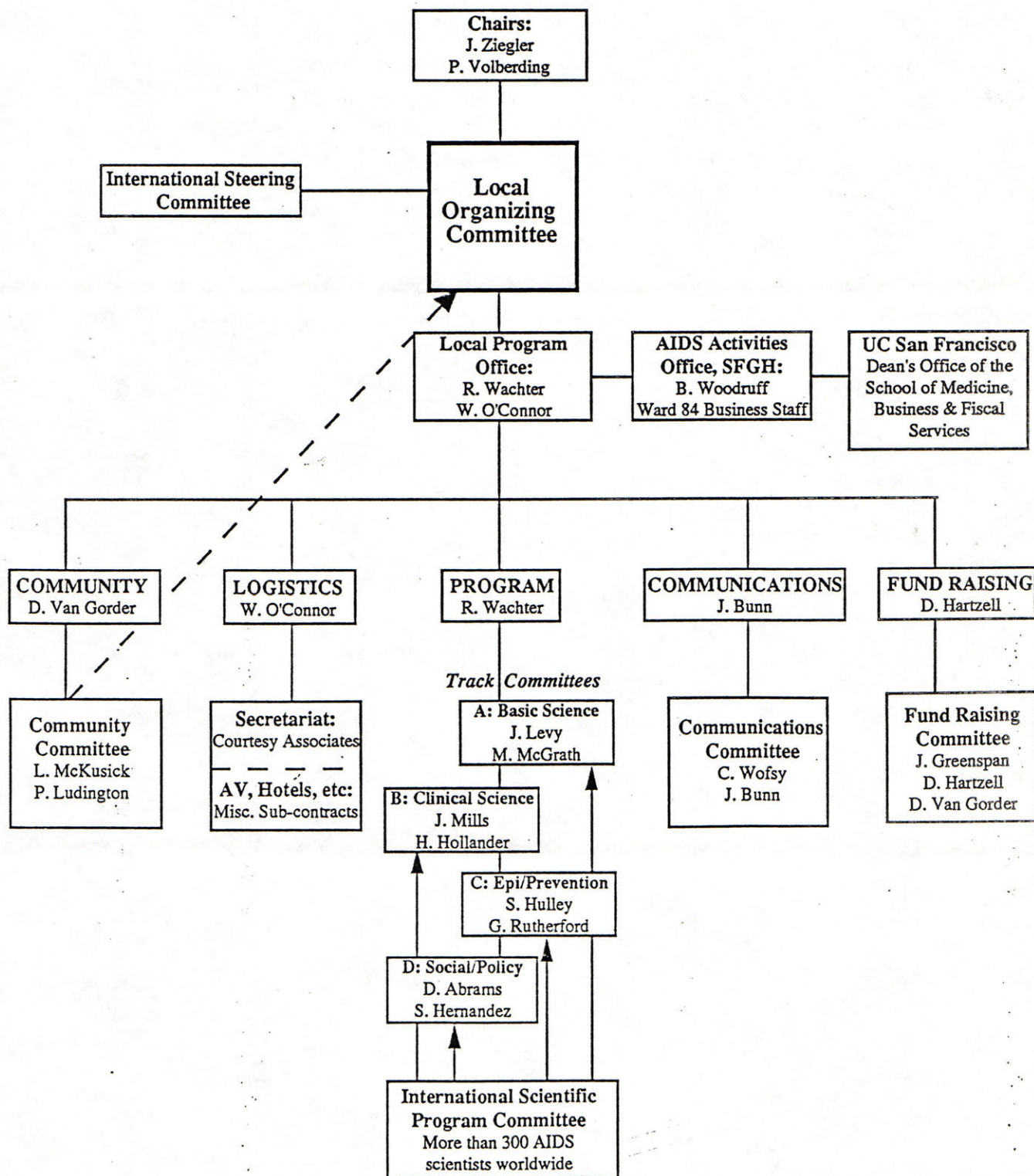


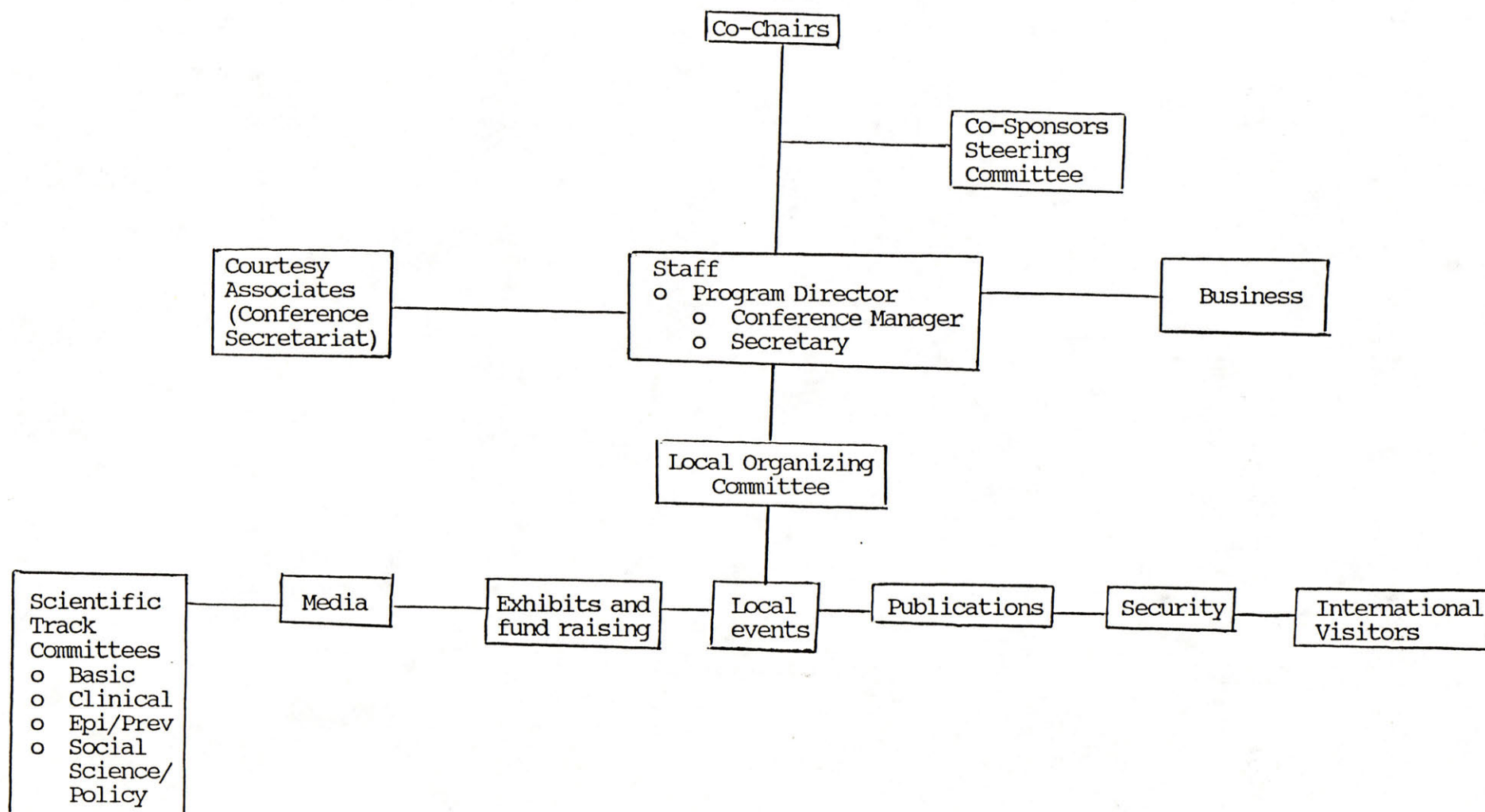
**SIXTH INTERNATIONAL CONFERENCE ON AIDS**  
**SAN FRANCISCO, CALIFORNIA USA \* 20-24 JUNE, 1990**

[REVISED, ND]

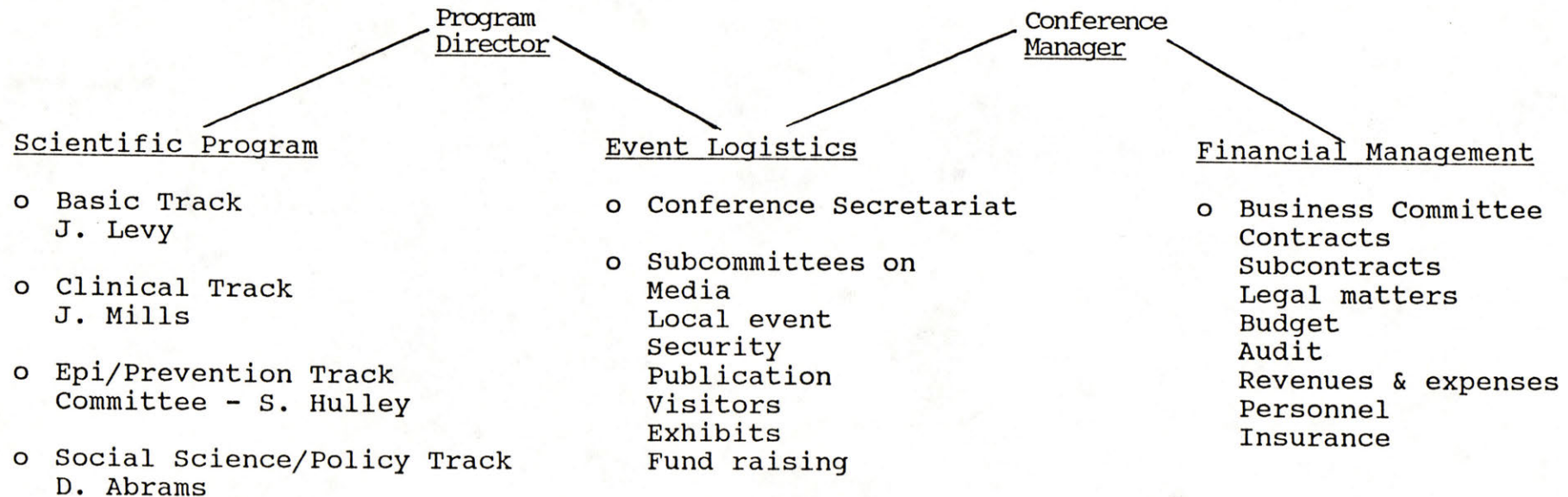
**Organizational Chart**



## 6TH INTERNATIONAL CONFERENCE ON AIDS: ORGANIZATION CHART (11/88)



6TH INTERNATIONAL CONFERENCE ON AIDS: TASK CHART (11/88)



Plan, organize, scientific program. Integrate multi-disciplines. Coordinate social/community issues within program structure. Name session chairmen and plenary speakers. Insure international representation.

Plan and organize all local events and activities. Coordinate and supervise publications, site planning, local arrangements. Liaison with Program Director for site planning and Conference logistics.

Manage all business and administrative matters under policies & procedures of UCSF. Report periodically to Dean, School of Medicine on Conference progress. Oversee all financial matters and monitor budget, subcontracts and legal matters.

SIXTH INTERNATIONAL AIDS CONFERENCE  
ADMINISTRATIVE OFFICES  
44 MONTGOMERY STREET  
SAN FRANCISCO, CA

31-Jan-90

SPACE PLANNING

PHONES

| OFFICES REQUIRED:               | Office      | NAME                  |     |     |     |     |     | 550  |         |        |       |     |
|---------------------------------|-------------|-----------------------|-----|-----|-----|-----|-----|------|---------|--------|-------|-----|
|                                 |             |                       | FEB | MAR | APR | MAY | JUN | 0880 | Private | Shared | Modem | Fax |
| Accountant                      | 9           | Emilie O'Shea         | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Canadian Broadcasting Co        | 23 24 25    | CBC Staff             | 0   | 0   | 0   | 3   | 3   | 3    | 3       |        |       | 1   |
| Community Coordinator           | 6           | Dana Van Gorder (2)   | 1   | 1   | 1   | 1   | 1   | 1    |         | 2      |       |     |
| Conference Adm Asst.            | 16          | Pam Wool              | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       | 1   |
| Conference Business Mgr         | 7           | Barbara Woodruff      | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Conference Finance              | 8           | Alice Gruber          | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Conference Manager              | 15          | Bill O'Connor         | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Co-Chairman                     | 1           | Paul Volberding, M.D. | 1   | 1   | 1   | 1   | 1   | 1    | 1       |        |       |     |
| Co-Chairman                     | 2           | John Ziegler, M.D.    | 1   | 1   | 1   | 1   | 1   | 1    | 1       |        |       |     |
| Exhibit Planner                 | 14          | Dottie Burdine        | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Housing                         | 10          | Michelle Aldrich      | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Jim Bunn Comm                   | 19 20 21 22 | Jim Bunn & Staff      | 4   | 4   | 4   | 4   | 4   | 4    | 3       | 1      | 1     | 1   |
| Program Asst                    | 5           | Lucy Fellicisimo      | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Program Director                | 4           | Bob Wachter, M.D.     | 1   | 1   | 1   | 1   | 1   | 1    | 1       |        | 1     |     |
| Security (2 people)             | 17          | Security (2 people)   | 1   | 1   | 1   | 1   | 1   | 1    |         | 2      |       |     |
| Travel                          | 11 12       | Travel                | 2   | 2   | 2   | 2   | 2   | 2    |         | 2      |       |     |
| Volunteer Coordinator           | 13          | David Bracker         | 0   | 0   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Conference Room                 | 3           | Conference Room       | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Open                            | 18          | Unassigned            | 1   | 1   | 1   | 1   | 1   | 1    |         | 1      |       |     |
| Total Offices:                  |             |                       | 21  | 21  | 22  | 25  | 25  | 25   | 9       | 18     | 2     | 3   |
| WORKSTATIONS OR DESKS REQUIRED: |             |                       |     |     |     |     |     |      |         |        |       |     |
| Canadian Broadcasting Company   |             |                       | 0   | 0   | 0   | 9   | 9   | 9    |         | 9      |       |     |
| Conference Staff                |             |                       | 5   | 5   | 5   | 5   | 5   | 5    |         | 5      |       |     |
| Jim Bunn Communications         |             |                       | 2   | 2   | 2   | 14  | 25  | 25   |         | 25     |       |     |
| Program Staff                   |             |                       | 1   | 2   | 2   | 2   | 2   | 2    |         | 2      |       |     |
| Sessions Floor Manager          |             |                       | 0   | 0   | 0   | 1   | 1   | 1    |         | 1      |       |     |
| Total Work Areas:               |             |                       | 8   | 9   | 9   | 31  | 42  | 42   | 0       | 42     | 0     | 0   |
| Total Staff:                    |             |                       | 29  | 30  | 31  | 56  | 67  | 67   | 9       | 60     | 2     | 3   |
| Fax Machines                    |             |                       | 3   | 3   | 3   | 3   | 3   | 3    |         |        |       |     |
| Copy Machine                    |             |                       | 2   | 2   | 2   | 2   | 2   | 2    |         |        |       |     |
| Room Activities                 |             |                       |     |     |     |     |     |      |         |        |       |     |
| Daily Conferences               |             |                       | 8   | 8   | 8   | 8   | 8   | 8    |         |        |       |     |
| Media Staff Training            |             |                       | 0   | 0   | 0   | 0   | 40  | 40   |         |        |       |     |
| Program Bag Assembly            |             |                       | 0   | 0   | 0   | 0   | 20  | 20   |         |        |       |     |
| Press Badge Credentialing       |             |                       | 0   | 0   | 0   | 0   | 4   | 4    |         |        |       |     |
| SUBTOTAL                        |             |                       | 8   | 8   | 8   | 8   | 72  | 72   |         |        |       |     |

DRAFT

## SIXTH INTERNATIONAL AIDS CONFERENCE

## ADMINISTRATIVE OFFICES

44 MONTGOMERY STREET

SAN FRANCISCO, CA

01-Feb-90

| OFFICES REQUIRED:        | Office      | NAME                  | Stand<br>Desk | LR<br>Desk | RR<br>Desk | D<br>No | Cr<br>Arms | D<br>table | Cr<br>chrs | Conf<br>table | Conf<br>chrs | Credz<br>4 | File<br>Up | File<br>Lat | File<br>42Up | Bulle<br>Board | White<br>Board | Desk<br>Lamp |
|--------------------------|-------------|-----------------------|---------------|------------|------------|---------|------------|------------|------------|---------------|--------------|------------|------------|-------------|--------------|----------------|----------------|--------------|
| Accountant               | 9           | Emilie O'Shea         |               |            |            | 1       |            | 1          |            |               |              |            | 1          |             |              | 1              |                | 1            |
| Canadian Broadcasting Co | 23 24 25    | CBC Staff             | 3             |            |            |         |            | 3          | 1          | 4             | 2            |            | 2          |             |              | 3              | 3              | 3            |
| Community Coordinator    | 6           | Dana Van Gorder (2)   | 2             |            |            | 1       | 1          |            |            |               | 1            |            |            |             | 1            | 1              | 1              |              |
| Conference Adm Asst.     | 16          | Pam Wool              | Move          |            |            |         |            | move       |            |               |              |            |            |             |              | 1              |                |              |
| Conference Business Mgr  | 7           | Barbara Woodruff      |               |            | 1          |         |            | 1          | 1          | 4             |              |            | 1          |             |              | 1              |                |              |
| Conference Finance       | 8           | Alice Gruber          |               |            | 1          |         |            | 1          |            | 1             |              |            | 1          |             |              | 1              |                |              |
| Conference Manager       | 15          | Bill O'Connor         | Move          |            |            |         |            | move       | 1          | 4             |              | 2          | move       |             |              | 1              | 1              | move         |
| Co-Chairman              | 1           | Paul Volberding, M.D. |               |            | 1          |         |            | 1          | 1          | 4             | 1            |            |            |             |              |                |                |              |
| Co-Chairman              | 2           | John Ziegler, M.D.    | 1             |            |            |         |            | 1          | 1          | 6             | 1            |            |            |             |              |                |                |              |
| Exhibit Planner          | 14          | Dottie Burdine        |               | 1          |            | 1       |            |            |            | 1             | 1            |            | 1          |             |              | 1              |                | 1            |
| Housing                  | 10          | Michelle Aldrich      |               |            | 1          |         |            | 1          |            | 2             |              |            | 1          |             |              | 1              |                | 1            |
| Jim Bunn Comm            | 19 20 21 22 | Jim Bunn & Staff      | 2             |            | 2          | 1       | 3          | 1          | 14         |               |              | 2          | 6          |             |              | 5              | 3              | 4            |
| Program Asst             | 5           | Lucy Fellicisimo      |               |            | 1          |         |            | 1          |            | 1             |              |            |            |             |              |                |                | 1            |
| Program Director         | 4           | Bob Wachter, M.D.     |               |            | 1          |         |            | 1          | 1          | 4             |              |            |            |             |              | 2              | 2              |              |
| Security (2 people)      | 17          | Security (2 people)   | 2             |            |            |         |            | 2          |            | 2             |              |            |            |             |              | 2              |                |              |
| Travel                   | 11 12       | Travel                | 2             |            |            |         |            | 2          |            | 2             |              |            | 2          |             |              | 2              |                | 2            |
| Volunteer Coordinator    | 13          | David Bracker         | 1             |            |            |         |            | 1          |            | 1             |              |            |            |             | 1            |                |                |              |
| Conference Room          | 3           | Conference Room       |               |            |            |         |            |            |            |               |              |            |            |             |              |                |                |              |
| Open                     | 18          | Unassigned            | 1             |            |            |         |            | 1          |            |               |              |            |            |             |              | 1              | 1              | 1            |
| Total Offices:           |             | Total:                | 14            | 1          | 9          | 3       | 21         | 7          | 50         | 6             | 4            | 15         | 3          | 23          | 10           | 14             |                |              |

## WORKSTATIONS OR DESKS REQUIRED:

|                               |   |   |    |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-------------------------------|---|---|----|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Canadian Broadcasting Company | 6 |   | 6  | 6  | 6 | 1 | 4 |   |   |   | 6 |   |   | 3 | 3 | 3 |   |   |
| Conference Staff              |   |   | 5  | 5  |   |   |   |   |   |   |   |   |   |   | 5 |   |   |   |
| Jim Bunn Communications       |   |   | 2  | 2  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Program Staff                 |   |   | 2  | 2  |   |   |   |   |   |   |   | 2 |   |   |   |   |   |   |
| Sessions Floor Manager        | 1 | 1 | 1  | 1  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Work Areas:             | 7 | 1 | 16 | 16 | 7 | 2 | 5 | 1 | 1 | 9 | 1 | 9 | 1 | 9 | 4 | 4 |   |   |

Total Furniture:

Cost:

Total:

\$7,607

Fax Machines

Copy Machine

Room Activities

Daily Conferences

Media Staff Training

Program Bag Assembly

Press Badge Credentialing

SUBTOTAL

# POLICIES

## Communications

### Conference Publication

*The Conference will arrange the publication of plenary sessions and other proceedings. Bids solicited from publishers of major journals will be considered by the Steering Committee.*

### Audio-Visual Rights

*Commercial concerns will bid on rights to reproduce audio and video portions for resale. A negotiated profit will be paid to the Conference to defray A-V expenses. Video presentations of selected Conference proceedings will be broadcast into local (e.g. hotel rooms and theaters) and international (e.g. hospital and university) venues.*

### Translation

*The official language is English. All abstract submissions must be in English. Plenary sessions will be translated into French and Spanish, courtesy of the World Health Organization.*

## Program

### Perquisites for Invited Guests:

|                                                   | <u>Travel</u> | <u>Hotel</u> | <u>UCSF<br/>Per diem</u> | <u>Conf. Fee</u> | <u>Speakers'<br/>Dinner</u> |
|---------------------------------------------------|---------------|--------------|--------------------------|------------------|-----------------------------|
| Plenary, Rapporteurs,<br>Opening/Closing Speakers | √             | √            | √                        | √                | √                           |
| Workshop/Roundtable<br>Chairs, Steering Committee |               |              |                          | √                | √                           |
| Other Committee Members                           |               |              |                          |                  | √                           |

### Video's/Take-One Table

*Educational videotapes will be shown at the Conference, in a format to be determined. Previewed pamphlets and announcements will be displayed on a "Take-one" table. Responsibility for organization, review of materials, and presentation of videos will be delegated.*

## Fund Raising and Exhibitors

### Corporate Support

*Commercial organizations will be approached in conjunction with the UCSF Development Office to sponsor various portions of the Conference or to offer in-kind services. Donors will be recognized appropriately for their contributions in the published programs. No programmatic events will be commercially sponsored.*

### Distribution of Excess Conference Revenue

*The anticipated expenses and revenues of the 6th International Conference on AIDS are balanced. Should the Conference realize a profit after all outstanding debts are paid, such excess monies will be distributed in the following order:*

|    | <u>Sponsor</u>                                                                                                                                                                                                                                           | <u>The lesser of:</u>              | <u>Purpose</u>                                   |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------|
| 1) | University of California, San Francisco                                                                                                                                                                                                                  | \$100,000                          | AIDS Research (UCSF Center for AIDS Research)    |
| 2) | American Foundation for AIDS Research                                                                                                                                                                                                                    | \$100,000 or 25% of profit balance | AIDS Research (International Fund)               |
| 3) | International AIDS Society                                                                                                                                                                                                                               | \$100,000 or 25% of profit balance | Travel for future International AIDS Conferences |
| 4) | Any balance remaining after the above distributions will revert to the UCSF AIDS Clinical Research Center at the University of California, San Francisco to be used to support AIDS research projects judged to be meritorious by a peer review process. |                                    |                                                  |

### Policy for Exhibitors

*Exhibitors will receive four badges with the rental of each 10x10 square foot space. Three of these badges will allow admission to the exhibit hall only, and one badge will also allow admission to the scientific sessions.*

## Logistics

### Meeting Rooms

*A limited number of small rooms at the Moscone Center and Marriott Hotel are available for ad hoc meetings. Reservations may be made on-site. A fee will be charged to for-profit organizations for this service. Pre-arranged meeting rooms for the Conference co-sponsors will be available.*

### Housing

*In addition to pre-booked blocks of hotel rooms, we will seek out low-cost dormitory-style housing units from neighboring universities.*

## Other Policies

### Policy on Smoking

*Smoking of any materials (cigaretts, pipes, cigars) will not be permitted in the Conference areas of the Moscone Center and the Marriott Hotel.*

### Persons with HIV Infection

*The organizers recognize that the Conference will greatly benefit from the presence and participation of HIV infected persons. An comfort lounge and access to emergency medical care will be provided on-site.*

*We wish to alert foreign nationals with HIV infection that current immigration regulations may prohibit entry into the United States. The Conference organizers condemn immigration policies that discriminate against people with HIV infection. These policies impede the free-flowing exchange of scientific information. While we cannot accept legal responsibility should border difficulties arise, we are working with the United States Government to change these policies to facilitate entry of registered participants with HIV infection.*

### Satellite Meetings

*The 6th International Conference will not recognize or endorse any satellite conferences that immediately precede or follow the Conference. Therefore, announcements for such conferences should not imply official endorsement. As a service to our registrants, a listing of satellite meetings will be distributed in a pre-Conference mailing or posted on-site at the Conference Information Center.*



# 6th INTERNATIONAL CONFERENCE ON AIDS San Francisco, California USA • 20-24 June, 1990

Volume 1, Number 1

San Francisco, CA USA

May, 1989

## International Steering Committee

### University of California, San Francisco

Richard K. Root

Merle A. Sande

### World Health Organization

Jonathan M. Mann

Manuel Carballo

### City and County of San Francisco

David Werdegarr

Larry Bush

### American Foundation for AIDS Research

Bishop William Swing

Mervyn F. Silverman

### International AIDS Society

Lars Olaf Kallings

Friedrich Deinhardt

## Local Organizing Committee

John L. Ziegler, Chair

Paul A. Volberding, Co-Chair

Donald I. Abrams

Patricia E. Evans

John S. Greenspan

Sandra R. Hernandez

Harry Hollander

Stephen B. Hulley

Jay A. Levy

Pierre Ludington

Michael S. McGrath

Leon McKusick

Thomas C. Merigan

John Mills

Andrew R. Moss

Richard K. Root

George W. Rutherford

Merle A. Sande

Mervyn F. Silverman

Robert M. Wachter

Cummings G. Walker

Diane A. Wara

David Werdegarr

Constance B. Wofsy

Barbara Woodruff

## Conference Staff and Secretariat

Robert M. Wachter, Program Director

William O'Connor, Conference Manager

Courtesy Associates, Conference Secretariat

## Conference Bulletin Address

Box 1505

University of California, San Francisco

San Francisco, CA 94143-1505

Bulletin Editor: Robert M. Wachter, MD

# CONFERENCE BULLETIN

## THE PLANNING BEGINS

The Local Organizing Committee recently held its regular monthly meeting to review plans for the 6th International Conference on AIDS. The following aspects were covered:

### Overall Mission and Policies

Under the guidance of the Conference co-Chairs, Drs. John Ziegler and Paul Volberding, these goals have been identified:

- To present the most up-to-date research results on the AIDS epidemic;
- To integrate diverse themes into a multi-disciplinary conference;
- To provide an opportunity for communication and collaboration among the world's AIDS researchers;
- To facilitate interaction between developing and developed countries; and
- To provide an opportunity for the international media to hear AIDS experts present and discuss their research.

### Scientific Program

The Program is divided into four tracks: Track A - Basic Science (Jay Levy, MD, Chair), Track B - Clinical Science (John Mills, MD, Chair), Track C - Epidemiology and Prevention (Steve Hulley, MD, MPH, Chair), and Track D - Social Science and Policy (Donald Abrams, MD, Chair). The Track committees spent many hours defining their topic areas and creating subcategories to guide the submission of abstracts. The task of selecting the 300-400 member International Scientific Program Committee now begins! Dr. Bob Wachter, the Program Director, oversees the scientific program.

### Communications

About 2000 members of the local, national, and international press are expected to attend the  
(continued on the back)

# AIDS CONFERENCE

N U M B E R O N E • D E C E M B E R 1 9 8 9

## PROGRAM COMMITTEE OPTS FOR INNOVATION

The theme of the Sixth International Conference on AIDS is "AIDS in the Nineties: From Science to Policy." The goals of the Conference are to present the highest quality scientific research on AIDS and to examine major public policy issues posed by the epidemic.

The Program Committee, responding to the needs of the Conference's diverse audience, is formulating an exciting and innovative program. New aspects of the program include:

- A Choice of Plenaries
- New Perspectives
- Featured Poster Discussions
- Introductory Seminars

### THE PLENARIES:

A

#### CHOICE

Each morning of the Conference, two simultaneous plenaries will take different

approaches as they examine varying facets of the epidemic. One session will feature "State of the Art" lectures. In these sessions, experts from all over the world will cover a wide range of topics including anti-retroviral research, search for a vaccine, neurological aspects of HIV infection, and tuberculosis in AIDS.

The other plenaries will be "Science to Policy" sessions and will utilize a novel format. These plenary sessions will highlight a single issue each day (clinical trials, prevention of HIV transmission, and access to health care) and explore each issue from a multi-disciplinary and international perspective. In these sessions, brief presentations by a panel of experts will be followed by a moderated discussion.

For those who would like to see both plenary sessions, each will be videotaped and rebroadcast after the live sessions are completed.

## NEW PERSPECTIVES IN THE PLENARIES

The Program Committee has adopted a policy of inviting individuals to be plenary speakers only if they had not been plenary speakers at the last two international conferences on AIDS. "This policy will provide our registrants with the opportunity to hear a wide variety of speakers and to be exposed to many new perspectives," notes Robert Wachter, MD, Program Director.

### FEATURED

#### POSTER

#### DISCUSSIONS

During the midday period each day, selected topics will be explored at featured poster discussion sessions. Each session will highlight 10-15 posters dealing with a single topic. A moderated discussion between poster presenters and the audience will follow brief poster summaries.

## **MARATHON MEETING: POST MORTEM**

### **Preamble**

Originally, \$25,000 was allocated in the Conference budget for the Marathon Meeting to take place at the Marriott Hotel, the Conference Headquarters. This amount was to cover all expenses for the meeting: space rental, food, beverages, staff, and equipment.

### **Location**

In an attempt to reduce expenditures for the MM, the venue was changed to the 44 Montgomery St. Conference Offices, with the assumption that the help of the Conference staff would be enlisted wherever needed. It was hoped that this change would also serve to familiarize the Program Committee members with these offices.

### **Staffing**

In order to ensure that the Marathon Meeting run smoothly, and that the decisions made would be entered accurately and expediently into the Conference databases, planning for staff requirements was begun as early as November 1989. Initially, it was requested that for 10 days four full-time employees be recruited to work for 12-15 hours/day (total of 600 hours). This would have ensured that the data entry be carried out in time to allow the Program staff to produce invitations and rejection-letters smoothly and before our previously-committed deadline of April 16. This request was denied, however, and in an effort to reduce costs, "volunteers" were recruited for the meeting. "Volunteers" consisted of UCSF staff who were relieved of their duties from other UCSF locations and put in place for the Marathon Meeting. A total of 111 hours by various staff were made available during the Marathon Meeting with the following breakdown:

|                     |                 |
|---------------------|-----------------|
| Wednesday, March 21 | Training        |
| Thursday, March 22  | 19 hours        |
| Friday, March 23    | 28 hours        |
| Saturday, March 24  | 28 hours        |
| Sunday, March 24    | 0 hours         |
| Monday, March 25    | 18 hours        |
| Tuesday, March 26   | <u>28 hours</u> |
| Total               | 111 hours       |

### **On-Site Support Services**

The support staff of the Local Program Office was not prepared to deal adequately with the extra demands of the Marathon Meeting (ie. telephone calls, messages for doctors, etc.). Only one receptionist was available to deal with the large number of incoming calls received for many of the Scientific Program members during the Meeting. Many doctors complained that they were not receiving important messages and faxes on time.

### **Sign-In Name Register/Name Badges**

Despite a sign-in register at the Office front-door, as well as name badges for all Program Committee members, staff shortage did not allow a careful screening of incoming visitors. Considering the number of bomb threats received during the meeting, this put the Conference in an especially vulnerable position. As a result, a printer was probably stolen from a front office.

### Training of Volunteers

An information sheet covering the basic tasks and responsibilities of the Marathon Meeting was put together and sent to volunteers before the Marathon Meeting. A training session on Wednesday morning was provided to volunteers, during which, among other things, samples of materials to be input were distributed.

### Catering

A private catering company was hired to supply breakfast and lunch for all days of the Meeting. As the caterers did little other than delivering the food and situating it in the office rooms with the most people, problems arose in areas of responsibility for the smaller tasks such as making coffee, replenishing food trays, serving coffee and snacks regularly, and disposing of trash. On Friday, there was not enough food to serve the "volunteers" although they had been told that they would be provided with food and beverages every day. This left some volunteers with a negative attitude; they took a very long time off for lunch and left early that day. One volunteer showed up with a box of doughnuts the next day.

### Computer Equipment

The computer equipment was not adequate to meet the demands of the Marathon Meeting. Because of the delay in the interface from the Courtesy data base, it was not possible to test the system before the actual time Marathon Meeting. The system was not in place until Wednesday, March 21 at 12:00 (noon).

### Letters to Authors

Initially, Courtesy had requested that the data base with assigned presentation statuses be forwarded to the Washington Office by March 28 in order to send out invitations/reject-letters to authors. Because of staff shortages this input was not completed until April 16.

Despite the Conference's promise (on the acknowledgement card sent out from Courtesy) that all abstract-submitters would receive final notification on their abstract by April 16, not all letters were out in time:

Oral presenters received this information by April 16 from the Program Office (by fax or DHL in order to list this information on the Advance Program.)

Letters to poster presenters and publication categories were mailed during the week of April 16-20.

Rejection letters were mailed during the week of April 23-28

Violators of rule of one and "alternates" still need to be accounted for (as of 4/28/90).

### Summary

- 1) If enough staff and equipment had been in place at the Marathon Meeting, letters to authors (either mailed from Courtesy or the Program Office) could have been sent out on time (by April 16 as specified on the author's acknowledgement cards). Because of the problems in this area during the Marathon Meeting, the Program staff found themselves in a mad rush to get all letters out as quickly as possible. This often entailed using DHL (very expensive) for letters that could have safely arrived on time via US Mail had things run more smoothly and efficiently.

- 2) Had *all* the letters gone out on time, there would have been adequate time for the Program Office to:
  - receive confirmation from all oral speakers for listing in the Advance Program;
  - make sure every abstract was accounted for;
  - have a system in place for "alternates";
  - begin the keyword (new "write in") index
  - complete the program on time for the Final Program/Abstract Volume.
- 3) Because the work of the Marathon Meeting was not completed on time, the Program Office had to field a relentless deluge of telephone and fax inquiries from people wondering what the status of their abstracts were. These constant interruptions and delays are, at present, making it exceedingly difficult to finalize the program.
- 4) The programmer's time could be spent compiling statistics and other useful information on accepted speakers/posters/publication authors.

### **Was the Saving Worthwhile?**

One wonders whether a saving was in fact realized by:

- 1) having not hired adequate staff during the crucial dates of the Meeting, and then having had to bring in "temporary personnel" to finish up and correct some of the work;
- 2) having had to prolong the period of the leased equipment in order for the work to be completed after the Marathon Meeting;
- 3) deal with ensuing phone calls because the letters did not go out on time.

### **Final Remarks**

Because letters to authors last year in Montreal were sent so late (late April, early May) and the Conference was two weeks earlier than the San Francisco Conference, this Conference did not have a difficult act to follow!

(and)

Because this Conference was able to successfully produce an Advance Program, it is expected that the delay in mailing out the letters to authors will not have an effect on the reputation of the Conference.

(but)

It is hoped that the Conference next year learns from this experience!

On a positive note... The Program sub-committees performed their duties smoothly and successfully. This seems ironic considering the organizational problems that took place with the data entry and required follow up.

It is hoped that based on the lessons learned from the March Marathon Meeting, the Speaker Center and Poster Area on site at the 1990 Conference will be adequately staffed and smoothly administered.

Final Note - a review of the abstract database as of 4/28/90 reveals that some 110 abstracts still remain unaccounted for. Some of the alternates are of high quality and should have been included in the Program. They are alternates now, awaiting a spot which may never open.

Adequate staffing and computer support would have prevented this by allowing a final printout of designations for every abstract before the end of the Marathon Meeting. This must be done in future meetings to avoid a repeat of this serious problem.

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Robert Wachter, Program Director, and Lucy Felicissimo with contributions from:

Ben Junge, Erik Jacobson and Judy Weber

# SIXTH INTERNATIONAL CONFERENCE ON AIDS

## FACTS ABOUT THE CONFERENCE PROGRAM

### THE FOUR THEMATIC TRACKS

- Track A: BASIC SCIENCE
- Track B: CLINICAL SCIENCE & TRIALS
- Track C: EPIDEMIOLOGY & PREVENTION
- Track D: SOCIAL SCIENCE & POLICY

### SUBMITTED ABSTRACTS - MOST POPULAR CATEGORIES

- Track A (Basic):  
Drug Development - 111  
HIV Isolation/Detection - 102
- Track B (Clinical):  
Neurologic/Psychiatric - 173  
Trials of Anti-retrovirals - 144  
Oral/GI/Dermatology - 134  
Other OI's (non-PCP) - 131
- Track C (Epi/Prevention):  
Epi/Prevention in Drug Users - 204  
Epidem. of HIV/AIDS:  
    Regional Variations - 179  
Disease progression: Natl  
    History/Co-factors - 175  
Distribution/Determinants of Risk  
    Behavior - 150
- Track D (Social/Policy):  
Models of Care Delivery - 177  
Health Care Worker Issues - 93

### ABSTRACTS SELECTION PROCESS

- 4870 abstracts submitted by January 22 deadline
- Each abstract reviewed by two non-SF experts on Program Committee (one-US/one non-US)
- Then abstracts came to SF, where each abstract was reviewed by at least one more, and often as many as 5 more experts at "Marathon Meeting", March 21-24
- Final decisions taken by Local Track Committees after weighing local and outside reviews

## ACCEPTED ABSTRACTS

- About 400 for ORAL presentation
- About 2100 for POSTER presentation
- About 550 as PUBLISH-ONLY

## ACCEPTED ABSTRACTS - BY TRACK

- |                             |     |
|-----------------------------|-----|
| • Track A (Basic):          | 649 |
| • Track B (Clinical):       | 829 |
| • Track C (Epi/Prevention): | 970 |
| • Track D (Social/Policy):  | 611 |

*NOTE: Each track has an equal number of ORAL sessions (12 each)*

## NATIONAL REPRESENTATION OF ACCEPTED ABSTRACTS

- 74 COUNTRIES REPRESENTED
- Countries with greatest representation are:

|               |      |
|---------------|------|
| * USA         | 1711 |
| * France      | 211  |
| * Italy       | 135  |
| * FRG         | 109  |
| * England     | 99   |
| * Canada      | 86   |
| * Brazil      | 81   |
| * Spain       | 57   |
| * Mexico      | 48   |
| * Netherlands | 48   |

## ACCEPTED ABSTRACTS - DEVELOPING COUNTRIES

- Countries with greatest representation are:

|             |    |
|-------------|----|
| * Brazil    | 81 |
| * Mexico    | 48 |
| * Kenya     | 20 |
| * Zambia    | 19 |
| * Argentina | 17 |
| * India     | 15 |
| * Rwanda    | 11 |
| * Zaire     | 11 |

## ACCEPTED ABSTRACTS - U.S.S.R./Eastern Europe

- Increase in abstracts from U.S.S.R./Eastern Bloc

|            |    |
|------------|----|
| * USSR     | 23 |
| * Bulgaria | 4  |
| * Hungary  | 3  |
| * Poland   | 2  |
| * Romania  | 1  |

*Note: last year, USSR had 9 abstracts in program*

## PLENARIES

- Countries represented include:

|               |    |
|---------------|----|
| * USA         | 37 |
| * England     | 5  |
| * Kenya       | 3  |
| * Mexico      | 2  |
| * Netherlands | 2  |
| * USSR        | 2  |
| * Uganda      | 2  |
| * WHO         | 2  |

*and, with one plenary participant each:*

Australia, Belgium, Canada, Congo, France, GDR, Ghana, Hong Kong,  
Israel, Italy, Malawi, Peru, Sierre Leone, Sweden, Switzerland, Venezuela,  
West Indies

### IMPACT OF THE BOYCOTT ON THE PROGRAM: PLENARY SPEAKERS

- Out of 72 plenary speakers invited, three declined because of the boycott
- All three are community-based leaders (from Uganda, Brazil, and the US)

### IMPACT OF THE BOYCOTT ON THE PROGRAM: OTHER PRESENTERS

- Out of 2500 invited presenters and chairs (including oral sessions and poster session), about 30 have withdrawn
- There will be more than 200 presentations from France, more than 75 from Canada, and more than 30 from Australia

### REGISTRATION

- As of last week, about 9,500 participants had registered for the Conference (excludes press, exhibitors)
- 121 COUNTRIES REPRESENTED
- Countries with greatest representation are:

|           |      |               |    |
|-----------|------|---------------|----|
| * USA     | 6400 | * Netherlands | 90 |
| * France  | 420  | * Australia   | 90 |
| * Canada  | 375  | * Brazil      | 90 |
| * England | 350  | * Belgium     | 85 |
| * Italy   | 300  | * Japan       | 75 |
| * FRG     | 275  | * Switzerland | 70 |
| * Spain   | 150  | * Denmark     | 60 |
| * Sweden  | 105  | * Mexico      | 45 |

# Logistics Overview for the Sixth International Conference on AIDS 20-24 June 1990

*Function Space* (refer to maps/floorplans)

Monday, 18 June:

**Set-up/Move-in Day** (Moscone - all day, Marriott - 8:00pm, see Wednesday)

Tuesday, 19 June:

**Marriott Hotel**

Golden Gate Hall  
Registration  
Non-Profit Exhibits  
Lounge Area

Introductory Seminars  
Open Lounge Area

(unassigned)

**Set-up/Move-in Day** (see Wednesday)

Wednesday, 20 June:

**Marriott Hotel**

Golden Gate Hall  
Registration  
Non-Profit Exhibits  
Lounge Area

Yerba Buena Ballroom  
Introductory Seminars  
Open Lounge Area

Meeting Suites  
(unassigned)

Walnut & Redwood  
Nursing Station #1

Grand Assembly Counters  
Message Centers #1

Grand Assembly Rooms  
Speaker Ready & Interview

Laurel  
(unassigned)

Willow  
Business Center #1

**Moscone Center**

Upper Lobby  
Exhibitor Reg.  
Message Center #2  
Lounge Area  
Media Reg.

Lower Lobby  
Open Lounge Area  
Telephones

Mezzanine East  
Press & Media  
Business Center #2  
Speaker Ready Room

Halls "A&B"  
Opening Ceremony

Ballroom  
Opening Ceremony Overflow

Mezzanine West  
Conference Offices  
Nursing Station #2  
Child Care

Hall "C"  
Commercial Exhibits  
Main Reception Area

Hall "C" Swingspace  
Reception Space

Hall "A" Swingspace  
"J" entrance to Opening  
"K" Press Conference

Thursday- Saturday, 20-23 June:

**Marriott Hotel**

Golden Gate Hall  
Registration  
Non-Profit Exhibits  
Lounge Area

Yerba Buena Ballroom  
Three Scientific Sessions

Meeting Suites  
(unassigned)

Walnut & Redwood  
Nursing Station #1

Grand Assembly Counters  
Message Centers #1

Grand Assembly Rooms  
Speaker Ready & Interview

Laurel  
(unassigned)

Willow  
(unassigned)

Upper Lobby  
Exhibitor Reg.  
Message Center #2  
Lounge Areas

Hall "A"  
Plenary Session (a.m.)  
Scientific Session (p.m.)

Hall "B"  
Plenary Session (a.m.)  
Scientific Session (p.m.)

Hall "C"  
Commercial Exhibits  
Posters  
"Outdoor" Restaurant

Lower Lobby  
Open Lounge Area  
Telephones

Rooms "F, G, & H"  
(Plenary Overflow, a.m.)  
Each is a Scientific Session (p.m.)

Hall "C" Swingspace  
Two Concurrent  
Premier Poster Sessions

Mezzanine East  
Press & Media  
Business Center #2  
Speaker Ready Room.

Mezzanine West  
Conference Offices  
Nursing Station #2  
Child Care

Hall "A" Swingspace  
"J" entrance to "A"  
"K" Press Conference

## Marriott Hotel

Golden Gate Hall  
Registration  
Non-Profit Exhibits  
Lounge Area

Walnut & Redwood  
Nursing Station #1

Laurel  
(unassigned)

Yerba Buena Ballroom  
*move out*

## Grand Assembly Counters move out

Willow  
(unassigned)

Meeting Suites  
(unassigned)

## Grand Assembly Rooms move out

Upper Lobby  
Message Center #2  
Lounge Area

Halls "A&B"  
Rapporteur Sessions  
Closing Ceremony

Hall "C"  
Move out (early)

Lower Lobby  
Open Lounge Area  
Telephones

## Ballroom Overflow

Hall "C" Swingspace  
Lounge Area

Mezzanine East  
Press & Media  
Business Center #2  
Speaker Ready Room

Mezzanine West  
Conference Offices  
Nursing Station #2  
Child Care

Hall "A" Swingspace  
"J" entrance to Closing

This aspect will be administered by a Housing Manager working under the Conference Manager. In addition to the 51 properties at which we have room blocks, we have arrangements at two universities for dormitory housing.

**Hotel Rooms Reserved City Wide:**

|                       |                       |
|-----------------------|-----------------------|
| ≈10,200 (peak nights) | (≈42,000 room nights) |
|                       | (≤15,000 beds)        |

|                       |                |
|-----------------------|----------------|
| Residence Halls Rooms | (210,000 beds) |
| UC Berkeley           |                |
| 300 rooms             | (≤600 beds)    |
| SF State University   |                |
| 1200 rooms            | (≤1400 beds)   |

The San Francisco Marriott, 1300 rooms including 35 suites, and Le Meridien, 300 rooms, constitute the core of the Conference's housing requirements. These rooms, for all intents and purposes, are already committed to house the staffs of Conference (Steering and Local Program committees, paid staff), WHO, IAS, the City and County of SF, AmFAR, invited speakers, sponsored guests, VIP's from selected institutions and corporations, VIP government officers (U.S. and foreign), certain media groups or representatives, and organizers from Florence and Boston. We are also keeping free a block of about 100 rooms for selected attendees in special circumstances.

## Transportation

### Air

Domestic Carriers are *United* and *Delta* which are offering up to a 45% discount to our attendees. International travellers from the Pacific Rim can take advantage of special rates on *United*. *TWA* and *Delta* are available to overseas travellers at special rates.

### Ground

Arrangements are being made with airport shuttling services for special service on the major arrival days. (including discount coupons)

Shuttle service will be provided between our hotels and Moscone/Marriott.

Shuttle service will be provided to and from the MusiCare event.

Shuttle service may be provided to the airport from Moscone/Marriott on Sunday beginning at the conclusion of the Rapporteur Sessions..

### Special

On-call service for those requiring ambulances or handicap access transportation.

Bus service will be provided to and from VIP dinners/events.

Limousine service for certain VIP's.

### Also

Airport transportation for those travelling on the Conference's Scholarship Fund.

*Ask Mr. Foster Travel Service* will be providing special tours to those who sign up.

The Convention and Visitors Bureau will alert the City's cab companies of the projected peak times for our conference.

## Function Coordination

### Conference Program

The main programmatic elements of the Conference will determine the final coordination. ("Program drives Logistics.") The supervision will consist of five floor managers working under the Conference Manager plus the management provided by service vendors.

Even though room size is important, final room assignments will be made using other criteria for evaluation. Also for consideration:

- grouping by Tracks
- easy of movement from session to session
- formats which require more space, ie. poster/panel discussion sessions

### Furnishings

Most furnishings are provided by the facilities - chairs, tables, stages, etc. It looks like each has enough to take care of our basic needs. Supplemental furnishings will be ordered through our decorator.

Greyhound Exposition Services is the show decorator to handle the exhibits, poster sessions, and signs. A stage decoration and lighting management company will be identified soon.

### Host Broadcasting & Audio/Visual

To fully meet the complex requirements of the conference and assure needs are met in a cost efficient manor, we are soon to be in the final negotiation phase with a host broadcasting company which will also function as the general contractor for A/V services.

The specifications for audio/visual services are in the development stage. All aspects will be included in the Host Broadcaster contract.

The audio/visual set-up will include:

- broadcast capability to remote locations by cable, microwave and satellite uplink
- broadcast capability to overflow rooms
- full service to broadcast media

At this point, we are planning to have in each room at least:

- one 35mm carousel slide projector w/remote control & screen
- one standing lectern w/one omni microphone
- one table microphone for panel table
- one floor microphone for questions
- special lighting
- audio recording
- video transmission/recording
- an a/v operator-technician
- one speakers' assistant

Additionally, in the plenary session rooms (and possibly the four other large session rooms):

- rear screen projection
- video projection
- infrared broadcast of translation
- special lighting for video work
- a/v manager
- program "stage manager"

### Conference Office

This will be located in the west wing of Moscone's Mezzanine level. Needs are under assessment.

### Press and Media

An off-site media registration site will need to be found before too long. Site is required for security reasons. Site will open on the weekend before the conference and this will be the location for final credentialing including photo laminate badges.

On-site activities will be centered in the east wing of Moscone's Mezzanine level. Press Conference space is located in Room "J" in Moscone and the "Hills" rooms at the Marriott. Further needs are under assessment and under the direction of our Communications consultant.

### Business Centers

These will be located in the west wing of Moscone's Mezzanine level, (to augment the business center already at Moscone) and at the Ballroom level at the Marriott.

### Child Care Center(s)

This will be located in the west wing of Moscone's Mezzanine level. (Needs are under assessment. A second center may have to be located in the Marriott.)

### Speaker Ready Rooms

These will be located in the west wing of Moscone's Mezzanine level and off the Grand Assembly area at the Marriott. Direction for supervision for this area will be provided by the Assisting Consultant to the Program Director.

### Interview Rooms

These will be located in the east wing of Moscone's Mezzanine level, off the Grand Assembly area at the Marriott, and possibly in some of the smaller meeting suites at the Marriott. Needs include ease of access, security, quiet, video lighting, comfortable seating, and electrical power. Direction for supervision for this area will be provided by the Communications Consultant.

## *Telecommunications*

### Message Center

We have a proposal from one of the few experienced companies which can provide us with a fully computerized message center designed to best serve the needs of our conference. The system will probably incorporate video "please call" monitors, "white phones" for easy access, two service counters at each location, and at least two posting locations for low tech message exchange. Pacific Bell is interested in providing this to the Conference.

### Telephones

Pacific Bell is also being asked to provide any required augmentation to the phone systems at our conference sites. These include:

- public phone banks and lines
- conference office phones and lines
- press and media phones and lines

### Computers and other Hardware

Digital and Apple Computer have agreed to provide the Conference with computers. Donations of fax machines, credit card phones, and copiers, to meet the needs of our attendees, staff, and the press and media are being sought. In any case, these needs will be met.

## *Security*

### Overview

We are approaching the final steps to secure the services of an experienced security consultant to guarantee the full coordination of all security aspects of the Conference. Aspects to be considered include:

- sensitivity to the political climate
- liaison with all security forces involved
- perimeter security
- access security - main meeting areas
- access security - peripheral meeting areas (mostly upper areas of Marriott)
- badges
- inside security
- access to stages/microphones
- uniformed or plaincloths presence issues
- Howard Street closure
- demonstrators
- VIP's
- media security issues

## *Food & Beverage*

### Concessions and Food Outlets

Moscone Center will have concessions serving registrants at an "Outdoor Restaurant" in the Exhibits/Posters Hall during the hours of the conference. The Marriott will have a minimum of three outlets plus Registration Hall Foyer Snack Bar.

### Beverage Tables

We are planning to provide refreshment tables in the exhibit areas at both the Marriott and the Moscone. These are available for sponsorship by interested parties.

### Special Functions

We are considering a VIP dinner for members of the Local Organizing Committee, the leadership of the Conference's co-sponsors, invited guests, and significant others. This gathering will be unannounced and not number more than 150-175.

A post-conference appreciation function for staff, committees, volunteers, hangers-on, and significant others is tentatively planned for up to 400.

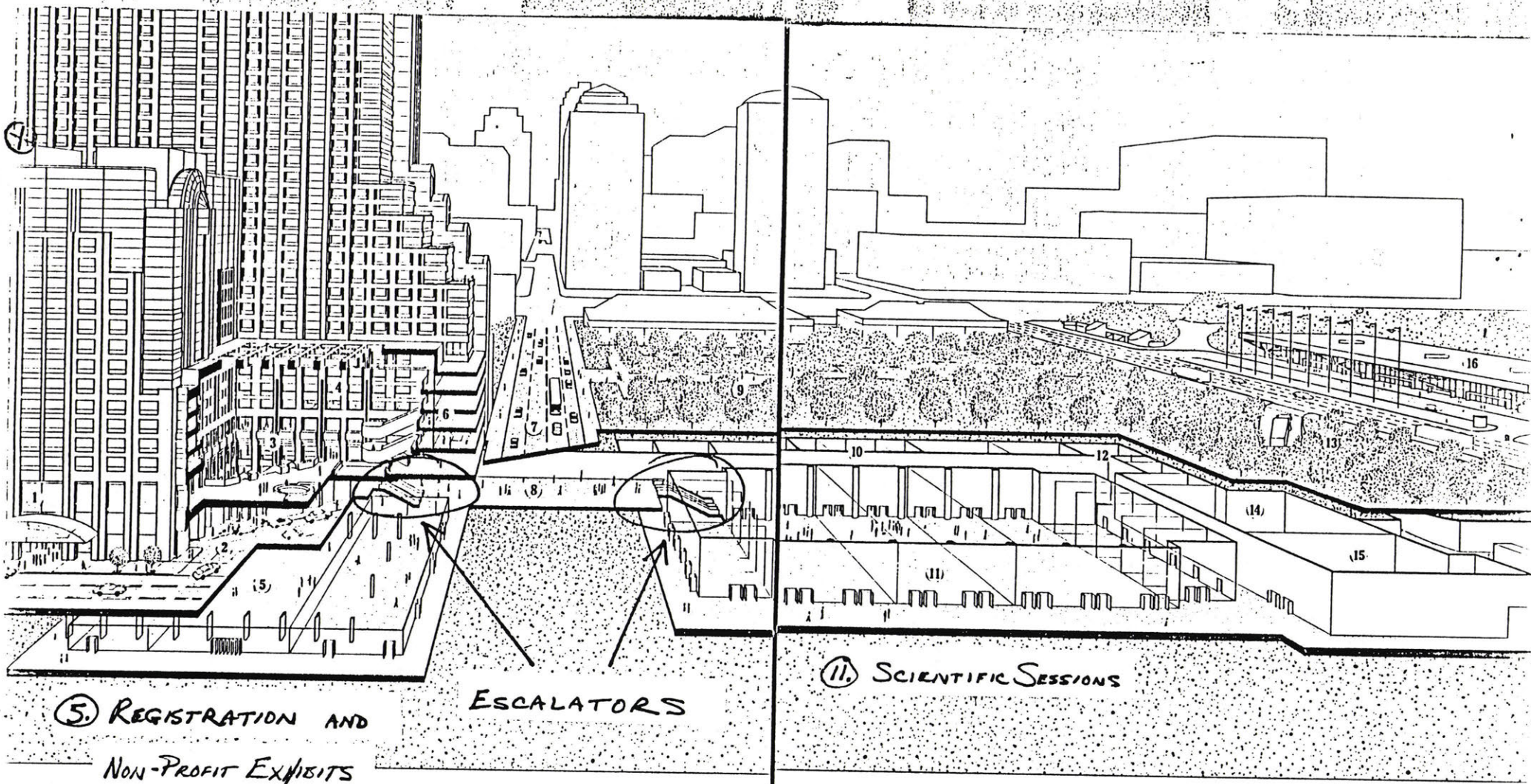
A supervising caterer will need to be in place before the end of February.

## *International Travel Scholarships*

### Organization

Under the guidance of the International Travelers Committee, the Local Program Office will maintain a staffed Travel Desk. Staff person will be in liaison with other sponsoring agencies (USAID, American Red Cross, WHO, etc.) and be chiefly responsible for coordinating efforts and guaranteeing complete hospitality to those individuals sponsored directly by the Conference.

This position will be filled before the end of January.



**T**he ultimate convention and conference hotel. The San Francisco Marriott. Planned, designed, and built with an eye toward business—and an insight into luxury.

Offering more than 85,000 square feet of meeting and exhibit space, the San Francisco Marriott is ideal for any size conference or convention. The 40,000-square-foot Yerba Buena Ballroom—the largest in The City—can accommodate up to 5,700 for the most gracious reception, or up to 3,350 for the most lavish banquet.

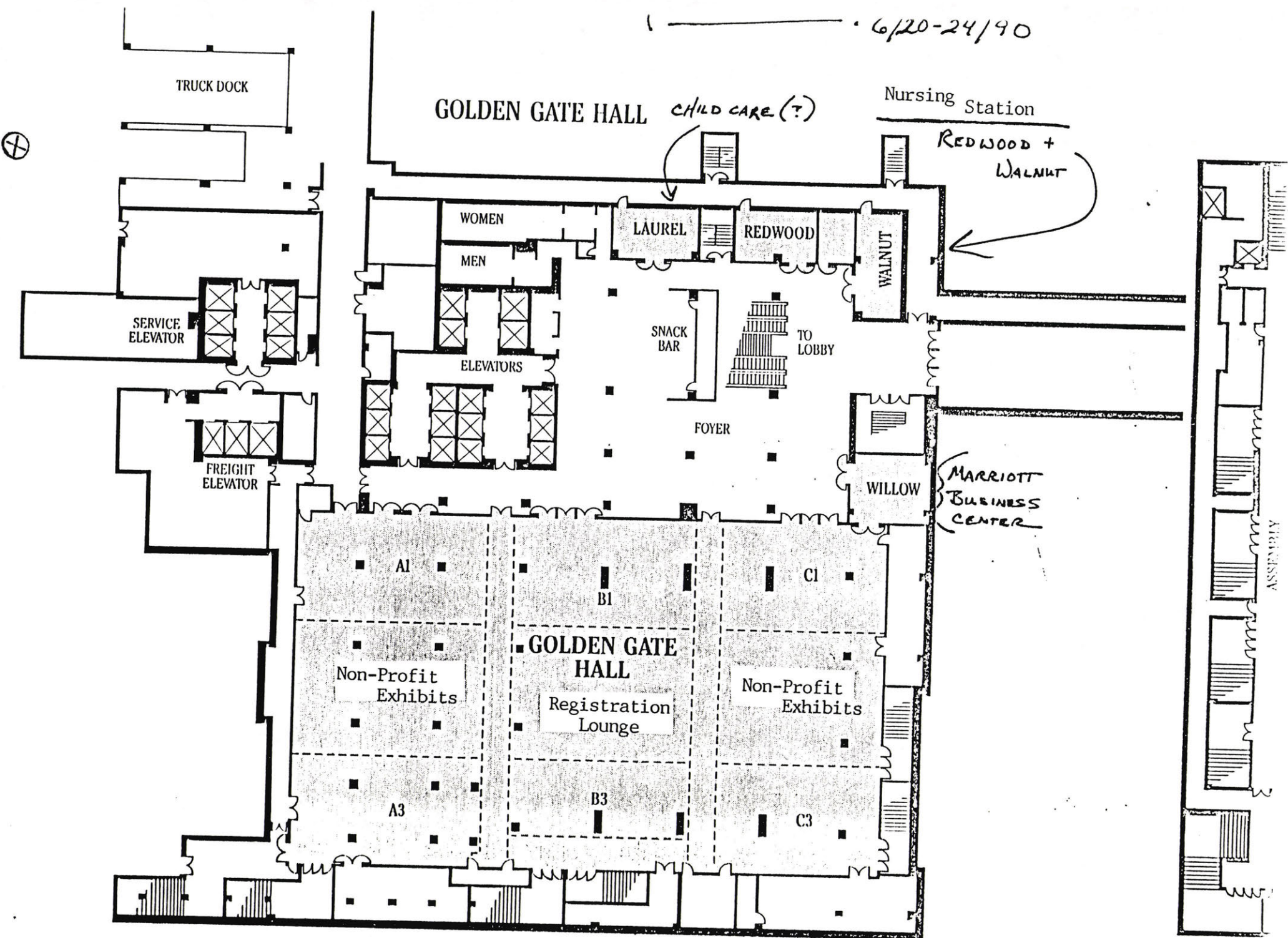
And it can easily be divided into as many as 15 separate conference areas. In addition, the 23,400-square-foot Golden Gate Hall has room for 150 exhibit booths, or can be divided into nine individual breakout rooms. Thus, on the fourth and fifth levels of the hotel, there are 21 self-contained conference suites suitable for groups from 5 to 150, all with views, private baths, and wet bars. Each and every conference facility throughout the hotel has a sound system specially designed to fit the size of the room.

The Marriott's hotel catering services are guaranteed to please every convention participant. These culinary masters can plan and serve food for every convention or conference need—from refreshing coffee breaks, to delightful luncheons, to mouth-watering receptions, to exquisite banquets.

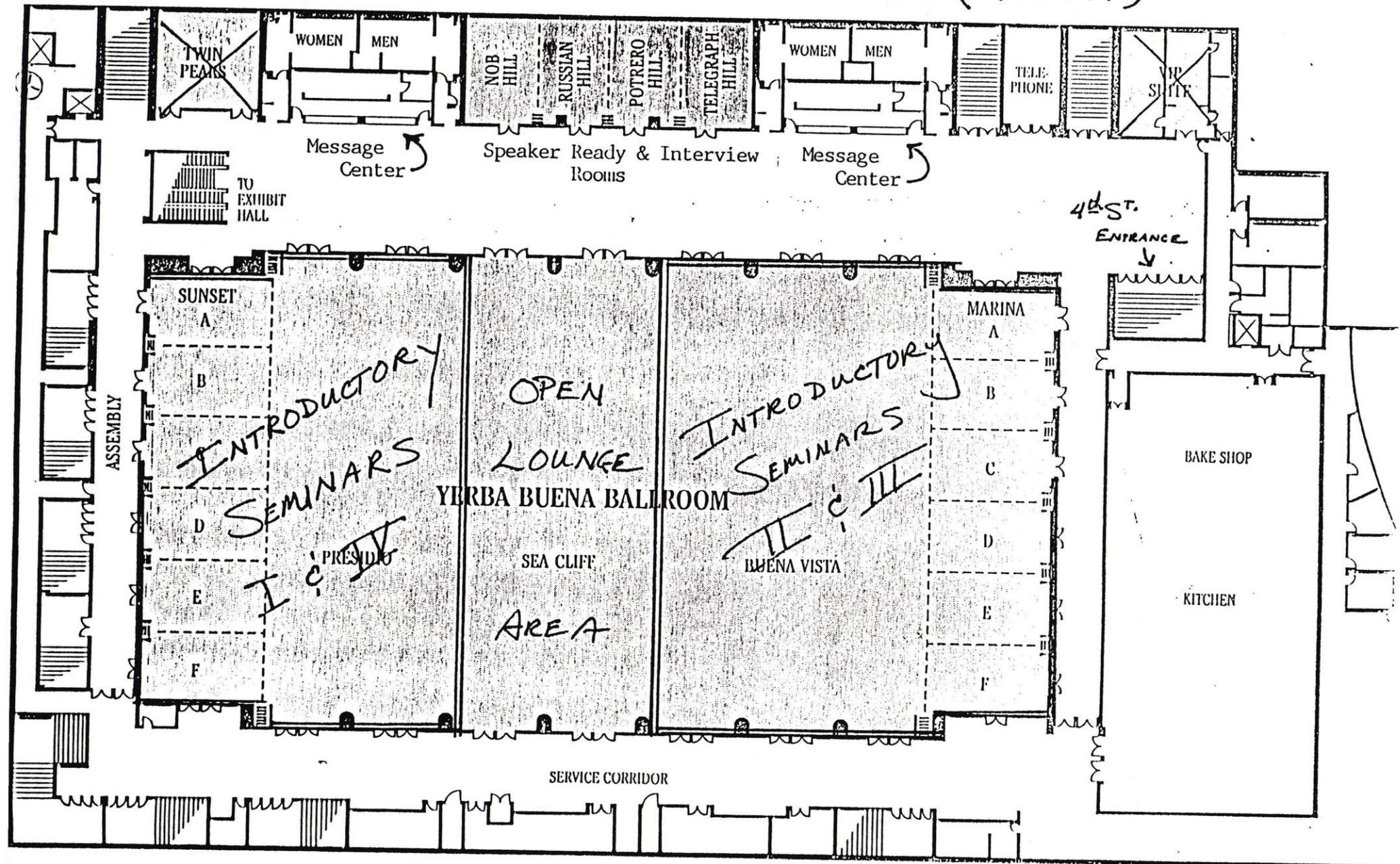
All in all, the 1,500-room San Francisco Marriott is the ultimate convention and conference facility. Meet with success. Meet at the San Francisco Marriott.

## The San Francisco Marriott All The Conveniences And Luxuries You Need Under One Roof.

- |                                                       |                                                                                                    |                                                  |                                                 |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| (1) Fourth Street pedestrian entrance                 | (6) 21 self-contained conference suites (fourth and fifth levels)                                  | (10) Hill Meeting Rooms (4 self-contained rooms) | (16) Moscone Convention Center                  |
| (2) Fourth Street car entrance                        | (7) Mission Street (looking east)                                                                  | (11) Yerba Buena Ballroom (40,000 square feet)   | (17) Truck access docks to Yerba Buena Ballroom |
| (3) Five-story glass-enclosed atrium                  | (8) Underground passageway to Yerba Buena Ballroom                                                 | (12) VIP Suite                                   |                                                 |
| (4) Full-service health club and indoor swimming pool | (9) Yerba Buena Gardens (street level), Moscone Convention Center (proposed underground expansion) | (13) Howard Street delivery ramp                 |                                                 |
| (5) Golden Gate Hall (23,400 square feet)             |                                                                                                    | (14) Hotel bakery shop                           |                                                 |
|                                                       |                                                                                                    | (15) Main banquet kitchens                       |                                                 |



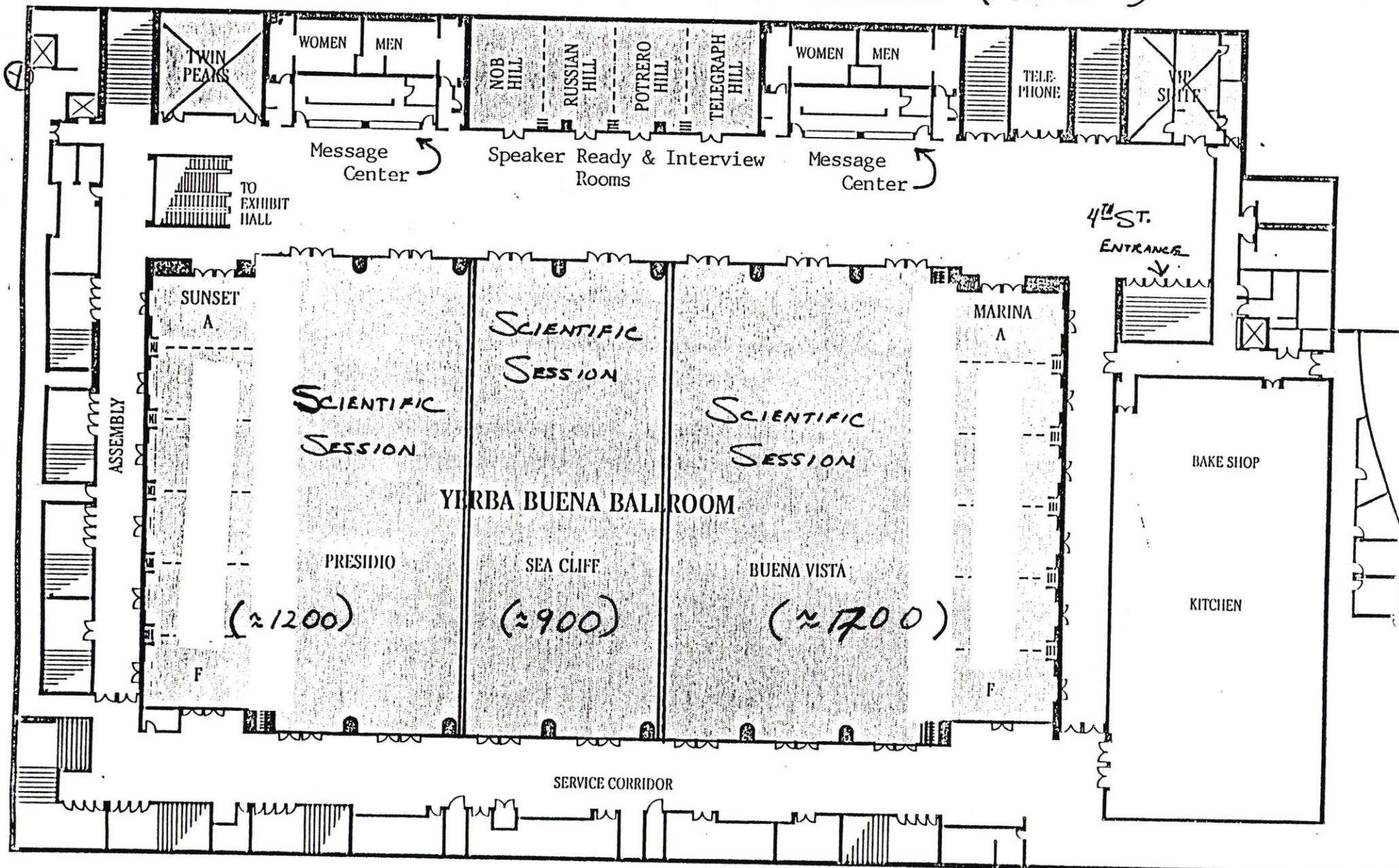
# YERBA BUENA BALLROOM AND MEETING SUITES (Marriott)



ROOM ASSIGNMENTS

VED. 6/20/90

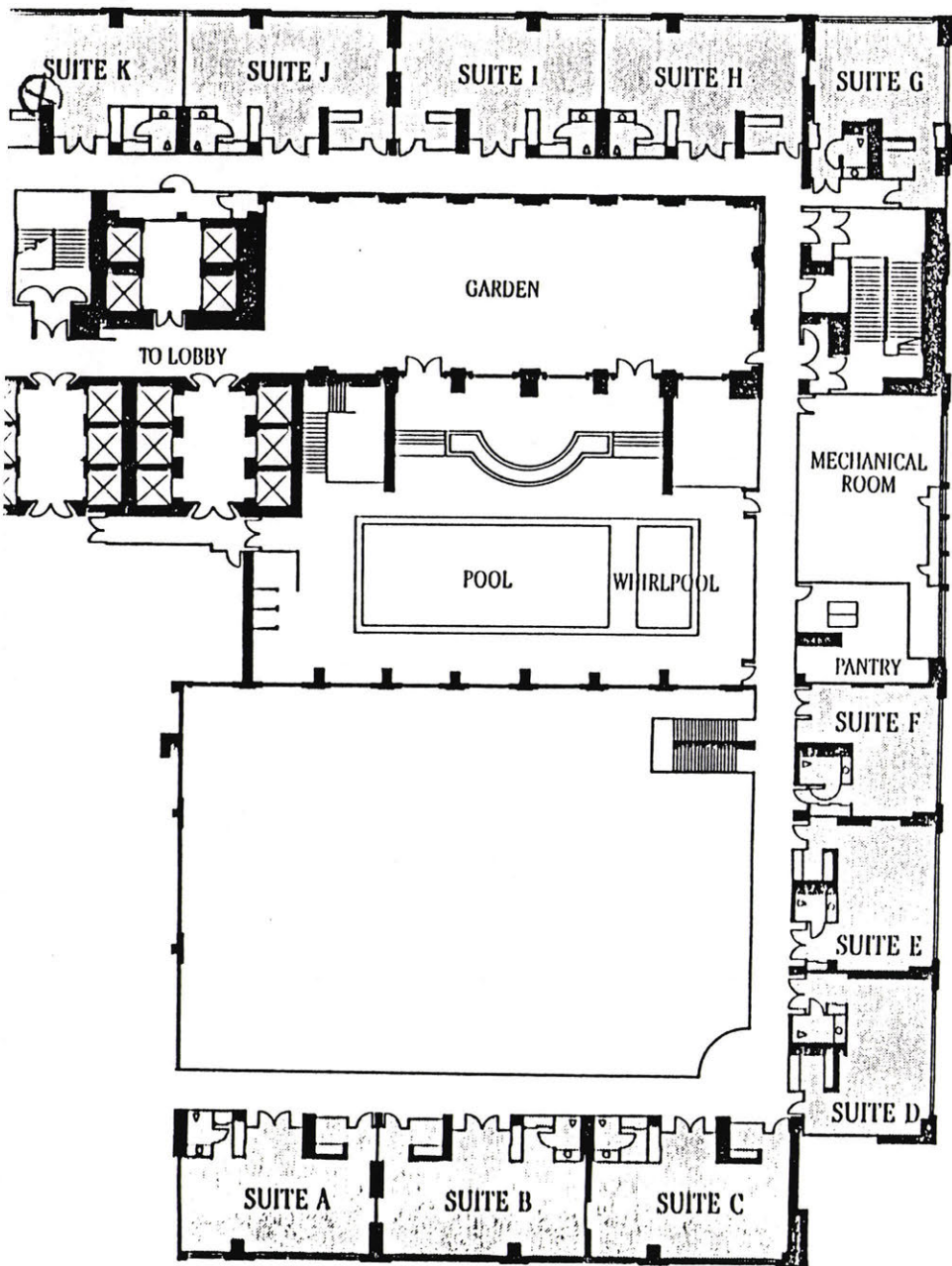
# YERBA BUENA BALLROOM AND MEETING SUITES (Marriott)



Room Assignments —

THURS., FRI., Sat. 6/21-23/90

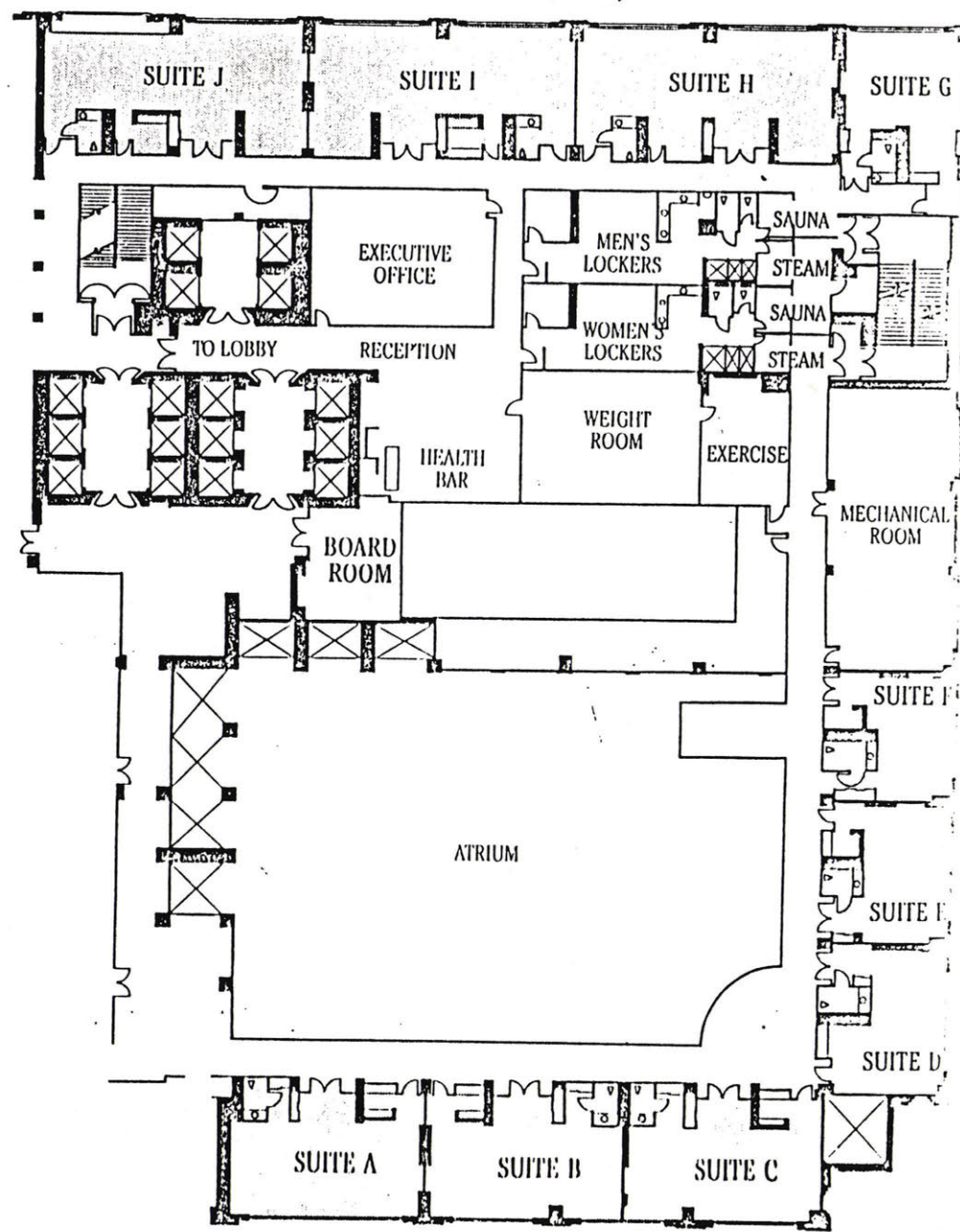
# SIERRA CONFERENCE SUITES (FIFTH FLOOR)



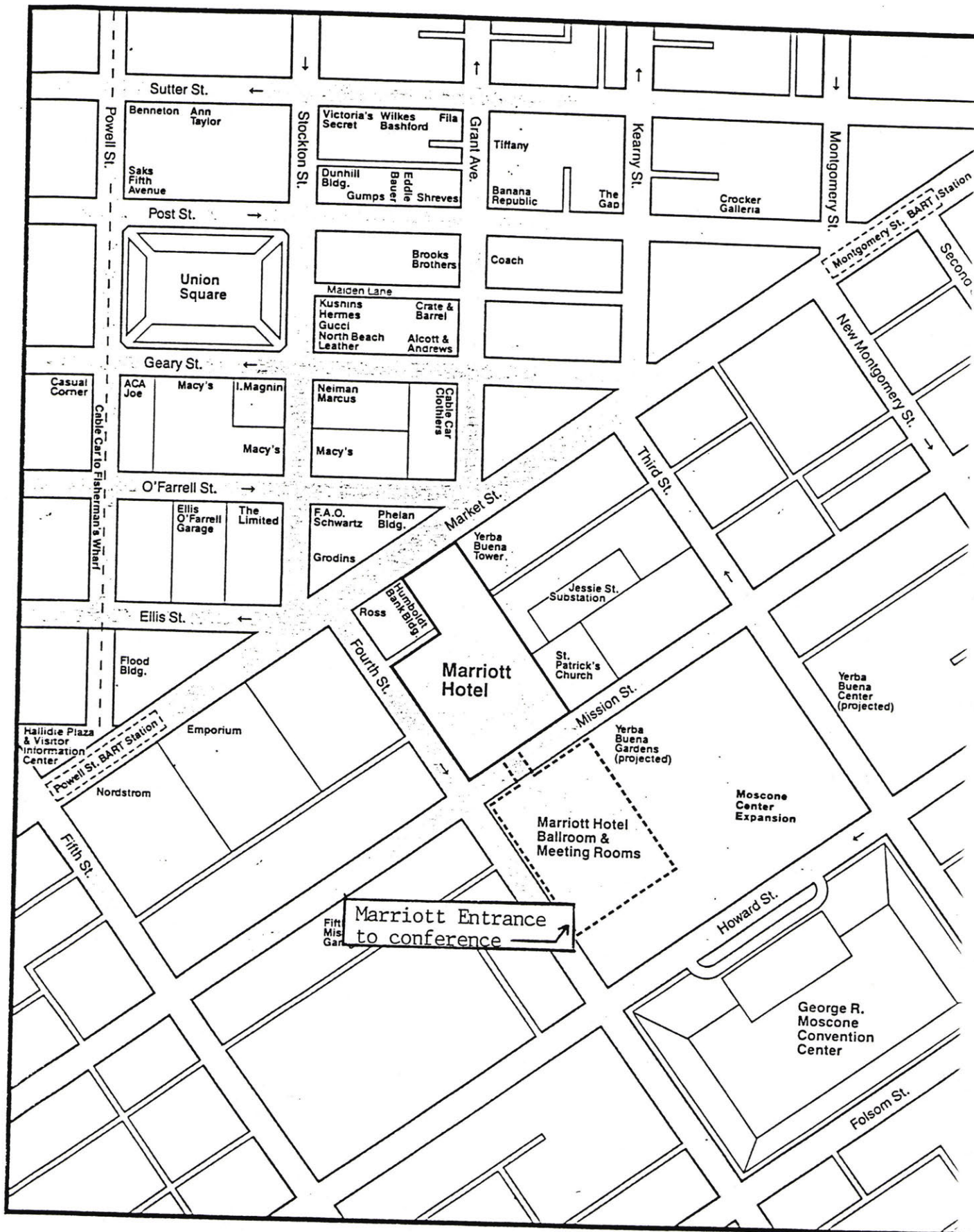
FOURTH STREET

MISSION STREET

# PACIFIC CONFERENCE SUITES (FOURTH FLOOR)

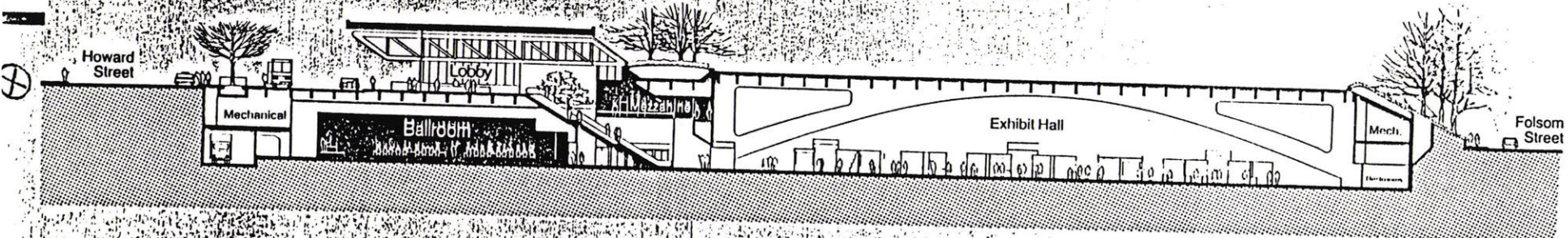


FOURTH STREET

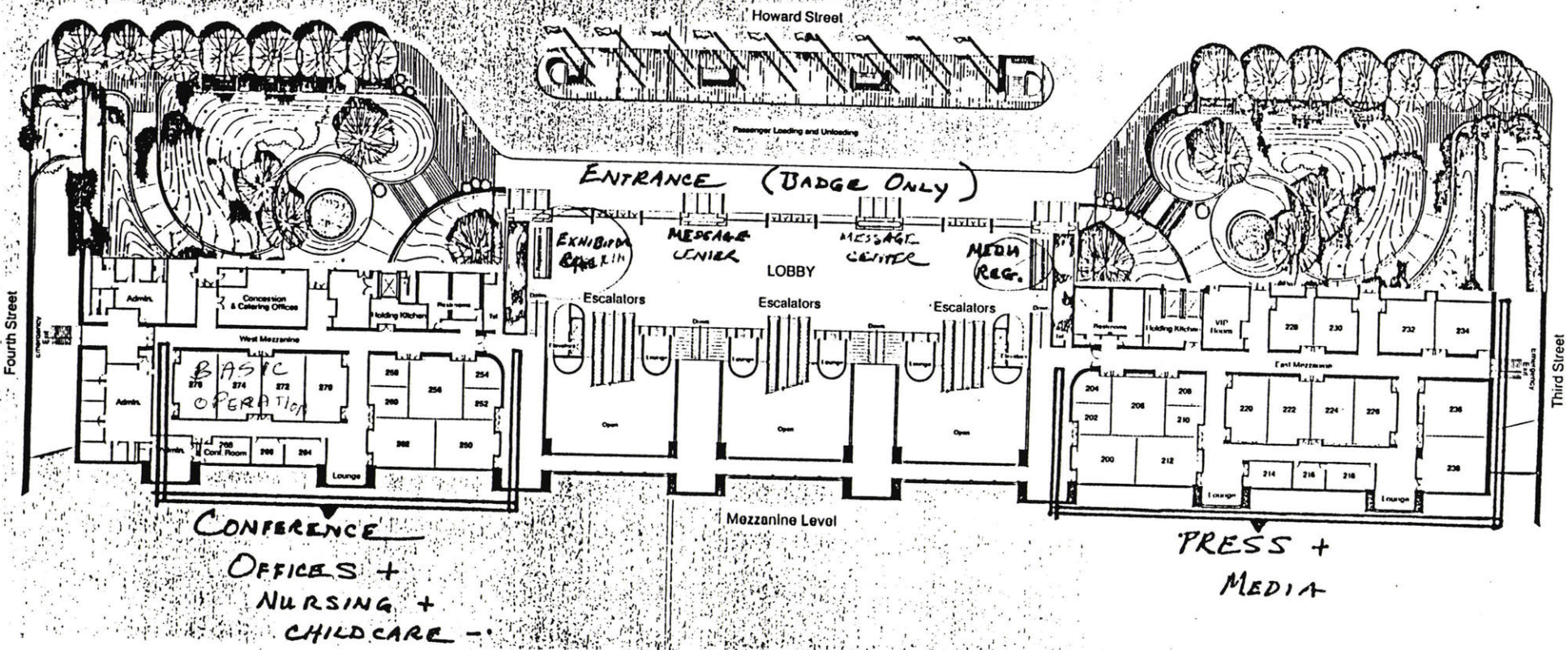


Centrally located in the heart of San Francisco—everyone's favorite convention city. Just one block from the Moscone Convention Center. Five minutes from the Financial District. Within easy walking distance of bustling Chinatown and Union Square's incomparable shops. And only 15 minutes away

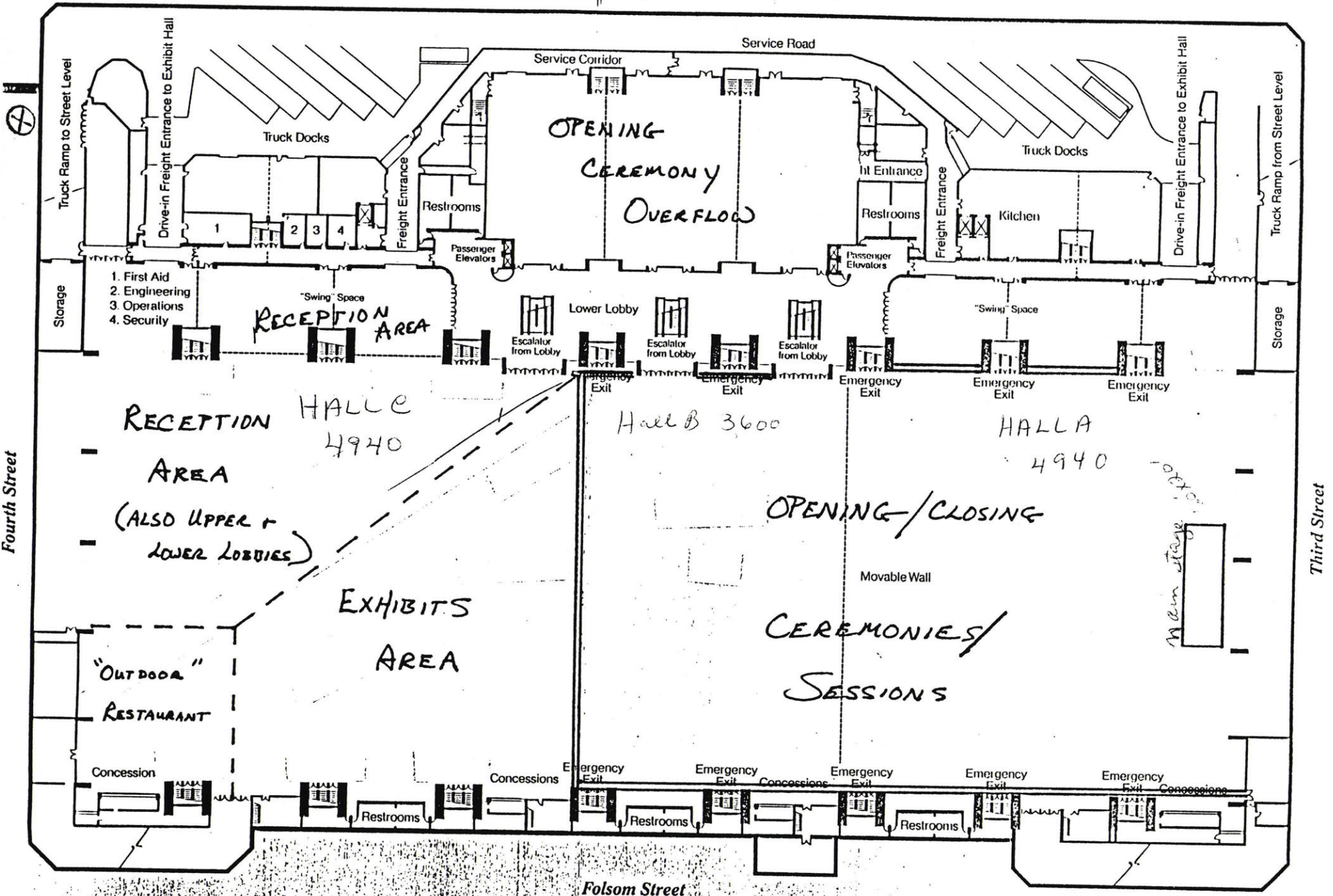
For details, rates, and reservations, call the San Francisco Marriott direct at (415) 896-1600; contact your travel professional or call *toll-free* in the United States and Canada 800-2



# MOSCONE



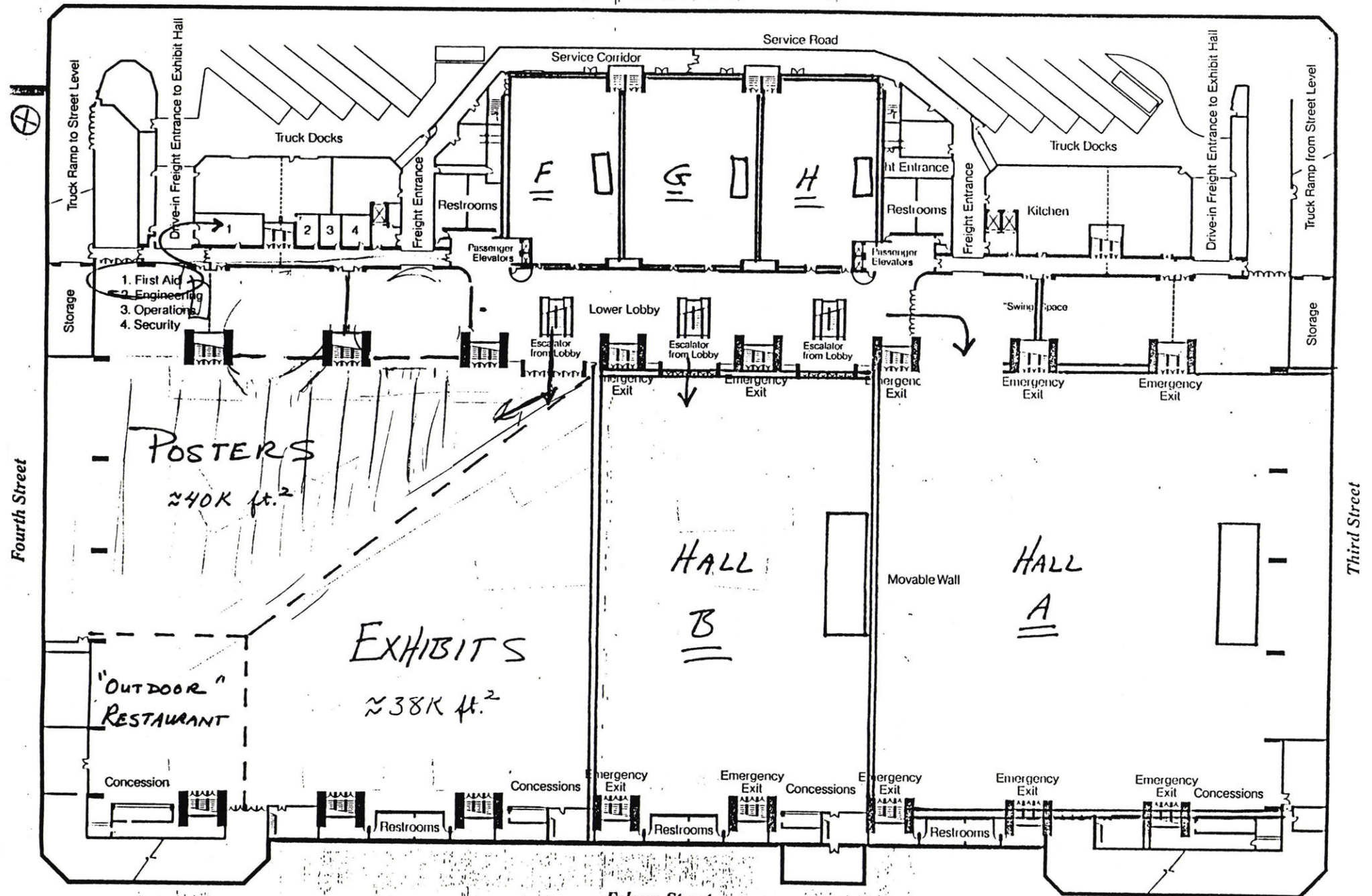
Howard Street



Folsom Street

MOSCONE • WED. 6/20/90, 4<sup>00</sup> PM → 8<sup>00</sup> PM  
SUN. 6/24/90 (EXHIBIT HALL)

Howard Street



MOSCONE . THURS - SAT. 6/21-23/90

A

## Delegates sorted by last name July 25, 1990

July 25, 1990

| <u>Name</u>                | <u>Country</u> | <u>Reg</u> | <u>Travel</u> | <u>Housing</u> | <u>Per Diem</u> | <u>Arrival</u> | <u>Departure</u> | <u>General Class</u>    |
|----------------------------|----------------|------------|---------------|----------------|-----------------|----------------|------------------|-------------------------|
| Ankrah, Dr. Maxine         | Uganda         | Conf.      | Conf.         | Self           | Conf.           |                |                  | Afternoon Session/Other |
| Avila F., Carlos           | Mexico         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Badi, Nsanga               | Zaire          | Conf.      | Conf.         | Conf.          | Conf.           | 6/17/90        | 6/25/90          | Afternoon Session       |
| Baingana, Dr. Baingi       | Uganda         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Poster                  |
| Banura, Cecily             | Uganda         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Batungwanayo, Dr. Jean     | Rwanda         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Bayley, Professor Anne C.  | Zambia         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Bhargava, Alka             | India          | Conf.      | Conf.         | Conf.          | Conf.           | 6/17/90        | 6/24/90          | Afternoon Session       |
| Bhimani, Dr. Ghanshyam V.  | India          | Conf.      | Conf.         | Conf.          | Conf.           | 6/17/90        | 6/24/90          | Afternoon Session       |
| Bianco, Dr. Nicholas E.    | Venezuela      | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/25/90          | Plenary Participant     |
| Bouzas, Dr. Maria B.       | Argentina      | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Caceres, Dr. Carlos F. Few | Peru           | Conf.      | Conf.         | Conf.          | Conf.           | 6/19/90        | 6/30/90          | Poster                  |
| Carvalho, Ms. Cecilia A    | Brazil         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/25/90          | Afternoon Session       |
| Cavalcanti, Marta G.       | Brazil         | Conf.      | unk           | unk            | unk             |                |                  | Poster                  |
| Chimelli, Dr. Leila        | Brazil         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Chiphangwi, Dr. John David | Malawi         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Cleghorn, Dr. Farley       | Trinidad       | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Poster                  |
| Coudurier, Ms. Ana L.      | Mexico         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Afternoon Session       |
| Datta, Dr. Pratibha g      | Kenya          | Conf.      | Self          | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Poster                  |

| <u>Name</u>                  | <u>Country</u>  | <u>Reg</u><br>Conf. | <u>Travel</u><br>Self | <u>Housing</u><br>Conf. | <u>Per Diem</u><br>Conf. | <u>Arrival</u><br>6/19/90 | <u>Departure</u><br>6/24/90 | <u>General Class</u>    |
|------------------------------|-----------------|---------------------|-----------------------|-------------------------|--------------------------|---------------------------|-----------------------------|-------------------------|
| De Caso, Ms. Laura Elena     | Mexico          | Conf.               | Self                  | Conf.                   | Conf.                    | 6/19/90                   | 6/24/90                     | Poster                  |
| De La Rosa, Dr. Blanca       | Mexico          | Conf.               | Self                  | Conf.                   | Conf.                    | 6/19/90                   | 6/24/90                     | Poster                  |
| Della Negra, De Paula        | Brazil          | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/18/90                   | 6/25/90                     | Afternoon Session       |
| Elia, Celeste S.             | Brazil          | Conf.               | self                  | Conf.                   | Conf.                    | 6/19/90                   | 6/24/90                     | Poster                  |
| Fay, Dr. Oscar               | Argentina       | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/18/90                   | 6/24/90                     | Afternoon Session       |
| Fernandes, Dr. Maria Eugenia | Brazil          | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/18/90                   | 6/30/90                     | Afternoon Session       |
| Galvan Diaz, Dr. Francisco   | Mexico          | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/17/90                   | 6/24/90                     | Afternoon Session       |
| Gir, Prof. Elucir            | Brazil          | Conf.               | Self                  | Conf.                   | Conf.                    | 6/19/90                   | 6/24/90                     | Poster                  |
| Greco, Professor Dirceu B.o  | Brazil          | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/19/90                   | 6/27/90                     | Afternoon Session/Other |
| Herrera-Ortiz, Dr. Flor M.   | Mexico          | Conf.               | Self                  | Conf.                   | Conf.                    | 6/19/90                   | 6/24/90                     | Poster                  |
| Herve, Vincent Marie Andre   | C. African Rep. | Conf.               | Self                  | Conf.                   | Conf.                    | 6/18/90                   | 6/24/90                     | Afternoon Session       |
| Hira, Dr. Subhash            | Zambia          | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/17/90                   | 6/24/90                     | Afternoon Session       |
| Hiramani, Arjunrao B.        | India           | Conf.               | Self                  | Conf.                   | Conf.                    | 6/18/90                   | 6/24/90                     | Poster                  |
| Joshi, Dr. Shriram H.        | India           | Conf.               | Self                  | Conf.                   | Conf.                    | 6/18/90                   | 6/24/90                     | Poster                  |
| Kamenga, Munkolenkole        | Zaire           | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/18/90                   | 6/24/90                     | Afternoon Session       |
| Kashamuka, Mwandagaliirwa    | Zaire           | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/18/90                   | 6/24/90                     | Afternoon Session       |
| Katabira, Dr. Elly T.        | Uganda          | Conf.               | WAF                   | Conf.                   | Conf.                    | 6/18/90                   | 6/25/90                     | Plenary Participant     |
| Ketema, Mr. Fassil           | Ethiopia        | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/17/90                   | 6/24/90                     | Afternoon Session       |
| Kiereini, Mrs. Eunice M.     | Kenya           | Conf.               | Conf.                 | Conf.                   | Conf.                    | 6/18/90                   | 6/25/90                     | Plenary Participant     |

| <u>Name</u>              | <u>Country</u>    | <u>Reg</u> | <u>Travel</u> | <u>Housing</u> | <u>Per Diem</u> | <u>Arrival</u> | <u>Departure</u> | <u>General Class</u>    |
|--------------------------|-------------------|------------|---------------|----------------|-----------------|----------------|------------------|-------------------------|
| Kizito, Alex             | Uganda            | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Poster                  |
| Lauria, Ms. Catharina    | Brazil            | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| LePage, Dr. Philippe     | Belgium           | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Poster                  |
| Lipner, Esq., Mr. Jay mu | USA               | Conf.      | Conf.         | Conf.          | Self            | 6/19/90        | 6/25/90          | Poster                  |
| Longo, Mr. Paulo H. 1    | Brazil            | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/28/90          | Poster                  |
| Loo, Elia                | Mexico            | Conf.      | Conf.         | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Afternoon Session       |
| Luo, Nkandu              | Zambia            | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session/Other |
| M'Boup, Souleymane       | Senegal           | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Machala, Dr. Ladislav    | Czechoslovakia    | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Maggwa, Dr. Ndugga A.    | Kenya             | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Magis, Dr. Carlos R.     | Mexico            | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Malek, Adel N.A.         | Egypt             | Self       | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Malespina, Mr. Jorge     | Argentina         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Manoka, Abib T.          | Zaire             | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Mbidde, Dr. Edward       | Uganda            | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/30/90          | Afternoon Session       |
| Mitcham, Hon. Constance  | Saint Kitts Nevis | Conf.      | Conf.         | Conf.          | Conf.           | 6/19/90        | 6/25/90          | Plenary Participant     |
| Monforti, Jeffery        | USA               | Conf.      | Conf.         | Conf.          | Self            | 6/19/90        | 6/24/90          | Poster                  |
| Moses, Dr. Stephen       | Kenya             | Conf.      | Self          | Conf.          | Conf.           | 6/18/90        | 6/25/90          | Poster                  |
| Mposo, Mr. Ntumbanzondo  | Zaire             | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |

| <u>Name</u>                     | <u>Country</u> | <u>Reg</u> | <u>Travel</u> | <u>Housing</u> | <u>Per Diem</u> | <u>Arrival</u> | <u>Departure</u> | <u>General Class</u>    |
|---------------------------------|----------------|------------|---------------|----------------|-----------------|----------------|------------------|-------------------------|
| Muchinik, Prof. Guillermo R.    | Argentina      | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Musagara, Makko                 | Uganda         | Conf.      | Self          | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Ngugi, Dr. Elizabeth            | Kenya          | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/25/90          | Plenary Participant     |
| Nickolaeva, Dr. Irina A.        | U.S.S.R.       | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Poster                  |
| Ntaba, Dr. H.M.                 | Malawi         | Conf.      | Conf.         | Conf.          | Conf.           | 6/17/90        | 6/24/90          | Plenary Participant     |
| Nzila, Nzilambi                 | Zaire          | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Obikeze, Dr. Dan S.             | Nigeria        | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session/Other |
| Oliveira, Dr. Mariza Roedel de  | Brazil         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Pankova, Ms. Elena              | U.S.S.R.       | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/25/90          | Plenary Participant     |
| Peixoto, Dr. Carlos Alberto M.  | Brazil         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Pettyjohn, Rodger               | USA            | Conf.      | Conf.         | Conf.          | Self            | 6/19/90        | 6/24/90          | Poster                  |
| Pinel, Dr. Arletty              | Brazil         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Ramirez, Guadalupe              | Mexico         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Afternoon Session       |
| Ramos-Filho, Celso F.           | Brazil         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Revuelta, Martin Arturo Herrera | Mexico         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Reyes, Dr. Oswaldo M.           | Ecuador        | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/30/90          | Poster                  |
| Rickard, Dr. Ema E.             | Argentina      | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Romo Garcia, Dr. Javier         | Mexico         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Rwakagiri, Dr. Francis          | Uganda         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |

| <u>Name</u>                   | <u>Country</u> | <u>Reg</u> | <u>Travel</u> | <u>Housing</u> | <u>Per Diem</u> | <u>Arrival</u> | <u>Departure</u> | <u>General Class</u>    |
|-------------------------------|----------------|------------|---------------|----------------|-----------------|----------------|------------------|-------------------------|
| Sa Ferreira, Mr. Jose Antonio | Brazil         | Conf.      | Self          | Self           | Self            |                |                  | Poster                  |
| Santana, Dr. Rosemarie T.     | Philippines    | Conf.      | Self          | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Sepulveda, Dr. Jaime          | Mexico         | Conf.      | Conf.         | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Plenary Participant     |
| Singh, Dr. Yadu Nath          | India          | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Sosa, Dr. Ana-Luisa           | Mexico         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| St. Cyr-Delpe, Ms. Marie      | USA            | Conf.      | Conf.         | Conf.          | Self            | 6/19/90        | 6/25/90          | Poster                  |
| Thanprasertsuk, Sombat        | Thailand       | Conf.      | USAID         | Conf.          | Conf.           | 6/17/90        | 6/24/90          | Afternoon Session       |
| Tostes, Dr. Mauricio A.       | Brazil         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Trajman, Dr. Anete            | Brazil         | Conf.      | Self          | Self           | Self            |                |                  | Poster                  |
| Valdespino, Jose Luis         | Mexico         | Conf.      | Conf.         | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Afternoon Session/Other |
| Van De Perre, Dr. Philippe    | Rwanda         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Vitoria, Dr. Marco Antonio de | Brasil         | Conf.      | Self          | Conf.          | Conf.           | 6/19/90        | 6/24/90          | Poster                  |
| Wirima, Dr. Jack              | Malawi         | Conf.      | Conf.         | Conf.          | Conf.           | 6/18/90        | 6/24/90          | Afternoon Session       |
| Zazayokwe, Ms. Musa           | South Africa   | Conf.      | Conf.         | Conf.          | Conf.           | 6/22/90        | 6/24/90          | Afternoon Session       |

|                |    |    |    |
|----------------|----|----|----|
| Totals, Conf:  | 89 | 53 | 86 |
| Totals, Other: | 1  | 37 | 4  |

Grand Total: 90

**Plenary Sponsored delegates**

| <u>NAME</u>                | <u>PARTIC. CLASS</u> | <u>Country</u> | <u>PERKS</u> | <u>SPONSOR</u> |
|----------------------------|----------------------|----------------|--------------|----------------|
| Allain, Dr. Jean-Pierre    | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Aoun, Dr. Hacib            | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Armitage, Dr. Peter        | Plenary Participant  | UNITED         | R,T,H        | Conf.          |
| Bangura, Mr. Ishmael H.    | Plenary Participant  | SIERRE LEONE   | R,T,H        | USAID          |
| Berzofsky, Dr. Jay         | Plenary Participant  | USA            | R,T,H        | NIH.unk        |
| Bianco, Dr. Nicholas E.    | Plenary Participant  | VENEZUELA      | R,T,H        | Conf.          |
| Carballo, Dr. Manuel       | Plenary Participant  | Switzerland    |              | WHO            |
| Coates, Dr. Tom            | Plenary Participant  | USA            | R,H          | Conf.loc       |
| Coffin, Dr. John           | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Collier, Dr. Ann C.        | Plenary Participant  | USA            | R,T,H        | Conf.          |
| De Clercq, Dr. Erik        | Plenary Participant  | BELGIUM        | R,T,H        | Conf.          |
| Delaney, Mr. Martin        | Plenary Participant  | USA            | R,H          | Conf.loc       |
| Dittmann, Professor        | Plenary Participant  | G.D.R.         |              | Fogarty        |
| Eriki, Dr. Peter           | Plenary Participant  | SWITZERLAND    |              | WHO            |
| Fauci, Dr. Anthony         | Plenary Participant  | USA            | R,T,H        | NIH.unk        |
| Fischl, Dr. Margaret       | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Friedland, Prof. Gerald    | Plenary Participant  | USA            | R            | Conf.          |
| Fullilove, Dr. Mindy       | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Gallwey, Dr. John          | Plenary Participant  | United Kingdom | R,T,H        | Conf.          |
| Gardner, Dr. Murray bianco | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Gill, Dr. George M         | Plenary Participant  | USA            | R,T          | Conf.          |
| Helquist, Dr. Michael      | Plenary Participant  | USA            | R,T,H        | USAID          |
| Hinman, Dr. Alan R.        | Plenary Participant  | USA            | R,T,H        | CDC.unk        |
| Hoth, Dr. Daniel           | Plenary Participant  | USA            | R,T,H        | NIH.unk        |
| Howse, Ms. Debra Frazer    | Plenary Participant  | USA            | R,T,H        | Conf.          |
| Kallings, Dr. Lars Olof    | Plenary Participant  | SWEDEN         | R            | Conf.          |
| Katabira, Dr. Elly T.      | Plenary Participant  | UGANDA         | R,H          | UCSF.mixed     |
| Khaitov, Dr. Rakhim M.     | Plenary Participant  | U.S.S.R.       |              | Fogarty        |
| Kiereini, Mrs. Eunice M.   | Plenary Participant  | KENYA          | R,T,H        | Conf.          |
| Krevans, Dr. Julius R.     | Plenary Participant  | USA            | R            | Conf.          |
| Krim, Dr. Mathilde         | Plenary Participant  | USA            | R            | Conf.          |
| Lamprey, Dr. Peter         | Plenary Participant  | USA            | R,T,H        | USAID          |

|                           |                     |                   |       |           |
|---------------------------|---------------------|-------------------|-------|-----------|
| Larder, Dr. Brendan A.    | Plenary Participant | UNITED            | R,T,H | Conf.     |
| Leport, Dr. Catherine     | Plenary Participant | FRANCE            | R,T,H | Conf.     |
| Levy, Dr. Jay A.          | Plenary Participant | USA               | R,H   | Conf.     |
| Lifson, Dr. Alan          | Plenary Participant | USA               | R,H   | Conf.loc  |
| Mason, Dr. James          | Plenary Participant | USA               | R     | Conf.     |
| McCullough, Dr. Laurence  | Plenary Participant | USA               | R,T,H | Conf.     |
| McGuire, Ms. Jean         | Plenary Participant | USA               | R,T,H | Conf.     |
| McKusick, Dr. Leon        | Plenary Participant | USA               | R     | Conf.     |
| McMichael, Dr. Andrew     | Plenary Participant | UNITED            | R,T,H | Conf.     |
| Mitcham, Hon. Constance   | Plenary Participant | Saint Kitts Nevis | R,T,H | USAID.unk |
| Mitchell, Dr. Janet       | Plenary Participant | USA               | R,T,H | Conf.     |
| Mulandi, Dr. Therese      | Plenary Participant | KENYA             |       | WHO       |
| Ngcongco, Ms. Vuyelwa     | Plenary Participant | CONGO             |       | WHO       |
| Ngugi, Dr. Elizabeth      | Plenary Participant | KENYA             | R,T,H | Conf.     |
| Ntaba, Dr. H.M.           | Plenary Participant | MALAWI            | R,T,H | Conf.     |
| Ornellas Hall, Dr. Gloria | Plenary Participant | Mexico            |       | WHO       |
| Osborn, Dr. June          | Plenary Participant | USA               | R,T,H | Conf.     |
| Penny, Professor Ronald   | Plenary Participant | AUSTRALIA         | R,T,H | Conf.     |
| Perryman, Ms. Sallie      | Plenary Participant | USA               | R,T,H | Conf.     |
| Price, Dr. Richard        | Plenary Participant | USA               | R,T,H | Conf.     |
| Relman, Dr. Arnold        | Plenary Participant | USA               | R,T,H | Conf.     |
| Roper, Dr. William        | Plenary Participant | USA               | R     | Conf.     |
| Russo, Mr. Vito           | Plenary Participant | USA               | R,T,H | Conf.     |
| Sande, Dr. Merle A.       | Plenary Participant | USA               | R,H   | Conf.loc  |
| Sela, Professor Michael   | Plenary Participant | ISRAEL            | R,T,H | Conf.     |
| Sepulveda, Dr. Jaime      | Plenary Participant | MEXICO            | R,H   | AIDS and  |
| Sevilla, Ms. Rebecca      | Plenary Participant | PERU              | R,T,H | USAID     |
| Smith, Dr. Mark           | Plenary Participant | USA               | R,T,H | Conf.     |
| Stimson, Dr. Gerry V.     | Plenary Participant | UNITED            | R,T,H | Conf.     |
| Sullivan, The Honorable   | Plenary Participant | USA               |       | unk       |
| Tielman, Dr. Robert       | Plenary Participant | The Netherlands   | R,T,H | Conf.     |
| van Griensven, Dr.        | Plenary Participant | The               | R,T,H | Conf.     |
| Willoughby, Dr. Anne      | Plenary Participant | USA               | R,T,H | NIH.unk   |
| Wong-Staal, Dr. Flossie   | Plenary Participant | USA               | R,T,H | Fogarty   |

|                         |                     |           |       |            |
|-------------------------|---------------------|-----------|-------|------------|
| Yarchoan, Dr. Robert    | Plenary Participant | USA       | R     | Conf.      |
| Yeoh, Dr. Eng Kiong     | Plenary Participant | HONG KONG | R,T,H | Conf.      |
| Pankova, Ms. Elena      | Plenary Participant | U.S.S.R.  | R.T.H | Conf       |
| Rossi, Dr. Giovanni B.  | Plenary Participant | ITALY     |       | Self       |
| Agos, The Honorable Art | Plenary Participant | USA       |       | Conf.      |
| Wachter, Dr. Robert     | Plenary Participant | USA       | Staff | Misc.      |
| Ziegler, Dr. John       | Plenary Participant | USA       | Staff | Conf.staff |
| Volberding, Dr. Paul    | Plenary Participant | USA       | Staff | Conf.staff |
| Ziegler, Dr. John       | Plenary Participant | USA       | Staff | Conf.staff |
| Mann, Jonathan          | Plenary Participant | USA       |       |            |

5) List of Developing Countries:

WHO's Legal Office defines developing countries as follows

"Developing Country means any country other than Albania; Australia; Austria; Belgium; Bulgaria; Canada; Czechoslovakia; Denmark; Finland; France; German Democratic Republic; Germany, Federal Republic of Greece; Holy See; Hungary; Iceland; Ireland; Israel; Italy; Japan; Luxembourg; Monaco; the Netherlands; New Zealand; Norway; Poland; Portugal; Romania; San Marino; South Africa; Spain; Sweden; Switzerland; the Union of the Soviet Socialist Republics; the United Kingdom; and the United States of America"

Following is a list of WHO Member States and Associate Members.

I had earlier mentioned that I would travel from Australia to Washington via San Francisco. I will now return directly from Australia to Geneva and then to Washington.

I would be grateful if you copied this to those concerned at your end. Your earliest reply would be greatly appreciated.

Best regards,

*Kathleen Kay*  
Kathleen Kay

*SIXTH INTERNATIONAL CONFERENCE ON AIDS*

*SAN FRANCISCO, CALIFORNIA USA 20-24 JUNE 1990*

**SIXTH  
INTERNATIONAL CONFERENCE  
ON AIDS**

***FINAL REPORT***

***COMMERCIAL EXHIBITS***

***SUBMITTED BY:***

***DOTTIE BURDINE  
EXHIBIT MANAGER***



*SIXTH INTERNATIONAL CONFERENCE ON AIDS  
20-24 JUNE, 1990  
FINAL REPORT*

**COMMERCIAL EXHIBITS**

Tasks and Objectives

The objectives and responsibilities of the Exhibit Manager were to develop, design and implement the system by which the guidelines, rules and regulations for the selling of exhibit booth space would apply and by which the exhibitors would follow for their subsequent participation in San Francisco. Additionally, objectives were to integrate into the exhibit program the biomedical, educational, research, social and human dimensional involvement of the exhibiting organizations to the AIDS/HIV infection and to the registrants. Lastly, it was important to expand the international participation of the Conference but also promote and encourage the active attendance of United States based firms to enhance many first-time, newly developed companies who might not otherwise have this opportunity to share their discoveries, research and commitment in this important endeavor. With the design of the exhibit floor, there were a designated 200 10'x10' spaces allocated to fill at \$5,000.00 each. If sold out, the Commercial Exhibit area would net over one million dollars.

Methods and Process

The Exhibit Manager was hired and contracted to begin work in the middle of December, 1989. This position was created and filled as part of University of California staff as opposed to a contractor status.. This time frame was only six months prior to the Conference. As an experienced conference planner, this allocated time was insufficient. The start up time to become functional and develop and implement the required procedures was barely ample. Prior to hiring the Exhibit Manager, almost nothing had been put into place by the Conference Manager so many long hours were expended in gearing up for the solicitation of exhibit space and the formulation of the guidelines and in general, developing the department .

Unlike the exhibit contractor in Montreal, the organizers attended the Montreal Conference and did not have any exhibit material prepared thus they were not able to take advantage of being at the 1989 conference and pre-sell space prior to the 1990 Conference. The leads that were obtained from the exhibit floor in Montreal were not always the key point person in the position of deciding whether to exhibit or not and therefore, the first mass mailing done by the Conference Manager was ineffective because the exhibit material never was received by the proper authority. A marketing strategy was never implemented.

The first goal that was a necessity to establish was the guideline for participating companies and the regulations to follow while exhibiting; this was in the form of an Exhibitor Manual. Without these guidelines, it would be impossible to sell space and answer questions intelligently when there was no continuity in the groundwork of which you were asking the companies to take part of. An exhibitor manual was written from the past twelve years experience in conference and convention work. The regulations were formulated by observing the primary goals and objectives of the conference organizers and by drawing from previous experience with medical conferences. Policies were established and set forth via a printed handbook. The aim was to screen and accept only companies and organizations that represented and dealt with research, technology and were service-oriented in the the field of the AIDS/HIV infection and presented themselves in a thoroughly professional manner. It was always the objective of the Exhibit Manager that the exhibit

## Page Two - Commercial Exhibits

floor and the exhibitors should reflect the somber and serious nature of the topic of the meeting, and, therefore, the guidelines were written and enforced with this in mind.

Unfortunately, as the Exhibit Manager joined the staff too late, some crucial decisions and agenda items were already determined and put into effect. One of these important items was the Exhibitor Prospectus. The prospectus is the forerunner of what explains and outlines to the potential exhibiting company the basis of applying for booth space, the nature of the conference, the booth fee and general information. The prospectus that was written and distributed contained unclear and misleading information, was issued separately from the Exhibitor Manual, included an application for booth space that was ambiguous and contained an invoicing policy that was to later prove to be a disaster.

To try to rectify this occurrence and as an aid in pre-screening potential exhibitors, a Product/Service Publicity and Product Approval form was created to be used when sending out information and was to be returned with the application for exhibit space; the form requested biographical information about the companies applying for space. If the company was a publication house, samples of their work were required for review; in some instances, the material sent for review was mailed back to the firm, however, the majority of time, the material was kept for the future reference. The responsibility for approving exhibiting companies was solely that of the Exhibit Manager.

In late October and early November, the prospective was mailed; in late November, the first round of applications were received and logged on date of receipt. The application form used was very awkward and the information requested was not well planned. Each and every form was printed separately with the name of the prospective exhibitor on it; the application did not contain the telephone number or even provide space for this information to be requested. The application did not indicate the amount of the space fee anywhere nor did it give any idea about the billing process other than an invoice would be mailed at a later date. Acknowledgements of receipt of applications were promised to be mailed and never were. This created a feeling of ill will as in December many people called to verify that their applications had been received and to inquire if they would receive the booth(s) that they had requested.

In late January, 1990, an exhibition invoice was mailed to all companies who had submitted an application and had been approved for exhibiting. The billing was for the entire exhibit fee and a turn around time for receipt of the monies was five working weeks. Upon the receipt of the exhibit fee, the organizations were considered confirmed and received a letter of verification along with their booth space assignment. Determination of space allocations were based on date of receipt of applications, requested/desired locations on the floor space and availability and location of amount of space desired. The targeted aim was to keep companies away from their competitors, diversify the exhibition area and try to create traffic patterns through anticipated registrant interests. Of course, special considerations were made prior to all assignments to those companies who were contributors to the conference.

Up to the invoicing stage of the preparation, no deposits were required from the organizations. This proved to be very detrimental as for many months, exhibit space was place on hold with various companies and at the specific time of invoicing, approximately 30% of these companies cancelled. For those companies who did submit their fee and confirm their participation, a cancellation policy for refunds was in effect to discourage any last minute changes and was a method of earning additional money for the conference as the booth space could be re-sold upon a cancellation.

### Page Three - Commercial Exhibits

Upon receipt of the exhibit booth fees, a company was sent the Exhibit Manual, a Service Kit and a confirmation letter verifying receipt of the fee and acknowledgement of the booth space numbers. The Exhibit Manual contained the Exhibitor Registration form along with other miscellaneous information.

Exhibitor registration provided each organization complimentary registration at the rate of three (3) exhibitor badges and one (1) full delegate badge per 10'x10' booth space. The exhibitor-only status granted admittance to the opening ceremony, reception, exhibit halls, and closing ceremony. The full-delegate status granted admittance to the opening ceremony and reception, exhibit halls, plenaries and scientific and poster sessions as well as the closing ceremony.

Additional badges of full-delegate status only were available to purchase at the full on-site registration fee of \$550.

Due to the special and unusual security measures that were implemented for this conference, all suppliers were required to register and wear the official conference badge. This group also encompassed the independent contractors hired by the exhibitors to install and dismantle their display units. Special notification forms were drafted and were required to be completed and returned by each exhibiting company who engaged an outside contractor. Each contractor received an acknowledgement letter from the Exhibit Manager, an Exhibit Manual and a registration form. All supplier badges were made prior to moving into the exhibit hall and each individual representing a display house was required to report first to the Exhibitor Registration area to sign in, receive their badge (included their personal name and company name) and receive a color-coded work pass for entrance into the exhibit hall that particular day.

It was mandatory that every person in the Moscone Convention Center wear a conference badge. The only people allowed in the exhibit hall were exhibitors, contractors and suppliers during the set-up days. In addition to the official conference badge, all persons wishing access to the exhibit floor prior to the conference opening were required to have work pass for the designated days they wish to enter the hall. Each day was color coded and stated the day and date and was clearly identified for "Installation" or "Dismantle".

Due to the special nature of the conference, not having a permanent association or membership, in order to address the concerns about insurance and liability, all exhibiting organizations and contractors/suppliers were required to provide the Exhibit Manager with Certificates of Insurance as proof of their maintaining adequate insurance coverage against injury to persons, damage to or loss of property; the terms of this agreement were to include move-in and move-out dates and were to include the following coverage: Workers' Compensation, Employers' Liability and Comprehensive General Liability. Failure to provide the appropriate certificate would result in the delay of their set up.

### Sponsor/Co-Sponsor Exhibit Booths

In addition to the Commercial Exhibits and the Non-Profit Organizations, nine (9) exhibit booths were made available in the main lobby of the Moscone Convention Center. These were designated informational booths given to the organizers, sponsors and co-sponsors of the Conference.

Each organization received gratis the following: 10'x10' booth space, carpet, modular hardwall kit, two chairs, one 6' draped table, one lighted identification sign, and one 500W electrical outlet.

## Page Four - Commercial Exhibits

Additionally, each organization was given complimentary registrations: three (3) exhibitor badges and one (1) full-delegate badge.

Despite their special status, the organizations were requested to follow the same guidelines as the Commercial Exhibitors to avoid confusion and keep continuity during the meeting; they received the Exhibitor Manual and Service Kit and registered at Exhibitor Registration during the same installation dates. There were no problems and everyone cooperated wonderfully.

The participation organizations were: US AID; City and County of San Francisco; State of California; WHO - World Health Organization; IAS - International AIDS Society (US, Germany, Sweden); AmFAR (American Foundation for AIDS); 1992 Boston Conference; 1991 Italian Conference; University of California at San Francisco

### Security

Through the many months of planning and anticipating demonstrations and violence, I believe that we were very lucky. Our security consultants worked very closely with the City of San Francisco, the mayor's office and the San Francisco International Airport staff. Everybody's concern and willingness to cooperate and assist was evident and the support and show of force during the Conference was impressive. This alone was enough to dispell any fears of harm or disruption among the exhibitors and delegates.

During the first stages of our move-in to the convention center, we had a shaky start with security. The guards did not seem to be fully informed as to the schedule of events and we experienced several occasions of confusion. However, between the Media Operations Manager, the Exhibit Manager and the Captain of our security contractor, we were able to realign the tasks and move forward.

It was the observation of the Exhibit Manager, that there were many areas where security within the convention center was not what it should have been. It was observed during installation on the exhibit floor, exhibitors, contractors and media were able to access the floor through the loading docks and unattended exit doors without badges. People were seen wandering into "totally" secure areas without badges and never stopped or questioned. Several areas that were designated to have guard postings did not until it was reported by the Exhibit Manager. If a disruption were targeted during this time period, it would have been very easy for the demonstrators to gain entrance to the convention center premises.

Another area of frustration was our on-site communications; the walkie-talkies barely worked in one central area and no communications could be established in the East Wing of the convention center or the Marriott Hotel. No one ever knew what channel others were on and what channel security was on. The Exhibit Manager discovered several times that many of the key security personnel did not even have staff radios to receive calls. When an incident occurred on the exhibit floor, the only way to reach security command post was through a staff person relaying the message.

Eventually, most of the major concern areas were attended to and operations began to run smoother. However, I often question should there have been more trouble, if we would have been able to deal with the situation effectively. A concern of the Exhibit Manager, being located in the main lobby of the convention center, was that there was never any formal staff meeting to inform those in charge what plans were to take effect in case of an emergency, how to protect and direct staff and how to protect and secure the exhibit floor.

### Staffing

For the most part, from December to April, the staffing of the Exhibit Department was the Exhibit Manager only. There was available from the staff support pool, a data processor who assisted in the larger projects, designing forms on the computer, mailings, reports, etc. In April of 1990, a dedicated assistant became available along with the data processor. This proved to be helpful as this was the time frame when on-site procedures were being developed and exhibitor registration began. The assistant was also the point person on-site at Exhibitor Registration.

During the course of the meeting, staff was in the form of temporary help from an agency and one cashier from the San Francisco Visitors and Convention Bureau. One staff member was considered a working supervisor and the balance of seven people were teamed up to cover - On-Site/Supplier/Contractor Registration (one counter - cashier and one person) and Advanced Registration (three counters divided alphabetically - two people per counter). The working supervisor and assistant helped answer questions and monitored the activities. The Exhibitor Registration area was always quite busy as we were centrally located in the main lobby of the convention center and easily accessible to all delegates for directions and information.

### Results

For the most part, I am very pleased with the final outcome and result of the Commercial Exhibits. The hard work and research into the best policies to implement, the long hours, the strict guidelines, the close attention to every detail and the truly being a working manager resulted in a smooth, problem-free installation, satisfied exhibitors and profitable meeting for all.

Despite the complicated badge system, the exhibitor and supplier registration area operated without any complications, delays, errors or long lines. Communication to all representatives and suppliers prior to the meeting proved invaluable as once we began our move-in, everybody was knowledgeable, patient and complied with all the rules and regulations without any objections or disturbances.

All the different entities involved knew where and what to do.

The problems incurred in the planning process of the conference and during the meeting were all "staff" oriented; improper planning, inexperience and the inability to be flexible.

### Conclusions and Recommendations

I believe that to the general public and to those who attended the meeting, the conference was successful. And, this is the image that is important!

Behind the scenes, operationally, disaster occurred. Confusion and misdirection reigned due to the lack of proper guidance, planning, inexperienced people handling the wrong responsibilities and the inflexible attitude of the organizers to be guided by the professionals in the conference field.

## Page Six - Commercial Exhibits

The attitude and determination of the conference suppliers not to allow this conference to fail is what pulled us through. Their ability and cooperativeness to team up together on-site was incredible and they all deserve recognition for their supreme efforts.

For the Commerical Exhibits, I would recommend the following:

A. Only experienced, knowledgeable personnel should be involved in this area. It is very technical and if not implemented properly, creates disharmony and lack of respect from companies and organizations. From this attitude can stem the lack of cooperativeness and discord during the installation.

B. Registration: I agree with a set number of complimentary badges. However, I also believe that additional badges should be allowed to be purchased at a special exhibitor rate (\$75 - \$150) and this can also be considered as additional revenue, or, the number of complimentary badges should be increased. When an organization spends as much money as they did for this conference, \$5,000, they should be given a little more consideration to their amenities.

ALL exhibitor registrations, whether they be complimentary or paid, should be handled through the Exhibit Department. To exercise any control or maintain accurate records, it is impossible to have registration split in different directions. This is normally the way that this area is handled during other medical conferences and proves to be the most efficient method. At the conclusion of the meeting, the final figures are then merged with the primary delegate registration numbers.

C. The exhibitor prospectus should be mailed with the exhibitor manual; this packet should contain the exhibit application and an invoice for a "holding" deposit of at least 30-40% of the exhibit space fee. This will lock the company sooner into a commitment and they will think twice about cancelling so freely after having their space on hold for months. The balance of the fee should be due upon space assignments and the confirmation letter should then reiterate the balance due within a two week period and serve as your second and final invoice.

D. A registrant mailing list should be made available to exhibitors after the conference. This list should be sold and can made available for a suggested cost of \$75 - \$100, including postage.

E. Imprinters should be available to rent to exhibitors and the imprinter cards should be an automatic process of preparing the delegate registration packet. With the rental cost of an imprinter, each exhibitor would receive a pack of 500 information forms and the availability of purchasing more if need be for \$10/per pack.

F. As the exhibit area generates revenue, the Exhibit Manager should be hired shortly after the Conference Manager.

### General Conference Recommendations

A. The Conference office should have a small, motivated staff. The Conference should make use of subcontractors and suppliers for its primary tasks and difficult functions. In recruiting, the Conference should seek out individuals and contractors with experience in their respective field and a demonstrated commitment.

Page Seven - Commercial Exhibits

- B. To trust those qualified people and allow them to proceed in the planning of the Conference logistics.
- C. To realize that time frames and deadline dates are established for a purpose; conference work is based on preciseness with the ultimate goal always in clear sight.
- D. Nothing is ever left to the last minute. Think and prepare in advance.
- E. Team work and communications (listening, talking, exchanging ideas) is essential to harmony and progress. This is your balancing act during meeting time.
- F. Key management people should be involved in the important aspects of planning for the Conference; i.e. - security.

Page Eight - Commercial Exhibits

General Information

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| Total Number of Exhibiting Companies:                 | 102                |
| Total Number of International Companies:              | 13                 |
| Total Number of Complimentary Exhibitors:             |                    |
| Exhibitor Status Only                                 | 600                |
| Delegate Status Only                                  | 200                |
| Total Number of Additional Exhibitors:                |                    |
| Badge Exchanging On-site - Exhibitors                 | 99                 |
| Badge Exchanging On-site - Delegates                  | 16                 |
| Total Number of Purchased Delegate Badges - On-site   |                    |
| Estimated Figure @ \$550.00/each                      | 10                 |
|                                                       | =                  |
|                                                       | \$ 5,500           |
| Total Number of "Paid Exhibitor Delegates"            | 462                |
| *Pulled from master data base prior to meeting        |                    |
| Total Number of Cancellations:                        |                    |
| Number reflects companies cancelling after the        |                    |
| Cancellation Policy was put into effect.              | 4                  |
| Total amount of money refunded to above               |                    |
| exhibitors.                                           | \$15,000           |
| Number of companies who cancelled but                 |                    |
| received NO refund due to Cancellation Policy.        | 2                  |
| Total Number of Exhibiting Governmental Organizations |                    |
| Honoring the Boycott:                                 |                    |
| Australia, Canada, Switzerland                        | 4                  |
| Total Number of Exhibitor Appointed Contractors:      |                    |
| Hired by exhibitor to install/dismantle display.      | 16                 |
| Total Number of Contracted Suppliers                  | 18                 |
| Estimated number of badges issued                     | 750                |
| <b>TOTAL EXHIBIT REVENUE.....</b>                     | <b>\$1,021,500</b> |
| Minus Refunds                                         | - \$ 15,000        |
| <b>GRAND TOTAL EXHIBIT REVENUE.....</b>               | <b>\$1,006,500</b> |