



Call for Workshop Proposals

Deadline: October 1, 2024

(Late submissions will NOT be accepted)

The Program Committee invites International Association for Food Protection Members and other interested individuals to submit a pre-meeting workshop proposal for IAFP 2025.

What is a Workshop?

A workshop consists of a one- to two-day program and is organized with a central theme relating to food safety. Workshops should include active participation from attendees. Workshops will be held on the Friday (July 25) and/or Saturday (July 26) prior to the Annual Meeting. Workshop proposals will be evaluated by the Program Committee for relevance to current science and to Association Members. Individuals, committees, or professional development groups may prepare proposals. Workshop presentations must follow IAFP's Policy on Commercialism.

Submission Guidelines

To submit a workshop proposal, complete the online Workshop Proposal submission. The title of the workshop; name, address, phone, and email of the person(s) organizing the workshop; topics for presentation, suggested instructors, affiliations; and description of intended audience to which this topic would be of greatest interest must be included. Instructors will be limited to no more than six for a 2-day workshop and no more than four for a 1-day workshop. Consider new and diverse instructors when preparing your proposal. If organizers are going to give presentations, include their names as instructors.

When submitting a proposal, the instructors should be tentatively confirmed. Final confirmation of instructors will take place after acceptance of your workshop proposal. A tentative agenda must be included with the submission.

Logistics

Workshops held in conjunction with IAFP's Annual Meeting will be organized by IAFP. IAFP will arrange for the classroom, audiovisual equipment, course materials (printing, notebooks, etc.) and food and beverage. IAFP will also assume responsibility for profit or loss from the financial aspects of the workshop.

IAFP encourages workshop organizers to minimize the amount of speaker support for workshops (this enables us to keep the attendee registration cost economical). IAFP does not pay speaker or instructor fees. IAFP may provide airfare and travel expense, if a sincere need is expressed. If a workshop instructor normally attends the Annual Meeting, it is expected that they will pay their own airfare.

Workshop organizers will coordinate the agenda timing and topics that each speaker will present. Organizers are also responsible to collect handout materials from each speaker in advance so that notebooks can be prepared in advance by IAFP.

Proposal Deadline

Workshop proposals must be submitted through the online system no later than October 1, 2024 (no late submissions will be accepted). Workshop proposals will be reviewed by the IAFP Program Committee and notification of first review decisions will be issued by November 15. Any necessary changes will be requested by December 9, so that the workshop can be finalized at that time.

Have an Idea, but You are Unable to Organize It?

Many Association Members have excellent suggestions for workshop topics, but are unable to organize the program. Such ideas are extremely valuable and are welcome. If you have an idea, please contact the IAFP office as soon as possible.

Who to Contact:

Tamara Ford

International Association for Food Protection

Phone: +1 515.276.3344

Email: tford@foodprotection.org