

Webinar Task Force

Members Present: Don Shaffner, P.C. Vasavada, Doug Marshall, Gary Acuff, Wendy White, and Manpreet Singh.

Board Present: Linda Harris.

Number of Attendees: 7

Meeting Called to Order: 10:00 a.m., Sunday, July 31, 2016.

New Business:

- Linda Harris provided an update on attendance, exhibitors and the plans of the IAFP board for the Webinar Committee. We were informed about the conversion of the Webinar Task Force to become a committee as of the 2016 Annual Meeting. Discussion was focused around the following:
 1. About change of structure from converting from a task force to a committee, we have discussed expanding/altering the committee to have representation from industry, academia, and government.
 2. Workshops throughout the year: promote workshops and other ideas throughout the year. Committee much more focused on the outreach, workshops, extension and additional IAFP activities.
 3. Series of educational programs as prerequisites for FSMA training.
 4. Non-selected workshops and other symposia need to be encouraged for webinars.
 5. Communicate with the committee about webinars.
 6. How to put on a successful webinar.
 7. IAFP sponsored workshops outside of the IAFP's Annual Meeting.
 8. At least one person from the committee serves as a liaison with the program committee.
 9. Communication with the Affiliates.
 10. Leverage IAFP to organize the workshops at international meetings.
 11. Potentially provide honorariums for instructors putting on a workshop.
 12. Recommend that people rotating off the Program Committee become a part of this committee or use this committee as a stepping stone for the Program Committee.
 13. PDGs should submit webinar and workshop topics.
 14. Divide the committee members to go into PDGs and promote webinars, etc.

15. Long term task: foundational webinars on food safety.
16. How to write a successful workshop proposal or a symposium proposal for the IAFP program (helpful hints).
17. Reach out to the outreach and extension PDG chair.
18. Most cited paper – webinar (plan ahead of time and set up the webinar); work with the authors from the most cited paper and encourage them to do a webinar on the paper.
19. Ask the editor for recommendations for papers and then organize webinars.

Recommendations to the Executive Board:

1. We recommend the name of this newly approved committee be changed to the Webinar and Workshop Committee.

Next Meeting Date: July 9, 2017, Tampa, Florida.

Chairperson: Manpreet Singh.