



# IAFP Symposia Convenor Guide

Thank you very much for serving as a symposia convenor at IAFP 2010. This guide will help you to know and carry out your duties as a convenor.

IAFP will provide a LCD projector for each symposium. Convenors are responsible for bringing their own laptop computer for their session. Speakers have been instructed to send their presentations to you prior to the meeting. You should coordinate receiving the speaker's presentation before the session to make sure it is in working order.

**Ensure that all presenters keep to established time limits. If a presenter does not show up or arrives late, it is important to maintain the established schedule.**

**Do not move speakers ahead to fill time or allow late arrivals to go past their established end time.**

Each room has two volunteers assigned to provide assistance. The **lecture room coordinator** will assist with seating, monitor room temperature, and any other physical room requirements. The **audiovisual assistant** will help with the operation of the audiovisual equipment. The assistance of these volunteers should relieve you of any housekeeping duties, letting you concentrate on helping the presenters.

If you need assistance, please stop by the IAFP Registration Desk and ask for Terri Haffner with the IAFP staff. Again, thank you for your efforts. It is through efforts such as yours that we are able to provide a quality program for our attendees.

# Symposium Convenor Responsibilities

- Provide a laptop computer for the symposium.
- Confirm that presentations are loaded onto the computer and the LCD projectors are in working order.
- Identify location of emergency exits prior to beginning session (as a safety precaution).
- A few minutes before the session starting time, please read the daily announcements to the audience.
- Alert room coordinator or AV assistant of audiovisual equipment problems or any other irregularities.
- Welcome attendees and thank them for their attendance.
- Introduce each presenter.
- **Ensure that all presenters keep to the established time limits.** If a presenter does not show up or arrives late, it is important to maintain the established schedule. Do not move speakers ahead to fill time or allow late arrivals to go past their established end time.
- Send presenters a thank you letter following the Annual Meeting (sample enclosed).
- Report any irregularities to the IAFP Registration Desk.
- Encourage presenters to submit their papers for consideration for publication in *Food Protection Trends* or *Journal of Food Protection*.

# Sample Thank You Letter

Dear

On behalf of the International Association for Food Protection, I would like to thank you for your presentation at IAFP 2010 in Anaheim, California. Comments received after the symposium indicated that your presentation was well received and very informative to those in attendance. I encourage you to submit your paper to the Association for publication in either the *Journal of Food Protection* or *Food Protection Trends*.

If you are not already a Member of IAFP, I would encourage you to join. We understand that it is important for you to keep informed of the latest scientific, technical and practical developments in food science, safety and sanitation. Membership information can be found on the Association Web site at [www.foodprotection.org](http://www.foodprotection.org). Please feel free to contact me with any questions you may have.

Sincerely,

Convenor