

- Suggested speakers who are knowledgeable and good communicators

4. 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 area 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

5. Other considerations:

- The Program Committee reserves the right to limit the number of sessions devoted to a single topic area to provide a balanced program.
- A person should have no more than three roles (speaking, convening, organizing, or serving on the panel).
- 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.
- The IAFP Program Committee reserves the right to review proposals, including proposed subjects and speakers, and make modifications (including speaker replacement recommendations) in order to provide the most comprehensive and balanced program. Invited speakers need to be made aware of these conditions when they are contacted.
- 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.
- Selected 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 or Executive Board to accommodate emerging issues.

Review Process and Timeline

October 1, 2019	Proposal Submission Deadline. No late submissions will be accepted.
November 15, 2019	Organizers notified of proposal status (proposals will either be accepted for stage 2 review or declined).
January 14, 2020	Proposals selected for stage 2 review must be finalized. This includes symposium title, abstract, convenor and speaker information (name, contact information, and proposed title of presentation).
March 13, 2020	Organizers notified of final decisions regarding session proposals.

Who to Contact:

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