



Speaker Reference Guide

You will play an important role in the success of our Annual Meeting. Together, we will deliver top-notch educational programs to IAFP attendees – all of who will return to their jobs with renewed enthusiasm and energy for the profession. If IAFP staff can be of any assistance to you at any time, please do not hesitate to call. We appreciate your support and your time, and we look forward to working with you.

About the Meeting

The International Association for Food Protection is committed to serving the unique life-long learning needs of our Members. You'll find this to be the goal of every Annual Meeting, which draws an international audience of food safety professionals. Educational sessions are dedicated to timely coverage of key issues and cater to multiple experience levels.

The Annual Meeting has become the leading meeting concerned with the protection of the worldwide food supply. Over 1,800 of the top industry, academic and government food safety professionals attend each meeting. This broad mix of attendees includes professionals in quality control, processing operations, regulatory inspections, consulting groups, risk assessment, research and development, microbiological research, plant management, technical services and HACCP management.

Program

With a reputation for quality content, the Annual Meeting features over 500 technical papers, posters and symposia, detailing current information on a variety of topics relating to food safety. The quantity and quality of contributed presentations provide information on the latest methods and technologies available.

Exhibits

The Annual Meeting exhibits are designed to be educational in nature, complementing the scientific content of the educational sessions. The Association emphasizes this by providing exhibitors and attendees a personalized setting where they can interact on a one-on-one basis. The exhibit portion of the Annual Meeting provides attendees the opportunity to gain “hands-on” knowledge of available technologies.

Presentation Format

1. **Technical** — Oral presentations will be scheduled with a maximum of 15 minutes, including a two to four minute discussion.
2. **Poster** — Freestanding boards 48" high by 96" wide (121.9 cm × 243.8 cm) will be provided for presenting posters. Handouts may be used, but audiovisual equipment will not be available. The presenter will be responsible for bringing pins and Velcro. **Please note: INCLUDE THE TITLE PROMINENTLY WITHIN YOUR POSTER. POSTER TITLE HEADERS WILL NOT BE PROVIDED.**
3. **Symposium** — A symposium is an organized, 3 1/2 hour session emphasizing a central theme relating to food safety and usually consists of six 30-minute presentations with a 30-minute break.
4. **Short Session Symposium** — A short session is two hours long, with four 30-minute presentations.
5. **Roundtable** — A total of 90 minutes is allotted to the roundtable discussion. As a guideline we suggest the following format: Moderator/Chair to set the stage for the presentation, two or three presenters give brief presentations (5 – 10 minutes), a formal question and answer session, followed by time for audience participation.

Presentation Guidelines

Technical Sessions

IAFP will provide a LCD projector and a laptop computer for each Technical Session. Please make sure that your presentation is ready and submitted prior to your presentation.

Guidelines for LCD Presentations

- Presenters in Technical Sessions should bring the presentation with them on a thumb drive.
- Make sure you generate your presentation using the latest possible version of Microsoft PowerPoint.
- Make sure fonts and point sizes are legible from 100 feet (30 m) away from screen.

Poster Sessions

- The presentation surface area is 48" high by 96" wide (121.9 cm × 243.8 cm).
- It is the responsibility of the presenter to provide mounting materials such as Velcro or push pins.
- Illustrations must be readable from distances of 3' or more.
- Charts, drawings, and illustrations can be similar to those normally used in making slides, but simpler and more heavily drawn.
- Heavy boards may be difficult to keep in position on the presentation boards.
- Materials should contain approximately 18-point lettering.
- Presenters may provide appropriate handouts and/or business cards.

Symposia/Roundtables

IAFP will provide LCD projectors for each Symposium or Roundtable. The convenor will be responsible for providing a laptop computer. Please make sure that your PowerPoint is ready prior to your presentation. Guidelines for LCD presentations are the same as for Technical Sessions except presentations should be sent to the organizer or convenor prior to IAFP 2010.

Team Players

It takes a strong team effort to construct a successful presentation. Each speaker team includes:

1. **Organizer/Convenor** — The convenor is responsible for working with the speaker and staff to moderate each session. They will be available during session time to assist presenters with problems, coordinate PowerPoint files, oversee any equipment problems, welcome attendees and introduce each speaker.
2. **Presenter** — The presenter is responsible for developing a targeted presentation on topic submitted, staying within the times specified, working with the convenor and staff for any specific needs, and meeting all established deadlines and criteria as set in the Policy for Commercialism.
3. **Volunteers** — Each room has two volunteers assigned to provide assistance. The assistance of these volunteers should relieve the convenor of any housekeeping duties, letting them concentrate on helping the presenters. The **lecture room coordinator** will assist with seating, monitor room temperature, and any other physical room requirements. The **audiovisual assistant** will assist with the operation of the audiovisual equipment.

Additional Information

Abstracts of all presentations are published in the *Annual Meeting Abstract Book*. Print copies of the book are available for purchase on the IAFP Annual Meeting registration form. A PDF version of the book will be free for download on the IAFP Web site right before the meeting.

IAFP encourages you to submit your presentation for publication to either *Journal of Food Protection* or *Food Protection Trends*. Instructions for Authors can be obtained at our Web site: www.foodprotection.org or by contacting the Association.

If you have any questions concerning the content or format of your presentation, please contact:

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