



CALL FOR SYMPOSIA AND ROUNDTABLES

July 22-25, 2012

RHODE ISLAND CONVENTION CENTER
PROVIDENCE, RHODE ISLAND

The Program Committee invites International Association for Food Protection members and other interested individuals to submit a symposium or roundtable proposal for presentation during IAFP 2012, July 22-25, 2012 in Providence, Rhode Island.

What is a Symposium?

A **symposium** is an organized, session emphasizing a central theme relating to food safety and usually consists of six presenters each giving 30-minute presentations with a 30-minute break between the third and fourth presentation. **Short symposia** with three or four 30-minute presentations are also possible.

Symposia may include a discussion emphasizing a scientific aspect of a common food safety and quality topic, issues of general interest relating to food safety and microbiological quality, a report of recent developments, an update of state-of-the-art methodologies, or a discussion of basic and applied research in a given area. The material covered should include current work and the newest findings. Symposia will be evaluated by the Program Committee for relevance to current science and to Association members. Proposals may be prepared by individuals, groups of individuals, committees or professional development groups (PDGs).

What is a Roundtable?

A **roundtable** is a discussion forum that is 90 minutes in length with each panelist giving a 2-3 minute introduction, followed by time for a discussion that includes audience participation. Proposals may be prepared by individuals, groups of individuals, committees or professional development groups (PDGs).

Submission Instructions

To submit a proposal, read all the information in this Call for Symposia and Roundtables, paying close attention to the "Selection Procedure" on the next page, then complete your Proposal using the Association's online submission program at www.foodprotection.org. Follow all instructions when making a submission. Your suggested presenters need not be confirmed at this stage, only identified.

Proposal Deadline

Proposals must be submitted through the Association's online submission program at www.foodprotection.org no later than October 17, 2011. The Program Committee will review submitted proposals to select some for further development. Organizers will be notified as to the status of their proposal by December 5, 2011. Proposals that have been selected for further development should be edited and completed in the Association's online submission program at www.foodprotection.org by January 24, 2012. **FINAL DECISIONS ABOUT ACCEPTANCE AND CONTENT OF PROPOSALS FOR IAFP 2012 WILL BE MADE BY THE PROGRAM COMMITTEE DURING THEIR FEBRUARY 2012 MEETING.** Organizers, potential moderators and speakers should understand that not all proposals selected for further development will be accepted as submitted. The IAFP Program Committee reserves the right to reject poorly organized proposals, to review them, including proposed subjects and speakers, and make modifications based on providing the most comprehensive and balanced overall program. The organizers will be notified of the final results by March 6, 2012.

PRESENTERS WHO ARE NOT MEMBERS

The International Association for Food Protection does not reimburse invited presenters for travel, hotel, or other expenses incurred during the Annual Meeting. However, invited presenters who are not Association members will receive a complimentary Annual Meeting registration. Presenters who are Association Members are expected to pay normal registration fees.

TRAVEL SUPPORT

The International Association for Food Protection Foundation has limited funds for travel support of presenters. After final acceptance of the proposal (March 2012), organizers will receive an application form to apply for travel support for speaker(s). Requests are reviewed on an individual and first-come first-served basis until the funds are depleted. A maximum of \$750 per North American speaker, \$1,500 for European and South American speakers and \$2,000 for other international speakers may be available. Organizers are welcome to seek funding from other sources and the Association will provide recognition for these supporters in our program materials. Organizers are asked to inform the Association if they obtain outside funding.

Selection Procedure

The primary focus of the proposal selection procedure is to provide a balanced educational program for attendees of the IAFP Annual Meeting. To achieve this goal, proposals may be combined or modified by the Program Committee during their initial or final review, as appropriate, to prevent overlap of topics among competing sessions. The Program Committee also reserves the right to suggest alternative speakers and/or topics in an effort to round out the program. During the selection process, only the most relevant and promising proposals will be selected for further development.

Guidelines for tentative acceptance:

- Proposals must be pertinent to IAFP members and PDGs. Priority will be given to proposals that address one or more of the following program areas:
 - Safety and Microbial Quality of Foods (Dairy, Meat and Poultry, Seafood, Produce, Water)
 - Viruses and Parasites, Retail Food Safety, Epidemiology and Public Health
 - Non-microbiology Food Safety Issues (food toxicology, allergens, chemical contaminants)
 - General-applied Food Safety Microbiology (for example, advances in sanitation, laboratory methods, quality assurance, food safety systems)
 - General-food Protection for the Future (risk analysis, emerging pathogens, biotechnology, predictive models, etc.)
 - Developments in Food Safety Education
 - Other pertinent food protection topics may be considered if space is available
- In addition to addressing pertinent program areas, proposals accepted for further development should:
 - Be new, emerging and/or address areas not covered in last 2 years
 - If covered in last 2 years, provide new information that warrants another session
- Submissions must include:
 - Titles that clearly convey the topics to be covered
 - Topics that are unique to prevent overlap of basic information among speakers
 - Names of suggested speakers from a variety of backgrounds, such as industry, regulatory, academic researchers, or consumer perspective (as appropriate)
 - Suggested speakers who are knowledgeable and good communicators
- Special consideration will be given to submissions that:
 - Are directly applicable or provide viable safety options for food manufacturers, including small- to medium-size manufacturers
 - Bring an international (outside of North America) focus or viewpoint to the meeting
 - Attract or involve students
 - Attract or involve local affiliate members who would not otherwise attend the Annual Meeting (e.g., regional specialties like shellfish issues for Gulf States)
 - Would attract members of a new PDG or program area that IAFP is trying to develop or encourage
- Other considerations for selecting proposals for further development:
 - The Program Committee reserves the right to limit the number of sessions devoted to a single topic area to provide a balanced program.
 - If relevant topics are proposed by more than one submission, the Program Committee will make the final decision to combine or modify proposals as appropriate to avoid overlap of topics among competing proposals. In this case, organizers may be asked to work with one another to combine proposals.
 - Due to space and time limitations, only the most relevant and promising proposals will be selected for

further development. Again, the Program Committee will make final decisions regarding symposium breadth and length.

- Three sessions will be reserved for symposia sponsored by our partner, the International Life Science Institute North America (ILSI N.A.). The ILSI N.A. symposia address topics that are of general interest to IAFP meeting attendees, focusing on emerging food safety issues and technologies, and provide a global perspective.
 - Additional sessions may be added at the discretion of the Program Committee to accommodate emerging issues.
6. Final decisions on selection will be made at the February 2012 Program Committee Meeting.
- Proposals recommended for further development should be edited and submitted in finalized form through the Association's online submission program at www.foodprotection.org by **January 24, 2012**. This includes symposium title, abstract, convenor and speaker information (name, contact information, and proposed title of presentation). Organizers are encouraged to contact and get preliminary confirmation from speakers in advance of submitting the final symposium application. **However, full confirmation of speakers, and acceptance of proposals, will be provided after the February 2012 Program Committee meeting. The IAFP Program Committee reserves the right to review proposals, including proposed subjects and speakers, and make modifications in order to provide the most comprehensive and balanced program. Invited speakers need to be made aware of this when they are contacted.**

Who to Contact:

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