# IFT19

# Call for Session Proposals Submission Guidelines

## New Orleans, LA
## June 3-5, 2019

**What's inside?**
Learn how to submit a session proposal for these formats:
1. Symposia
2. Panels
3. Workshops
4. Roundtables
5. Primer
6. Individual

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# Call for Session Proposals Overview

The Institute of Food Technologists (IFT) welcomes the submission of quality and original food science and technology research and programming for presentation at IFT19.

## Scientific Program Goals

IFT will continue and expand upon its long-standing history of offering the best and most comprehensive food science educational program by:

1. Providing cutting-edge, top quality scientific research and programming by leading food science professionals and researchers.
2. Offering relevant research and programming on key focus areas facing food science professionals, consumers and the industry.
3. Presenting both basic and transformative research, fundamental and applied science.
4. Maximizing the attendee value through interactive learning formats.

An accepted session honors the scientific and scholarly achievements of the presenters and helps contribute to the growth of the food science and technology field. IFT appreciates all who submit proposals and looks forward to another successful year.

## Why Present?

Each year scientific sessions attract thousands of food industry professionals to gather and  share information about the latest scientific developments, the newest innovations, and the latest trends.

On average, more than 15,000 individuals are eligible to attend the scientific and applied sessions. News articles highlighting content of these sessions reached more than 300 million people through IFT press releases and media placements alone in a year.

# Session Proposal Submission Guidelines

This section provides information to session organizers planning to submit a proposal for consideration for IFT19. Successful proposals must incorporate quality factors listed below.

**Submission Process**

Session organizers will need to submit a full proposal form for review. This includes complete session descriptions, learning objectives, confirmed presenters, presentation titles and descriptions. This submission process will allow the Annual Meeting Scientific Program Track Team Reviewers and Advisory Panel to make informed decisions when reviewing and selecting proposals.

Session organizers are required to identify presenters in the proposal submission site by entering presenter name and email address. Presenters will automatically be notified at that time that they are listed as a presenter in your proposal. Presenters will have the opportunity to update their contact information and personal biography, as well as review and edit presentation details you have drafted in the proposal form.

**Submission Deadline**

October 15, 2018

**Status Notifications Sent to Organizers Beginning**

December 14, 2018

## *Session Quality Factors*

IFT reserves the ultimate right to select session proposals submitted for review by each key focus area and core science track based on quality factors including, but not limited to:

- o Scientific merit
- o Relevancy to the food science industry
- o Multiple and varied presenters from different organizations
- o Innovation
- o Multidisciplinary focus (for key focus area tracks)
- o Delivery interaction
- o Practical application of educational content
- o Relevance to track's focus and topical priorities, and
- o Pertinence to target audience(s)

Any session proposal submitted not meeting the above quality factors will not be selected.

## *Session Tracks*

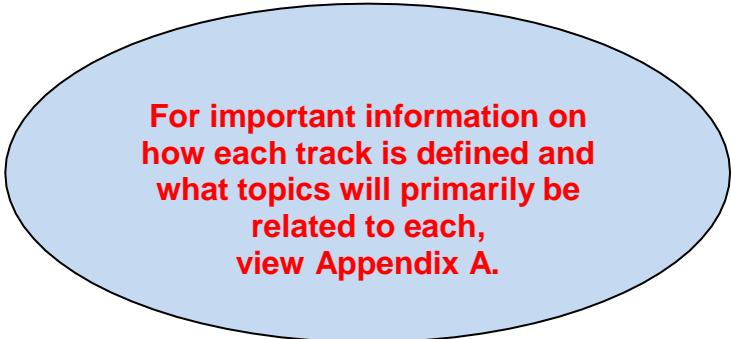Sessions are organized and evaluated in key focus areas and core science tracks.

**Key focus area tracks are:**
- Food Safety & Defense
- Food, Health & Nutrition
- Food Processing & Packaging
- Sustainability
- Product Development & Ingredient Innovations
- Public Policy, Food Laws & Regulations
- Professional Development
- Teaching & Learning

**The core sciences tracks are:**

- Food Chemistry
- Food Microbiology
- Food Engineering
- Sensory Science

**For important information on how each track is defined and what topics will primarily be related to each, view Appendix A.**

## *Session Formats*

Individuals may submit a proposal for one of the following session formats:
- Symposium
- Panel
- Workshop
- Roundtable
- Primer Session
- Individual

*For more information on each type of session format view Appendix B.*

## *Session Length*

Sessions are typically 90 minutes in length (this includes introduction, question and answer time). If the subject matter requires additional time, submitters will need to organize the presentations into two parts and submit them as such. Primer sessions should cover fundamentals, allowing an opportunity for attendees who may not have a full understanding of the topic to learn basics; primer sessions are 60 minutes in length and individual presentations will be 30 minutes.

## Session Presenters & Moderators

Session organizers should have confirmed presenters at the time of submission. The presenter names will need to be included in the session proposal along with their presentation title and description. It is the organizer's responsibility to select the best presenters who are knowledgeable and effective communicators.

Presenters will automatically be notified by email as they are added to the proposal and will receive an email to confirm their participation. The presenters will have the opportunity to update their contact information and personal biography, as well as review presentation details you have drafted in your proposal form.

Confirmed moderator information will also be collected during this submission for session proposals.

## Session Presenter Limit & Flexible Presentation Times

Sessions should have no more than five presenters in a 90-minute session. Three presenters are the ideal number to achieve maximum attendee interaction and allow for presenters to explain their topical area in depth. Typically, sessions begin with a 5-minute period of introductory remarks by the moderator followed by the presentation or series of presentations. The amount of time presenters speak will vary and is customizable (i.e. 15 minutes, 30 minutes, or 45 minutes). Primer sessions are 60 minutes in length and should have no more than three presenters due to the shorter session time. The individual sessions are 30 minutes in length and should have no more than two presenters; this will include the session moderator also. *It is recommended that the presenters not all be from the same company or organization.*

## Presenter Affirmations

All presenters identified in session proposals will be asked to complete a speaker agreement to let IFT know if the session is accepted, the presenters will be made aware of the important deadlines, and to follow standard presenter protocols. There are a few affirmations that presenters do not have to accept, such as giving IFT the right to audio or videotape the presentation and distribute the PowerPoint slides in PDF format.

*See Appendix D for exact affirmations.*

# Session Proposal Review Process

Session proposals will be reviewed upon the close of the Call for Proposals, October 15, 2018.

## *Session Proposal Review Process*

Session proposals will be reviewed by IFT members for each key focus area and core science track. Each track review team is comprised of experts involving related divisions and other IFT members. During the submission process, you will select one track as the primary track in which the focus of your proposal best aligns with as well as a specific subtopic in that track which is most relevant to your proposed session. A second track may also be selected if the proposal relates to more than one key focus area/core science area. The Annual Meeting Scientific Program Advisory Panel (AMSPAP) reviews each submission to verify it has been submitted to the correct track. If the advisory panel feels the submission is better suited to a different track, IFT will re-categorize the submission review and will notify the session organizer of the track change.

The complete proposal submitted through the submission site will be used to evaluate the session's merit. After review, IFT will notify confirmed presenters and provide a timeline of information that will need to be collected.

*For more information on the dates associated with this process, refer to the Critical Dates Overview section of these guidelines.*

# Session Submission Process Summary

Below is a detailed step-by-step process on how to submit a session proposal.

**Refer to Appendix C for a checklist of information that will be collected during the submission process.**

## *Proposal Submission*

1. From August 2018 through mid-October 2018 session organizers will be able to complete the online session submission form available at https://www.iftevent.org/. (This is the current IFT annual event web site.)

2. ***Review the checklist of questions/fields that are required for submission in Appendix C***. This will enable submitters to prepare their session proposals prior to submitting online if they prefer.

3. Brainstorm emerging, scientifically sound and cutting-edge topics related to the key focus area or core science tracks. ***Refer to Appendix A for detailed information about descriptions of each track and topics requesting to be addressed via the call for session proposals***.

4. Identify innovative learning strategies to maximize the impact of your proposed session (i.e. case studies, scenario-based exercises, workshops, panel discussions, roundtables, etc.)

5. Collaborate with divisions and members who may have expertise or interest in this session. Key focus area track sessions are intended to be multidisciplinary.

   **Contact or join a division at <u>connect.ift.org/home</u>**

6. Talk to prospective presenters to gauge their interest. Session organizers **must** confirm presenters and hold the dates of IFT19 from June 3-5, 2019 in case the submission is accepted.

7. Confirmed presenter names and contact information; presentation titles and descriptions. Note "TBD" is not an acceptable response on the submission form and your proposal will be considered incomplete and will not be reviewed.

8. All session proposals are due no later than October 15, 2018 at 4:00 p.m. Central Standard Time. ***<u>Late submissions will not be accepted</u>***. All submissions must be completed online through Planstone (the online submission tool).

9. Session organizers will be notified of the status of their submission beginning December 14, 2018.

## *Presenter Affirmations*

1. Beginning December 14, 2018 session panelists will be notified of the accepted  session for which they have been confirmed. Presenters will be asked to:

   - Confirm acceptance to present– **please be sure to check your junk or spam  folder for your confirmation if you do not receive an email in  your inbox from amsp@ift.org.**

   - Verify presenter details e.g. contact information, biography, affirmations

   **Confirmations will be due in January 2019.**

2. By late April 2019, presenter PowerPoint presentations must be uploaded electronically; details for this process will be sent after acceptance notifications.

# Right of First Refusal

IFT reserves the right to publish the accepted abstracts in a Book of Abstracts, on the IFT website or both. Authors are not required to submit papers for publication. Papers should not have been published prior to IFT19. The right of first refusal applies to all research, science and technology abstracts/papers presented at IFT19. Authors are encouraged to submit their papers for consideration in IFT's publications—the Journal of Food Science (JFS), Comprehensive Reviews in Food Science and Food Safety (CRFSFS), the Journal of Food Science Education (JFSE), and Food Technology. As soon as possible after IFT19, authors should visit http://ift.ManuscriptCentral.com to submit their manuscripts to JFS, CRFSFS, and JFSE. To submit to Food Technology, contact Bob Swientek at bswientek@ift.org. Call the IFT Publications Office at 312-782-8424 for further information. Those who do not wish to publish their papers in IFT publications, but rather other journals should also contact Bob Swientek to request permission.

# Speaker Travel Grant Policy

IFT is extremely appreciative of the hard work, dedication and expertise presenters provide each year. Without this help the Annual Meeting would not be a success.

**Speaker Travel Grants for Presenters**
IFT has limited funds to support select presenter travel. All fund allocations will be determined based on the requests and support registration, travel and housing costs. The funds are provided in advance of the meeting to assist in travel to the annual event.

IFT reserves the right to limit funding to individuals based on set rates for travel and accommodations dependent on the number of requests received. *A required question in the proposal submission asks if you would like any of your presenters to be considered for travel funding.* Additional details will be sent after status notifications to session organizers.

Waived registration or one-day registrations may be available to presenters who would not otherwise travel and present at the annual event. These registration requests must be emailed to amsp@ift.org by April 15, 2019; *note not all requests are guaranteed.*

# Frequently Asked Questions

Below are some of the most frequently asked questions during the session proposal submission process, with references to additional information in this set of guidelines.

**1. When is the deadline to submit session proposals?**
Session proposals are due by October 15, 2018 by 4:00 pm Central Standard Time. *Late submissions will not be accepted*.

**2. How are IFT divisions recognized in my submission if I worked directly with one or more divisions to develop my session proposal?**
On the session submission form, organizers can select up to 5 IFT divisions to which your proposal most closely relates. Division members of each division selected will review the proposal to determine if in fact the proposal should be associated with that division.

*Note: All divisions listed with accepted sessions will be given equal recognition.*

**3. Can I make changes after the session proposal submission deadline?**
No. After the deadline, submitters will not be allowed to make changes.

**4. When will I hear if my session proposal was accepted for presentation?**
Submitters will be notified beginning December 14, 2018.

**5. Does submitting a session proposal guarantee acceptance?** Unfortunately, it does not. Session proposals are peer-reviewed by track review teams (IFT members) based on the quality factors outlined in these guidelines. Any sessions submitted not meeting the quality factors will not be selected.

In some cases, session proposals that satisfactorily meet these requirements will also not be selected due to limited program space and the higher quality of competing session proposal submissions.

*For detailed information refer to the Session Quality Criteria on page 4.*

**6. What is the review process for submissions?**
Session proposals are peer reviewed by track review teams. Each proposal averages 5 reviews using the quality criteria listed in these guidelines.

**7. If submitting a session proposal does not guarantee acceptance, how do I handle asking potential presenters?**
When organizing a submission proposal, it is important to contact potential presenters, discuss your ideas, assess interest and note the possibility that it may be selected as a session. It is common practice of scientific, medical, professional, business trade and technology association conferences to not guarantee acceptance prior to the proposal's review. It is also industry standard to collect pertinent information (e.g., proposed presenter names, topics, descriptions) so that reviewers can make an informed decision. Individuals who are used to speaking typically understand that many factors may influence whether a session is ultimately accepted or not.

**8. Do session presenters have to submit their abstracts to the *Journal of Food Science* for publication?**
Yes. Submission of an abstract to IFT19 indicates that the authors agree to give IFT the first opportunity to publish the work (right of first refusal). Authors are encouraged to submit their papers for consideration in any of IFT's publications— the Journal of Food Science (JFS), Comprehensive Reviews in Food Science and Food Safety (CRFSFS), the Journal of Food Science Education (JFSE), Food Technology or books. As soon as possible after IFT19, authors should visit http://mc.manuscriptcentral.com/jfs to submit their manuscripts to JFS, CRFSFS, and JFSE. To submit to Food Technology, contact Bob Swientek at bswientek@ift.org. Call the IFT Publications Office at 312-782-8424 for further information. Those who do not wish to publish their papers in IFT publications, but rather other journals should also contact Bob Swientek to request permission.

**9. How do I submit a session proposal?**
Review the "Session Submission Process Summary" section of these guidelines for more information and the respective appendices. Visit https://www.iftevent.org/ (current annual event web site) to access the Call for Proposals web page. Please note there are separate submission types depending on if you are submitting a session proposal or Technical Research Paper (Poster abstract). *Refer to each submission guidelines for more information on the separate application process for the various proposal types.*

**10. What if I am having technical difficulties submitting my session proposal?**
Contact Planstone directly by email at support@planstone.com.
On the submission site, there is a Feedback and Support Tab. Click on this tab to create a help desk ticket, you will receive a response within 24 hours.

# Contact Information

**Trouble submitting the session on-line?**
Web-related technical questions concerning these procedures should be addressed to directly to the staff of Planstone Customer Service at support@planstone.com. On the submission site, there is a Feedback and Support Tab. Click on this tab to create a help desk ticket, you will receive a response within 24 hours.


**Call for Proposals questions?**

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E-mail: amsp@ift.org

# Critical Dates

The following timetable shows the activities and events which will lead to developing successful sessions at IFT19.

| | |
|---|---|
| August 27, 2018 | Call for Session Proposals opens online |
| October 15, 2018 | Call for Session Proposals closes, 10/15/2018 4:00pm CST |
| December 2018 | Session Proposal review ends, and session organizers will be notified of the status of their submission beginning mid-December. |
| January 2019 | Presenters in approved sessions are notified by IFT about accepted session for which they are listed as a presenter. |
| February 2019 | Presenters of accepted sessions are asked to confirm their participation presenter and verify their presenter affirmations. |
| February 2019 | All presenter confirmations are due |
| April 2019 | IFT19 Online Event Planner posted on-line |
| April 2019 | Presenter PowerPoint presentations due and must be uploaded electronically |
| 6/3/2019 – 6/5/2019 | IFT19 – New Orleans, LA |

# Appendix

## *Appendix A:* *Key Focus Area/Core Science Track Descriptions & Sub Topics*

The following is the list of IFT19 track descriptions and subtopics to consider when submitting your session proposal.

### Food Safety & Defense Track Description

The food safety and defense track will consider sessions addressing current or hot topics in several areas including microbial and chemical food safety and defense systems and their components (e.g., risk assessment, management, and communication, traceability, quality systems, product testing, auditing, crisis management, recalls, laws and regulations, and standards).

| | |
|---|---|
| Allergens | Hazard Assessment (Chemical, Physical & Microbiological) |
| Food Fraud | Quality Assurance & Control |
| Food Safety Modernization Act | Shelf Life |
| Food Traceability | Spoilage Organisms |

### Teaching & Learning Track Description

Sessions in the Teaching & Learning track are designed to model adult learning research and ultimately enhance the effective delivery of food science education. These sessions are geared for academicians or those outside of traditional academic settings with an interest in teaching, learning and extension/outreach.

| **Topics:** |
|---|
| Publication of Teaching and Learning Outcomes |
| Tools for student centered food science education (problem-based learning; case studies) |
| How to conduct research on teaching and learning |
| Best practices addressing topics such as:<br>• general teaching and learning strategies<br>• teaching core sciences (we suggest focusing on 1-2 core sciences per year)<br>• Higher Education Review Board guidelines<br>• developing lesson plans<br>• transforming your laboratory from "follow the steps" to a project-based experience |
| Skill development addressing topics such as:<br>• Improving students' critical thinking<br>• Improving students' writing without burying you in paper<br>• Ethics<br>• Developing effective scoring rubrics for you, your TA and students<br>• Leveraging peer review<br>• Improving effective student writing to different audiences<br>• Presentation Skills; oral and poster |
| • Leveraging technology for learning (i.e. distance learning, social media); how to incorporate technology to enhance learning); rubrics for developing and delivering, online courses assessing online learning, participatory methods and techniques for successful online teaching |
| Critical Thinking: Differences between learning online and in classroom; case studies, e.g. food safety/outbreaks, students develop concepts; troubleshooting; application of concepts |

| | |
|---|---|
| Learning assessment (i.e. designing tests to maximize learning); Outcome assessment; how students can apply their knowledge | |
| Grant writing relevant to teaching and learning / Securing outside funding resources | |
| Collaboration across industry-academia-government-NGOs in the era of 'open innovation' | |
| 75 years of Teaching & Learning Milestones (i.e. case studies on where the lab was, where it is now, where it is going) | |
| Using simulation to enhance education | |
| Helping students learn how to learn (study skills, study habits, time management, how to use the library, information literacy) | |
| Incorporating regulations into food science curriculum (regulations around food additives, innovative substances that cannot be added without being on a list, EU regulations, individual countries, WHO, Codex) | |
| Bringing faculty and students together to hear directly from students how they effectively learn; where their needs lie | |

## Food Health & Nutrition Track Description

This track will present emerging research in nutrition and health. Key issues include the science behind dietary guidance; relationships between food / ingredients and health throughout the lifespan; labeling initiatives; and technology for the food-based management of health conditions.

| | |
|---|---|
| Protein | Microbiome |
| Dietary & Health Guidelines | Omics |
| Dietary Supplements | Personalized Nutrition |
| Food Myths & Fads to Address Misconceptions (GMOs, Sugar, etc.) | Prebiotics & Probiotics |
| Functional / Medical Foods | Sugars & Sweeteners |
| Sports Nutrition | Vitamins & Minerals |

## Food Processing & Packaging Track Description

This track will focus on food processing and packaging to improve quality, efficiency, sustainability or to lead to development of new products, processes, packaging materials or techniques. Sessions will seek to improve understanding and application of scientific principles of new and existing food processing and packaging technologies.

| | |
|---|---|
| Chilling & Freezing | High Pressure Processing |
| Dehydration | Microencapsulation & Nanoencapsulation |
| Emulsion Technologies | Mixing & Blending |
| Extraction | Nonthermal Processing |
| Extrusion | Process Control & Instrumentation |
| Fermentation | Food Processing / Packaging Equipment |
| Filtration & Separation | Thermal Processing |

**Product Development & Ingredient Innovations Track Description**
This track will focus on the primary aspects of the development and introduction of new food and beverage product innovation to the global marketplace. This category includes consumer research, product innovation procedures and related business information, as well as the technical and marketing aspects of product development.

| | |
|---|---|
| 3D Printing | Fruits & Vegetables |
| Antioxidants & Preservatives | Global Markets & Trade |
| Aquatics or Aquaculture | Marketing |
| Baby Foods | Meat & Poultry |
| Bakery | Mergers & Acquisitions |
| Beverages | New Products & Culinary Trends |
| Botanicals or Bioactives | Other Technologies |
| Colors | People & Companies in the News |
| Confectionary | Pet Food |
| Consumer Trends | Proteins |
| Dairy Foods & Products | R&D |
| Enzymes | Refrigerated & Frozen Foods |
| Fats & Oils | Clean Labelling |
| Fiber | Sodium & Salt Replacers |
| Fish & Seafood | Soups, Sauces & Dressings |
| Flavors | Spices & Seasonings |
| Fried Foods | Stabilizers & Emulsifiers |
| Foodservice / Food Retailing / Food Quality | Starches / Snacks |
| Formulation | Supply & Price Indexes |

**Sustainability Track Description**
This track will showcase the efforts of food industry, academia and government to develop and ensure a  sustainable food supply. Efforts include the science and technology behind food sufficiency, product development and packaging, ingredient sourcing water, energy, and waste management among others,  as well as the business aspects of environmental.

| Biotechnology | Life Cycle Analysis |
|---|---|
| Food Security / Food Waste | Water |
| Global Food Security | Management & Energy Management |

**Public Policy, Food Laws & Regulations Track Description**
This track will discuss the practical, real-world implications for the food and feed industry of legislative, regulatory, and judicial developments on a U.S. and global scale.  It will include issues arising in such areas as food safety and food defense, food labeling and marketing, and import/export requirements for  food and feed, and will address the implications of these issues for consumers, producers and marketers,   and other members of the public.

| Non-GMO | Organic |
|---|---|
| Food Importing | Food Industry & Legal Perspectives |

**Food Microbiology Track Description**
This track features sessions highlighting cutting edge research and developments in food microbiology,   including detection and quantification methods, quality control, survival of microorganisms throughout the   food continuum and processing environments, preventive controls of pathogens, characterization of  emerging pathogens, and microbiology of health and wellness foods. Presentation of case studies,  education, and sharing of best practices will be encouraged.

| Probiotics | Processing Applications & Technologies |
|---|---|

**Food Chemistry Track Description**
This track will showcase presentations of novel basic and applied research relating to chemistry and analysis of foods.

| Bulking Agents | Carbohydrates (cereals, grains, seeds, legumes, pulses) / Antioxidants |
|---|---|

**Food Engineering Track Description**
This track will present basic research pertaining to food engineering including measurement, modeling and control of food processing systems.  The food engineering sessions will address categories such as  transport processes; physical, chemical and microbiological properties; integration of transport processes  and kinetics leading to quality, safety predictions, and connections between food and health.

| Nanotechnology / Rheology | Food Systems, Methods & Challenges |
|---|---|

**<u>Sensory Science Track Description</u>**

Sessions offered in this track will address the latest advancements in the science of sensory and consumer research, with applications to product development and marketing research.

Sensory Science

## *Appendix B: Session Formats*

IFT's Annual Event sessions are typically presented in one of five formats including symposia, workshops, panels, roundtables, and primer. IFT encourages developing novel, cutting-edge and scientifically sound sessions that promote applied learning and interactions among various constituents of academic, government and industry participants. It is possible that a session may consist of a combination of learning formats such as lectures, demonstrations, case studies, small group activities, and questions and answers. For the purposes of the submission process, however, one of the session formats (described below) will need to be selected.

### Symposium
A symposium is an organized session concerning a defined central theme (focused subject area, idea or forum). The symposium is typically a podium- based presentation format. Such a session could be a discussion emphasizing scientific aspects of food or related issues of current interest to food scientists and technologists or a state-of the-art report on developments or analytical techniques in a field of interest. It could also be a review of research or discuss the results of basic research in a certain area. The material covered should be timely. Symposia should also provide participants with practical information that is applicable to their work.

The most important element, however, is that the symposium has an identified central theme that the presenters address. The topic should be chosen before the individual presentations/papers are prepared. Do not submit a symposium as a collection of independently volunteered papers which fall loosely within a subject area; such papers should be submitted separately through the Call for Abstracts.

### Panel Discussion
A panel is a moderated presentation and/or discussion among several experts on a specific issue or topic. A panel discussion may help the audience further clarify and evaluate their positions regarding specific issues or topics being discussed and increase their understanding of the positions of others. Questions and answers from the audience are a common feature of panel discussions.

### Workshop
A workshop is a session that emphasizes interactions and experiential learning in addition to standard educational presentations. Workshops can be an intensive educational program for a relatively small group of people that focuses especially on techniques and skills in a certain field. Workshops can involve problem- solving or hands-on training, and typically requires the involvement of the participants.

### Roundtable
A roundtable session literally involves several roundtables, each focusing on a specific topic, where attendees interact with the presenter on a subject.
Participants move around the room at their own pace. Presenters periodically tend to give a brief overview (not more than 15 minutes) of their work or topic as new attendees visit their table. Participants often drive the conversation through their questions, discussion and deliberations.

### Primer Session
A 60-minute primer session designed to get attendees up to speed on key and/or complex topics that are affecting food science professionals and today's rapidly evolving world.

### Individual
A 30-minute presentation focused on a particular subject and/or to provide a brief discussion on a food science topic or idea.

## *Appendix C: Session Proposal Checklist*

Below is the information that will be requested from session organizers in the session proposal submission. Organizers will be notified if their session is accepted beginning December 2018. **The deadline to submit a session proposal is October 15, 2018.**

| Create a Session | |
|---|---|
| **Step 1:** Title/Body | |
| | *Enter your session title. If you are proposing a two-part session (two 90-minute sessions), please reflect this in your title with a Part 1 or Part 2. |
| | *Enter your session description (500 Word Limit) and two Learning Objectives |
| **Step 2:** Presentation type/category | |
| | *Select if the proposal best aligns with: Applied Science or Fundamental Science |
| | *Select Presentation type: Symposium, Roundtable, Workshop, Panel or Primer Session |
| | *Select a category for your submission. This is the PRIMARY TRACK and subtopic for the proposal. |
| | Select a secondary track and subtopic, if applicable. |
| | Choose up to 5 divisions that your presentation is most applicable to (collaborating divisions). This is not a space to enter keywords. |
| **Step 3:** Details | |
| | *Select all audience focus categories that apply to the session (e.g. research, product development, etc.) |
| | *Select an audience learning level from the list (e.g. beginner, intermediate, advanced, etc.) |
| | Indicate if the session will need a special room set-up. If you need a special room set-up, enter in the description. |
| **Step 4:** Keywords | |
| | *Enter keywords specific to the submission, these words will be used as a search option in the online event planner. |
| **Step 5:** Confirmed Presenters and Moderators | |
| | *Add all confirmed presenters in this step, including presenter job title and credentials. |
| | *Enter your confirmed presenters and moderators, their qualifications and name, including email address, and the topic they will address during their presentation. At least 2 presenters are required per session; Five maximum for 90-minute sessions. Three presenters are the maximum for primer sessions. **Be sure to enter your confirmed presenters in their speaking order.** |
| **Step 6:** Affiliations | |
| | *Enter all institutions associated with your confirmed presenters. Only one affiliation/institution can be listed per presenter. |
| **Step 7:** Proof and submit | |
| | Review the summary of your submission. You may come back to this site to edit your information until October 15, 2018. |

## *Appendix D: Presenter Affirmations*

Below is a listing of the affirmations presenters will be asked to accept and/or respond to.

Please indicate your acceptance of the following preconditions to presenting. If you do not agree with one or more of the following statements or if you have any questions, contact IFT Staff at amsp@ift.org.

**Deadlines**
I agree to meet the critical deadlines provided to me in my invitation letter with respect to submission of materials and arriving my assigned session.

**IFT19 Registration**
I understand that as a presenter I must pay the appropriate IFT registration fee for the annual event. Registration information will be available online by March 2019.

**Right of First Refusal**
IFT reserves the right to publish the accepted abstracts on the IFT website. Authors are not required to submit papers for publication. Papers should not have been published prior to the meeting. The right of first refusal applies to all research, science and technology abstracts/papers presented at the Annual Meeting. Authors are encouraged to submit their papers for consideration in IFT's publications—the Journal of Food Science (JFS), Comprehensive Reviews in Food Science and Food Safety (CRFSFS), the Journal of Food Science Education (JFSE), and Food Technology. As soon as possible after the Annual Meeting, authors should visit http://ift.ManuscriptCentral.com to submit their manuscripts to JFS, CRFSFS, and JFSE. To submit to Food Technology, contact Bob Swientek at bswientek@ift.org. Call the IFT Publications Office at 312-782-8424 for further information. Those who do not wish to publish their papers in IFT publications, but rather other journals should also contact Bob Swientek to request permission.

**Handouts**
I understand that IFT does not provide paper copies of PowerPoint slides or any other handouts. Handouts can be uploaded through the Planstone site for attendees to view. Any presenters choosing to distribute handouts must bring their own copies.

**Reporting**
I agree that an article reporting on my presentation may be included in the post- IFT19 communication or on the IFT website, the purpose of which is to provide meeting highlights to those members who did not attend. I further acknowledge that members of the media may attend my presentation to record and report on its contents.

**Conflict of Interest**
I agree that if I have any commercial relationships that my presentation will be evidence-based, and I will disclose my relationship to the products/services from that entity. Additionally, I will not sell during my presentation and will avoid any appearance of impropriety or inordinate promotion of a product or service I sell or provide.

**Copyright Release**
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