



# Call for Session Proposals Submission Guidelines

**Las Vegas, NV  
June 25-28, 2012**

## **What's inside?**

Learn how to submit a session proposal for formats like:

- Symposia
- Panels
- Workshops
- Roundtables
- Sunrise Sessions

# Table of Contents

<b>Call for Session Proposals Overview .....</b>	<b>3</b>
<b>Critical Date Overview .....</b>	<b>5</b>
<b>Session Proposal Submission Guidelines .....</b>	<b>6</b>
Session Quality Factors .....	6
Tracks .....	6
Session Formats .....	7
Session Length .....	7
Session Presenters & Moderators.....	7
Session Presenter Limit & Flexible Speaking Times.....	8
Presenter Affirmations.....	8
Beacon Lecturers .....	8
<b>Session Proposal Review Process .....</b>	<b>9</b>
Preliminary Session Proposal Review Process .....	9
Final Session Proposal Review Process .....	9
<b>Session Submission Process Summary .....</b>	<b>10</b>
Part 1: Preliminary Proposal Submission .....	10
Part 2: Completion of Tentatively Accepted Proposals .....	11
Part 3: Speaker Confirmation .....	11
<b>Right of First Refusal .....</b>	<b>12</b>
<b>Presenter Reimbursement Policy .....</b>	<b>12</b>
<b>Frequently Asked Questions.....</b>	<b>13</b>
<b>Contact Information .....</b>	<b>15</b>
<b>Appendix.....</b>	<b>16</b>
Appendix A: Key focus area & Core Science Track Descriptions & Topical Priorities.....	17
Appendix B: Session Formats .....	29
Appendix C: Preliminary Session Proposal Required Information	31
Appendix D: Session Proposal Submission Checklist .....	32
Appendix E: Presenter Affirmations.....	33

## 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 the 2012 Annual Meeting & Food Expo<sup>®</sup>.

### **Scientific Program Goals**

In 2012, 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 and applied science.
4. Maximizing the attendee value through their participation in the scientific program.

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 welcomes and appreciates all who submit proposals and looks forward to another successful year.

### **Submission Categories**

Individuals may submit a proposal for one of the following session formats:

- Symposium
- Panel
- Workshop
- Roundtable
- Sunrise Session

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

Sessions will be 90 minutes in length with the exception of sunrise sessions that are 60 minutes. If a program needs additional time, two parts will need to be submitted for consideration.

### **Annual Meeting Scientific Program Track Structure**

IFT Annual Meeting Scientific Program sessions are organized and evaluated into 7 key focus areas and 4 core sciences.

**The 7 key focus area tracks are:**

- Food Safety & Defense
- Food, Health & Nutrition
- Food Processing & Packaging
- Sustainability
- Product Development & Ingredient Innovations
- Public Policy, Food Laws & Regulations
- Education & Professional Development

**The 4 core science tracks are:**

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

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



This track framework was designed to streamline programming; provide increased opportunities for member involvement; reduce the number of programming “buckets” for easier navigation; reduce the number of sessions to minimize overlap and conflicts; highlight key focus areas and core sciences; and, in so doing, increase attendee satisfaction.

## Critical Date Overview

The following timetable shows the activities and events which will lead to developing a successful Scientific Program at the IFT Annual Meeting.

10/3/2011	Call for preliminary session proposals opens online
11/8/2011 4 pm CST	Call for preliminary session proposals closes
12/16/2011	<p>Session organizers who submitted a session proposal will be notified of status of submission.</p> <p>For tentatively accepted submissions, session organizers will be requested to confirm proposed presenters and complete session proposal for final review and approval by January 10, 2012.</p>
1/10/2012	IF tentatively accepted, session organizers must confirm proposed presenters and complete session proposal for final review and approval by this date.
1/23/2012 – 1/27/2012	Session organizers to make final revisions to session proposals (as needed)
1/27/2012	Presenters in approved sessions are notified by IFT about accepted session for which they are listed as a presenter. They are informed that IFT will contact them on February 10 with their exact speaking time and that from Feb. 10 – February 28 they will need to submit their final information and confirm their acceptance to present.
2/10/2012	<p>Approved presenters are sent exact speaking date and time and are asked to confirm acceptance of offer to present.</p> <p>Presenters are also asked to submit final presentation title, bio and abstract information by February 28, 2011.</p>
2/28/2012	All final presenter abstracts, presentation titles, author block, and bios are due from session presenters
3/1/2012	Schedule/program planner posted on-line
6/14/2012	Presenter PowerPoint presentations due and must be uploaded electronically
6/25/2012 – 6/28/2012	2012 Annual Meeting & Food Expo®

# Session Proposal Submission Guidelines

This section provides information to session organizers planning to submit a proposal for consideration for the 2012 Annual Meeting Scientific Program. Successful proposals must incorporate quality factors listed below.

## **Two-Part Submission Process**

Session organizers will only need to submit a simplified proposal form for the first round of review. The notable change is that speakers do not need to be confirmed and organizers will not need to provide as much information on proposed speakers. This process should save time and circumvent inviting speakers for a session that may not ultimately be accepted.

### **Submission Deadline**

November 8, 2011  
by 4 pm CST

### **Proposal Acceptance Status Notices Sent to Organizers**

December 16, 2011

***To view questions being asked in the initial, preliminary proposal view Appendix C.***

If a proposal is tentatively accepted, session organizers will then be asked to complete additional information, including confirmed speakers.

## **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:

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

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

## **Tracks**

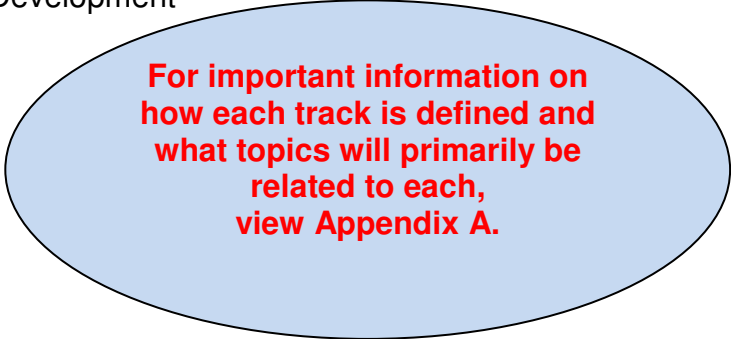
Sessions are organized and evaluated in 7 key focus area and 4 core science tracks.

**The 7 key focus areas tracks are:**

- Food Safety & Defense
- Food, Health & Nutrition
- Food Processing & Packaging
- Sustainability
- Product Development & Ingredient Innovations
- Public Policy, Food Laws & Regulations
- Education & Professional Development

**The 4 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
- Sunrise Session



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

**Session Length**

Sessions will be limited to 90 minutes in length (this includes introduction and 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. Sunrise sessions, however, are limited to 60 minutes in length.

**Session Presenters & Moderators**

Session organizers do not have to confirm presenters at the time of submission. *Proposed* speaker names will need to be included in the preliminary session proposal along with a sentence or two describing their qualifications and what topic(s) this speaker should address. It is the organizer's responsibility to select the best presenters who are knowledgeable and articulate. When a proposal is tentatively accepted in mid-December, session organizers will be asked to confirm speakers at this time.

Moderator information can be collected during the first round of submission for session proposals. Confirmed moderator information will only be requested once a session proposal has been tentatively accepted in mid-December. Organizers are encouraged to invite new professionals to co-moderate a session alongside a more

seasoned professional, as this will provide new professionals with a valuable opportunity to participate in the Scientific Program, and will also assist in bringing diverse perspectives into the session.

### **Session Presenter Limit & Flexible Speaking Times**

Sessions should have no more than five presenters in a 90 minute sessions. Three presenters is the ideal number, in order to achieve maximum attendee interaction and allow for the expert presenters to explain their topical area in depth. All sessions begin with a 5-minute period of introductory remarks by the moderator followed by a 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). This information will be confirmed by session organizers after a proposal has been tentatively accepted. Sunrise sessions should have no more than three speakers due to the shorter session time.

### **Presenter Affirmations**

All invited presenters will be asked to complete a series of affirmations to let IFT know they accept the invitation to present, are aware of the important deadlines, and that they will follow standard speaker 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.

***See Appendix E for exact affirmations.***



### **Beacon Lecturers**

IFT will showcase two Beacon Lecturers. These individuals may be nominated by anyone for review and consideration by the Annual Meeting Scientific Program Advisory Panel. The ideal candidates will have broad-based appeal to IFT's multi-disciplinary Annual Meeting participants and the ability to attract new attendees.

These lecturers will have exemplary experience, success and knowledge pertaining to cutting-edge and "game-changing" information impacting food science and technology and consequently our attendees. They will be engaging, inspirational, motivational, thought-provoking, and charismatic speakers. This prestigious, high-profile speaking engagement is intended to showcase the "best of the best" in science.

NOTE: Individuals interested in promoting a particular commercial product or service are encouraged to participate as exhibitors in the Food Expo<sup>®</sup>. New and unique products or technologies introduced between January 2009 and 2012 should be considered for the New Products and Technologies abstract presentations. *See the Call for New Products & Technologies Abstracts Submission Guidelines* for more information.

## **Session Proposal Review Process**

Session proposals will be reviewed at two different times IF the preliminary proposal is tentatively accepted.

### **Preliminary Session Proposal Review Process**

Preliminary session proposals will be peer-reviewed by subpanel members for each key focus area and core science track. Each subpanel is comprised of topical experts involving related divisions and other IFT members. Proposals must be submitted to one track that it most relates to. A second track may also be selected if the proposal relates to more than one key focus area/core science area.

The information provided on the preliminary submission form will be used to evaluate the session's merit. If tentatively accepted, session organizers will be asked to complete additional information on an extended proposal form. This completed proposal will be reviewed a second time as noted below.

### **Final Session Proposal Review Process**

Track subpanel members will review completed session proposals to ensure that they are developed and completed in a way that is consistent with what was preliminarily proposed. This second round of review will ensure that the finalized speakers are not all from the same organization and are best positioned to deliver the session. Track reviewers may request organizers to make minor modifications to sessions if their proposal changed significantly from what was originally approved.

After this second round of review, IFT will notify invited speakers and provide a timeline of information that will need to be collected. For example, invited speakers will be asked to submit their biography, presentation title and abstract.

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.

### **Part 1: Preliminary Proposal Submission**

1. From October 3 through November 8, 2011 session organizers will be able to complete the online session submission form available at <http://www.ift.org/ift12>.
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 on-line 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 the topical priorities 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, roundtables, etc.)
5. Collaborate with other 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 [www.ift.org/community/divisions.aspx](http://www.ift.org/community/divisions.aspx).**

6. Talk to prospective presenters to gauge their interest. Session organizers do not need to confirm their participation at this stage, however it is good practice to have these conversations and encourage them to hold the dates of the Annual Meeting Scientific Program from June 25 – June 28, 2012 in case the submission is accepted.
7. Only proposed presenters names and contact information; a sentence or two highlighting what each proposed speaker would address; and a sentence or two about the proposed speakers qualifications are required at time of submission.

Final presentation descriptions, presentation titles and presenters biographies are not required at this time or from the session organizers. If the session is accepted, the proposed presenters will be asked to submit their final title, biography and presentation descriptions at that time.

8. All session proposals are due no later than November 8, 2011 at 4:00 p.m. Central Standard Time. **No late submissions will be accepted.** All

submission must be completed online through ScholarOne (the online submission tool.)

9. Session organizers will be notified of the status of their submission by December 16, 2011.

### **Part 2: Completion of Tentatively Accepted Proposals**

1. By December 16, 2011 session organizers will be notified if their preliminary session proposal was tentatively accepted.
2. From December 16, 2011 through January 10, 2012 session organizers will be asked to finalize the tentatively accepted session proposal. During this time organizers will finalize presenters and add moderators to their proposal.
3. Track subpanel members will review completed proposals and may request minor revisions. Session organizers will have January 23-27, 2012 to complete these changes.

**Refer to Appendix D for a checklist of information that requested from session organizers in Part 2.**

### **Part 3: Speaker Confirmation**

1. By January 27, 2012 proposed speakers will be notified of the accepted session for which they have been invited.
2. By February 10, 2012 invited session presenters will receive a second message asking them to:
  - Confirm acceptance of offer to present
  - Complete presenter affirmations
  - Submit final presentation title, biography and presentation description

**This information will be due by February 28, 2012.**

3. By June 14, 2012 presenter PowerPoint presentations must be uploaded electronically.

## 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 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](mailto: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.

## Presenter Reimbursement Policy

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

### Reimbursement for Presenters

IFT has limited funds to support select speaker travel for the IFT Annual Meeting Scientific Program. Honoraria are not supported. All fund allocations will be determined by the Annual Meeting Scientific Program Advisory Panel (AMSPAP) and will only support economy class travel and housing costs. Some of the things that AMSPAP will consider when allocating funding:

- Speaker employer (e.g., non-profit organizations would take precedence over for-profits)
- Whether the speaker would usually not attend IFT's Annual Meeting
- The unique content of the speaker's proposed presentation

Waived registration is available to speakers who are not IFT members (or lapsed members) and would not otherwise be an IFT member. Waived registration requests must be emailed to [knowledge@ift.org](mailto:knowledge@ift.org) by March 31, 2012.

## 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 November 8, 2011 by 4 pm Central Standard Time. Late submission will not be accepted.

**2. Can collaborating divisions be recognized with each session?**

Yes. On the session submission form, organizers have the opportunity to acknowledge *active* collaboration among various divisions. **Collaboration is strongly encouraged and valued, especially in the key focus areas tracks.** A maximum of four collaborating divisions may be selected.

*Note: All collaborating divisions 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. However, if a preliminary session proposal is accepted, there will be an opportunity to revise certain aspects the proposal.

**4. When will I hear if my preliminary session proposal was accepted for presentation?**

Submitters will be notified on December 16, 2011.

**5. Does submitting a session proposal guarantee acceptance?**

Unfortunately, it does not. Session proposals are peer-reviewed by track subpanel reviewers 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 review the [session quality criteria](#) in these guidelines.*

**6. What is the review process for submissions?**

Refer to the "[Session Proposal Review Process](#)" section of these guidelines.

**7. If submitting a session proposal does not guarantee acceptance, how do I handle asking potential speakers?**

When organizing a submission proposal feel free to contact potential presenters, discuss your ideas, assess interest and note the possibility that it may be

selected for the Annual Meeting Scientific Program. 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 (eg, proposed presenter names, topics, descriptions) to make an informed decision during the review process. Individuals who are use to speaking typically understand that many factors may influence whether a session is ultimately able to be accepted or not.

**8. Do session speakers have to submit their abstracts to the *Journal of Food Science* for publication?**

Yes. Submission of an abstract to the IFT Annual Meeting 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 the Annual Meeting, 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](mailto: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 [www.ift.org](http://www.ift.org) to access the Call for Abstracts and Session Proposals webpage. Please note there are separate submission types depending if you are submitting a Technical Research Paper, New Products & Technologies abstract or a session proposal (See Call for Abstract Guidelines for more information on the separate application process for Technical Research Papers or New Products & Technologies abstracts.)

**10. What if I am having technical difficulties submitting my session proposal?**

ScholarOne Support

Technical Support at [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com) or call:

Direct Number: +1 (434) 964-4100

Toll Free Number (US Only): (888) 503-1050

M-F from 3:00 am to 8:30 pm ET

## Contact Information

### **Trouble submitting the session on-line?**

Web-related technical questions concerning these procedures should be addressed to the staff of ScholarOne Customer Service.

ScholarOne Support

Technical Support at [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com) or call:

Direct Number: +1 (434) 964-4100

Toll Free Number (US Only): (888) 503-1050

M-F from 3:00 am to 8:30 pm ET

### **Have a question for one of the track chairpersons?**

Go to: <http://www.ift.org/community/workgroups-and-committees.aspx> to see subpanel rosters for each of tracks.

### **Call for Proposals policy question?**

Becki Ellis

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# Appendix

## ***Appendix A: Key focus area & Core Science Track Descriptions & Topical Priorities***

### **Food Safety & Defense Track Description**

The food safety and defense track will consider sessions addressing current or hot topics in a number of 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).

### 2012 Topical Priorities:

- Unintentional contamination (e.g., biological, chemical, physical)
- Intentional contamination (e.g., economically motivated adulteration, terrorism motivated use of threat agents, and risk communication)
- Ingredient and commodity-specific concerns (e.g., fresh produce, nuts, meat, poultry, seafood, etc.)
- Microbial safety of processed food products (e.g., complex RTE foods, not-RTE foods)
- Safety of heat processed food products (e.g., acrylamide formation in heated foods)
- Food allergens, intolerances (e.g., thresholds and detectable limits, genetic modification and other methods to mitigate problems)
- Safety, efficacy of novel technologies (e.g., nanotechnology)
- Safety of packaging materials (e.g., alternative components, unintended consequences of banning certain components such as BPA)
- Unintended consequences of reformulating foods for addressing dietary guidelines and/or consumer trends (e.g., salt reduction, and organic, raw and local foods)
- Food safety and quality management systems (e.g., regulations, compliance, and auditing standards)

### Additional Possibilities:

- Early detection of foodborne illnesses and outbreaks (epidemiological perspective, rapid detection)
- Safety of extended shelf life foodstuffs
- Technologies and interventions for food safety (e.g., irradiation, microwave food processing)
- Food safety and defense education, training (e.g., GMPs, best practices), communication (e.g., via consumer instruction on labels)
- Import and export safety

## **Food Health & Nutrition Track Description**

This track will present applied nutrition research, new science and consumer data associated with the development of foods to promote health. Key issues include dietary guidance processes, labeling initiatives, nutrition education efforts, and ingredients for the management of health conditions.

### 2012 Topical Priorities:

- Applications of evidenced-based reviews to food
- Flavonoids and other bioactive compounds—where are we and where do we go from here?
- Industry’s role in childhood obesity solutions
- Dietary guidance processes (IOM as well as Dietary Guidelines)
  - How can the food science voice be heard?
  - Defining transparency/conflict of interest
  - How to interpret the science?
  - Are the recommendations/applications attainable?
  - Is the process working?
- Foods for the management of health conditions (gluten-intolerance, diabetes, heart disease, hypertension, obesity)
- Inflammation
- Nutrient-gene interactions
- Current concepts around dietary fatty acids
- Menu labeling and delivery of dietary guidance in schools and restaurants
- The role of distributors (grocery stores, restaurants, cafeterias, vending) in nutrition education
- Front of pack labeling (Did the IOM report get it right? Will it make a difference to consumers?)
- Impact of consumer technology and social media on nutrition education
- Healthy aging
- Novel approaches to increasing fruit and vegetable intake

## **Food Processing and Packaging Track Description**

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

### 2012 Topical Priorities:

- Food processing unit operations
- Food processing and packaging modeling
- Process measurement, control and automation
- Packaging materials
- Packaging safety
- QA/QC issues for food processing and packaging
- Technologies to reduce postharvest loss
- Resource utilization (energy, water, green technology)
- Nanoscale science/nanotechnology
- Biotechnology, fermentation (may include synthetic biology relevant to food)
- Innovative processing and production technologies (e.g., both advanced thermal and nonthermal technologies, new membrane technologies, new fractionation and separation methods, micro-encapsulation, nano emulsion)
- Analytical instrumentation, techniques, metrology, and novel applications
- Data management, automation, information technology (e.g., traceability, labeling, RFID)

## **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.

### 2012 Topical Priorities:

- Formulation
  - Use of ingredients for innovation, functionality, and synergistic benefits
  - Regulations and Labeling
  - Nutrition and health benefits
  - Productivity (e.g. cost optimization, feasibility, efficiency)
  - Case study
- Culinary arts and science
  - Role of culinary arts and science in product development
  - New developments in the integration of culinary arts and science
  - Case study
  - How to scale up culinary prototypes through their development stages
- Processing and packaging implications
  - Effects of processing and packaging on ingredients, sensory or nutritional food attributes
  - Green solutions (e.g. biodegradable, recyclable, minimize carbon footprint)
  - Scale-up/commercialization
    - Optimization of speed to market: Risks and opportunities
    - Co-packer/ manufacturers
    - Case study
- Shelf-life and product stability
  - Logistics
  - Physical, biochemical, and sensory properties
  - Predictive models (development and implementation)
  - New technologies to improve shelf-life
  - Case study
- Consumer understanding, research and implication for product design
  - Trends and market knowledge impacts on innovation
  - Consumer needs
  - Case study
- Marketing
  - Market assessment and financials
  - Branding, labeling and positioning
  - Niche or emerging markets (age groups, health sensitive, organics, etc)

- Pet food innovation
  - Animal nutrition applied to innovation
  - Case study
  - Niche markets (age groups, health sensitive, organics, etc)
- Global product development
  - Global market trends
  - Global regulations and how they affect innovation
  - Effects of globalization: how innovation could cross borders
  - Case study
- Nutrient profiling and consumer communication
  - Simplification of nutritional information: Are these systems successful? (Smartchoice)
- Open innovation and external partnerships
  - First step to product development: IDEATION
  - How teams are engaged in or out of a firm to focus on innovation
  - Developing “comfort food” during recessionary times
- Open innovation and intellectual property
  - Key challenges of intellectual property
    - Patents, trade secrets, licensing process
  - Acknowledgment and protection of intellectual property

## **Sustainability**

This track will showcase the efforts of food industry, academia and government to develop and ensure a sustainable food supply. The science and technology to support efforts in food sufficiency, sustainable product development and packaging, ingredient sourcing and food production, and waste management will be addressed. The business case for environmental sustainability will also be addressed.

### 2012 Topical Priorities:

- Lifecycle assessment
  - Materials
  - Sustainable transportation/supply chain
  - Waste management
  - Packaging
  - Sustainable ingredient sourcing
- Green tools and technologies
  - Product development
  - Harvesting technologies
  - Recycling technologies
  - Use of alternative resources
  - Efficient resource use
- Climate change
  - Technologies behind carbon cap, carbon trading, carbon offsets
  - Calculating carbon foot print
  - Emissions
- Water
  - Wastewater management
  - Water reuse
  - Conservation
  - Water quality
  - Water sufficiency
- Primary agricultural harvest and production
  - Livestock
  - Aquaculture
  - Fishery
- Business case for sustainability
  - Impact of pricing on consumer choices
  - Innovation tools
  - Real/perceived value
  - Achieving a competitive advantage in the marketplace
- Communication and education
  - Use of the term green
  - Labeling considerations
  - Environmental claims and declarations
- Food safety and sustainability

## **Public Policy, Food Laws & Regulations Track Description**

This track will discuss the practical, real-world implications for the food industry of legislative, regulatory, and judicial developments on a U.S. national and international 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 will address the implications of these issues for consumers, producers and marketers, and other members of the public.

### 2012 Topical Priorities:

- Current issues (e.g., what's on the Hill, recent legislation, public policy initiatives, new regulations, nutrition & health)
- Supply chain management and quality monitoring (e.g., adverse event reporting, auditing, traceability)
- Import/export regulations (e.g., customs issues)
- Consumer right to know (e.g., biotech, irradiation, nanotechnology, FDA transparency, Proposition 65)
- Science base to support regulations and reasonable standards (e.g., lower limits of detection, precautionary principle issues, risk communication, consumer concerns)
- International/global harmonization (e.g., Codex, JECFA, JEMRA)
- Labeling and advertising (e.g., front of package, nutrition panel, country-of-origin, allergens, organic)
- Food additives and contaminants

## Education & Professional Development Track Description

This track will help enhance professional skills for career growth and the effective delivery of food science education. Topics such as project management, communication skills and career management will be discussed. Programming is intended for all professionals in industry, government, NGOs and academia.

### 2012 Topical Priorities:

- University Extension programs: changes in light of the recession
  - 3 case studies on how we funded our extension program in a creative way
  - Cross-training other (non-food science) university programs to learn how to solve the issue
- Collaboration across industry-academia-government-NGOs in the era of 'open innovation'
  - Possibly position extension program innovation as a specific aspect of this collaboration?
- Translating technical information for non-technical audiences
  - Marketing focus
  - Effectively communicating with plant employees
- Taking back control of your career.
  - Marketing yourself for your first job, a promotion, a new role in a different department, an entirely new job function; finding a job after being laid-off.
  - What is networking?
- Students and New Professionals: how to navigate your early career.
- Mentoring: how to find one; how to be one.
  - Session structure: speakers onsite, then matchmaking within the online community afterwards
- Speed Networking: repeat the model from years' past
- Innovative teaching strategies in the classroom
  - recruiting students into food science programs
  - marketing university food science programs to non-food science majors
  - including non-food science programming in a food science curriculum
- Project management
- Leadership training
- Crisis management (food recalls, etc)
- Team building; working with cross-functional teams
  - building diverse teams
- Public speaking
- Industrial globalization
  - Business etiquette around the world
    - Working with international colleagues

## **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, characterization of emerging pathogens, and microbiology of health and wellness foods. Presentation of case studies, education, and sharing of best practices will be encouraged.

### 2012 Topical Priorities:

- Detection and quantification of microorganisms of importance throughout the food continuum including new developments in molecular and rapid methodologies, and inclusive of sample preparation issues.
- Growth, survival, and death of microorganisms in food production and processing environments.
- Quality control, process control and validation in food microbiology, including case studies.
- Studies on the stability and persistence of microorganisms, decontamination and inactivation strategies, emerging technologies for control of pathogens, stress response and pathogenicity factors.
- Characterization of microorganisms of emerging importance, for example pathogens and antibiotic resistance
- Microbiology of health and wellness foods such as fermented foods, fermentation-derived products and pre- and probiotics, including case studies.
- Student and professional education associated with food microbiology, including sharing of best practices.

### **Food Chemistry Track Description**

This track will showcase presentations of novel basic and applied research relating to chemistry and analysis of foods.

#### 2012 Topical Priorities:

Below are the topics/areas the track subpanel encourages innovative, applied and cutting-edge session proposals:

- Physics of soft condensed matter
- Interactions of bioactive components with the food matrix including the effects of processing
- Food chemistry in the mouth and GI tract
- Free radicals and oxidative mechanisms.

### **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.

#### 2012 Topical Priorities:

- Process modeling and experimentation
  - Heat transfer
  - Mass transfer
  - Fluid mechanics
  - Thermodynamics
  - Nonthermal processing
- Properties (measurements and predictions)
  - Physical (rheological, thermal, electromagnetic, etc.)
  - Chemical (kinetics of color, flavor, etc.)
  - Microbiological (kinetics of growth and inactivation)
- Integration of transport processes and kinetics, relating to quality, nutrition, health, and safety (modeling and experimentation)
- Automation
  - Process control
  - Sensors
- Nanoscale food engineering and technology
- Systems engineering approaches

## Sensory Science Track Description

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.

### 2012 Topical Priorities:

- Future Outlook of Sensory impacted by Technology and Consumer Behavior Changes
  - Consumer Behavior trends – holistic and stimulating experiences, cross cultural fertilization of tastes and preferences, greater experimentation, health and wellness influences
  - Measurement and Theory
  - Technology trends to drive future advances - data collection methods, smart-phone surveys, the internet shopper, etc.
- Sensory in Market Research and the Retail Experience
  - Measurement - point-of-purchase shopper intelligence, immediate feedback opportunities/automatic couponing/etc.; linking it back to response tracking and analysis; real-time consumer research, consumer co-creation, etc.
  - Sensory's role in shopper insight and the retail experience.
  - Experiential Marketing - brand interaction, product trial and brand engagement
- Sodium Perception Modifications
  - Perceptions (e.g., blocking, modality interaction, sweet vs. salty, bitterness suppression, etc.)
  - Research methods and strategies (e.g., enhancers, replacers, gradual reduction of sodium, dissolution rate modification, microstructure changes, consumer response, etc.)
- Differences and/or Changes in Sensory Perception
  - Age-associated losses in sensory function
  - How sensory perception affects quality of life in the elderly
  - Age-related impact on perception, including disease states
  - Age-related physiological factors and mechanisms of food choice and acceptance
  - Age-related pleasantness and acceptance of food flavor and textures
  - Bitterness perception and palatability (early childhood development)
  - Individual Differences and Sensory Processing (early childhood development)
  - Paradox of discrimination and non-discriminators (early childhood development)
  - Regional and national differences in sensory perception

- Role of Genetics & Biology in Sensory Perception
  - Genetic Variation in Taste Perception - What impact do taste receptor genes have on ability to taste? Do people respond differently and, if so, how?
  - Genetics and preferences
  - Genome view of human olfaction – phenotypic diversity
- Advances in Discrimination Testing
  - Lack of focus in current discrimination testing; two types: training a specific panel or training consumers on the method (risk probability)
- Neuroscience & Sensory
  - Affect of advances in technology to impact sensory responses; changes in sensory and brain response in odor experience, brain messaging a response; etc.; cognitive patterns and relationship with sensory perception
  - The Olfactory Bulb; Mechanisms responsible for encoding and processing odor information and how it changes through childhood to adult and as related to diseases of aging such as Alzheimer's, etc; This falls into the field of neuroscience/neurobiology and Sensory
  - Neuroscience today, and what the future holds
- Influence of Emotions on Sensory Perception
  - Effect of emotional tone, personality characteristics, cognition and emotion on perception
  - Understanding and measuring emotions and impact on consumer reaction, responses, judgment and choice
  - Value, usefulness, and applicability of emotions in the sensory process; how to effectively apply emotions in the sensory process
- Sensory Laws and Regulations
  - Advertisement claims
  - Attribute, performance, and hedonic claims, both comparative and non-comparative
  - Ethics/privacy and standards for research with humans; consumer implications in terms of perceived intrusiveness
  - Sensory Claim Substantiation
  - Sensory clinical testing
- New Statistics in Sensory and Consumer Sciences
  - Cutting-edge Modeling Techniques
  - Data mining: Mining large datasets to gain insights (e.g., what are people putting in their shopping cart and which foods tend to be purchased together); going beyond statistics to mathematical modeling neural networks

## ***Appendix B: Session Formats***

Annual Meeting sessions are typically presented in one of five formats including symposia, workshops, panels, roundtables, and sunrise. 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 given 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 particular 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.

**Sunrise Session**

A primer session only offered from 7:00 – 8:00 a.m. on Tuesday and Thursday. These introductory sessions are 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. Some of these sessions may be offered each year (i.e. Nanoscience: A primer).

### **Appendix C: Preliminary Session Proposal Checklist**

Below is the information that will be requested from session organizers in the preliminary session proposal submission. Organizers will be notified if their session was tentatively accepted December 16, 2011. **The deadline to submit a session proposal is November 8, 2011.**

Step 1: Create a Session	
	*Enter your session title. If your proposal is part of a two part submission please reflect this in your title with a Part 1 or Part 2
Step 2: Title/Body	
	*Enter Learning Objectives
	*Enter your session description. (250 Word Limit)
	*Enter your proposed speakers, their qualifications and name, and the topics you'd like them to address during their presentation. Two speakers are required per session; Five maximum for 90 minute sessions. Three speakers is the maximum for Sunrise Sessions <b>Be sure to enter your proposed speakers in their speaking order.</b>
Step 3: Presentation type/category	
	*Select Presentation type: Symposium, Roundtable, Workshop, Panel or Sunrise Session
	*Select a category for your submission. This is the PRIMARY TRACK for the proposal.
	Select a secondary track, if applicable.
	Choose up to 5 divisions that had an active role in creating your proposal.
Step 4: Affiliations	
	*Enter all institutions associated with your proposed speakers. Only one affiliation/institution can be listed per author.
Step 5: Proposed Speakers	
	*Add all proposed speakers in this step. <b>Be sure that your proposed speakers in this step align with the order entered in Step 2.</b>
	Known Date Conflicts and Reason: If one of your proposed speakers will have a conflict please list the conflict and justification in this step.
Step 8: Proof and submit	
	Review the summary of your submission. You may come back to this site to edit your information until November 8, 2012.

## **Appendix D: Second Round Proposal Information**

IF your session proposal is tentatively accepted by the Annual Meeting Scientific Program you will be asked to complete your proposal during the second round submission. **The deadline to complete the second portion for session proposals is January 10, 2012.**

<b>Keywords</b>	
	*1 keyword is required for each submission. You may enter up to 3 keywords for your proposal
<b>Audience Focus and Learning Level:</b>	
	*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.).
<b>Room Set-Up</b>	
	Indicate if the session will need a special room set-up.
	If you need a special room set-up, enter in the description.
<b>Confirmed Speakers &amp; Moderators</b>	
	*Enter all <u>confirmed</u> speakers and moderators
<b>IF necessary</b>	Modify the requested topics that will be addressed by the presenter. (This information will be shared with the presenter. The speakers will be asked to submit a final abstract.)
<b>IF necessary</b>	Modify the qualifications of each speaker– in particular if you are adding new speakers from first round of review.
<b>IF necessary</b>	Modify the presentation length for all of the session speakers. (These times will be used to populate the schedule. If the speakers will be involved for the entire length of the session, such as in a workshop, please <b>enter the entire length</b> of the session as the presentation length.)
	*If you will be using a question and answer section of your session, enter in the requested length.

## ***Appendix E: 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 [bellis@ift.org](mailto:bellis@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.

### **2012 IFT Annual Meeting & Food Expo<sup>®</sup> Registration**

I understand that as a presenter I must pay the appropriate IFT Member or Non-member registration fee. Registration information will be available at [www.ift.org](http://www.ift.org) by March 1, 2012.

### **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 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](mailto: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. 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-2012 IFT Annual Meeting & Food Expo 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 while and will avoid any appearance of impropriety or inordinate promotion of a product or service I sell or provide.

**Copyright Release**

I assume full responsibility for securing the necessary clearance and permission for publication and presentation from any third party holding rights to any of the presentation material. I have obtained concurrence from the sole author, co-authors or co-workers before submitting my materials for presentation and publication and have acknowledged all contributions to the work. I give the Institute of Food Technologists and its agents permission to include my abstract and any other materials distributed or displayed in a compilation of conference materials in paper or electronic format. I give the Institute of Food Technologists and its agents permission to include my presentation description and biography electronically on the Web.

**Indemnification**

I agree to indemnify, defend, and hold IFT, its directors, officers, employees, and agents harmless from and against all claims arising from my participation as a presenter, including any claim that the material included in the presentation or the use to which the presentation will be put infringes the rights of any third parties.

**I agree to all of the above statements (Required Yes Response)**

**Audio Taping Release**

I give the Institute of Food Technologists permission to audio record and produce audio tapes, CD-ROMs and/or other electronic media of my presentations at the 2012 IFT Annual Meeting & Food Expo, for subsequent use and/or sale by IFT or its contracted vendor partners.

**I agree to the above statement (Required with either Yes or No Response)**

**Video Recording Release**

I give the Institute of Food Technologists permission to videotape and produce videotapes, CD-ROMs and/or other electronic media of my presentations and handout materials presented at the 2012 IFT Annual Meeting & Food Expo, for promotional use and/or sale by IFT or its vendors.

**I agree to the above statement (Required with either Yes or No Response)**

**PowerPoint Distribution**

I give the Institute of Food Technologists permission to produce videotapes, CD-Roms and/or other electronic media of my PowerPoint presentations and

handout materials presented at the 2012 IFT Annual Meeting & Food Expo, for promotional use and/or sale by IFT or its vendors.

Background Information: IFT has retained the services of an education recording services company, to capture the audio and PowerPoint presentations at the Annual Meeting so that attendees can purchase all available presentations or individual sessions they missed. This is a service that has been offered for years at the IFT Annual Meeting & Food Expo. The PowerPoint slides will be linked with your audio file only if you give us permission below. Your PowerPoint presentation will be protected in a PDF format and are watermarked so that individuals may not be able to copy and re-use your presentations.

**I agree to the above statement (Required with either Yes or No Response)**

**PowerPoint Revisions**

I understand that any revisions to my presentation must be uploaded through the IFT Presentation Management system at least 25 minutes in advance of when my session begins.

**I agree to the above statement (Required with either Yes or No Response)**