

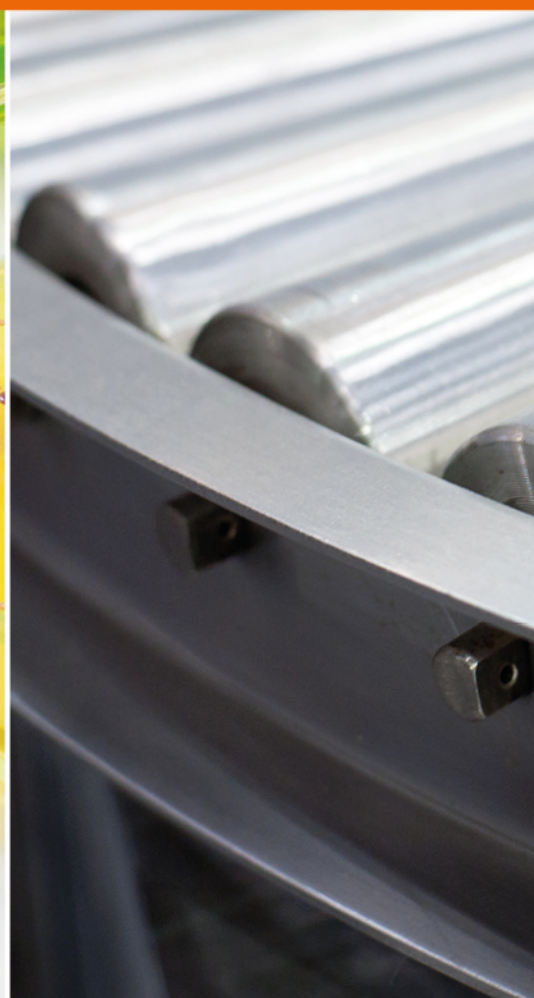


The European Federation of Food Science and Technology



# ***Request for proposal***

## **EFFoST International Conference**



**36<sup>th</sup> EFFoST**  
**International Conference 2022**

# Request for Proposal

## 36th EFFoST International Conference 2022

The European Federation of Food Science and Technology  
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The Netherlands

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## Summary

The European Federation of Food Science and Technology (EFFoST) is pleased to open a call for proposals to host the 36<sup>th</sup> EFFoST International Conference to be held in 2022.

The bid process consists of two rounds. The first round requires interested [European affiliated organisations of EFFoST](#) to submit an Expression of Interest to [info@effost.org](mailto:info@effost.org) by **10 May 2021**. On **20 May 2021**, interested organisations will be invited to submit a full proposal before **25 June 2021**. In both rounds, information will be required by the prospective Local Organizing Committee (LOC), representing one or more Scientific Institutions related to food science and technology in their country. Candidate LOCs will be informed of the EFFoST Board's decision in October and the public announcement of the EFFoST2022 host will take place at the 35<sup>th</sup> EFFoST International Conference in Lausanne, Switzerland in November 2021.

This document provides detailed information and the requirements to submit a proposal.

Please find below an overview of the time line of the EFFoST Conference bid procedure, including important dates and deadlines.

Activity description	Timeline
Post Call for Expression of Interest on website and mail an invitation to bid, to societies and institutes in food science and technology and to Convention Bureaux and Congress centres	1 April 2021
Collect Expression of Interest	10 May 2021
Invitation to submit full proposal to bidders	20 May 2021
Collect full proposals	25 June 2021
Interview of bid and site visits	August – 10 September 2021
Inform Board of findings	20 September 2021
Select host and location for 36 <sup>th</sup> EFFoST International Conference 2022	EFFoST Board Meeting October
EFFoST signs MoU with conference host	November 2021
PCO signs contracts with conference venue and social event venues	November 2021
Official public announcement of conference host and local at the 35 <sup>th</sup> EFFoST conference	November 2021

### *Bid submission*

Written submissions should be sent to:

European13

Federation of Food Science and Technology

Att. Dr Jeroen Knol

Via email: [info@effost.org](mailto:info@effost.org)

Requests for further information or clarification of the requirements may be directed to the Managing Director of EFFoST, Dr. Jeroen Knol at [j.knol@effost.org](mailto:j.knol@effost.org)

Please note that we reserve the right to advise, at our discretion, all parties submitting a bid book, of further information/clarification of tender requirements resulting from any inquiry.

## 1. Introducing EFFoST

The European Federation of Food Science and Technology (EFFoST) facilitates knowledge and technology exchange among food professionals. EFFoST creates opportunities for food scientist, engineers, technologists, policymakers and businesses in food and food-related areas to connect and collaborate with the objective to enhance the uptake of new technologies and developments. By supporting the advancement of food science and technology, EFFoST aims to accelerate the production of sustainable and healthy *food for all in a changing world*.

More than 130 societies, institutes and universities all over Europe are affiliated to the non-profit organisation EFFoST. We are Europe's largest food science expert base and stakeholder group. EFFoST is the European group of the International Union of Food Science & Technology (IUFoST), which in turn is a full member of the International Council for Science (ICSU).

Our federation supports the further development of the field of food science and technology. There is a lot of expertise in microbiology, chemistry, physics, engineering and other food related disciplines. With joined forces these disciplines can create more innovation, especially in cooperation with food producers. Our activities include science and technology communication as well as dissemination of information and technology transfers. EFFoST puts additional emphasis on the involvement of SMEs and on fostering the next generation of food scientists and professionals. We also offer our knowledge and independent advice to the European Commission, so it can develop an effective strategic research agenda.

**Our vision** - Quality food for all in a changing global environment.

**Our mission** - In a world of changing climate, a growing population, reducing biodiversity, challenging supply chains, global health crises and social tensions, EFFoST will mobilise scientific knowledge, creativity, entrepreneurial spirits and sustainable innovation pathways to guarantee safe, healthy and appealing food for all.

**Our ambition:**

- To realise our mission and vision to achieve tangible outcomes in education, research and development in the rich, diverse European Food Culture and Know-how.
- To provide expert knowledge demonstrating that food science and technology are crucial to ensure a sustainable provision of quality food for a growing world population.
- To engage all food professionals to share their creativity, to attain innovative solutions for sustainable food systems.

**Our Aims** - EFFoST will lead efforts to provide available safe, healthy and appealing food in a sustainable manner. This will be achieved by:

- Providing a credible, independent and recognised European Exchange Platform (EEP) for food professionals.
- Interacting and forming alliances with all related disciplines and bodies in food and associated sectors to efficiently speed up the required transitions in the food area.
- Addressing the needs of professionals, including training and job opportunities for young scientists, supporting innovation pathways for enterprises including especially SMEs.
- Sharing European food processing and manufacturing practices, building on the rich and diverse European food cultures.
- Providing European consumer organisations and policy makers with transparent and clear expert knowledge on the science and technology of food.



## **Governance**

EFFoST's activities are run through a non-profit foundation, which was established in June 1999 under the laws of the Netherlands. The foundation is governed by the Board. The Board consists of the President, President-Elect, General Secretary, Treasurer and Past-President and has received delegated powers from the General Assembly. EFFoST also has a number of Standing committees (SC) that focus on specific topics to strengthen our community.

### **Standing committee on Science Dissemination and Communication**

In full cooperation with the EFFoST Office, the Standing Committee on Science Dissemination and Communication (SC-D&C) is responsible for supervising the organization of the Annual Conference, as known as the EFFoST Flagship Event. This concerns the hosting of the event, the major guidelines and the preparation of communication materials. In particular, the SC and EFFoST Office are:

- a) Developing and implementing the selection process for future conferences and supporting the organisation of the annual conferences and any other affiliated EFFoST conference, including support to the scientific program, organising workshops within EU projects in which EFFoST is partner and dealing with specific EFFoST member demands and benefit;
- b) Stimulating science creativity via specific events and communications to all Science partners in EFFoST (universities, research centres, research departments of companies, DG Research (with SC Societal challenges and International cooperation);
- c) Encouraging the production of one or more special issue(s) from the conference in EFFoST affiliated journals.

For more information visit the [EFFoST website](#).

## **2. Introducing the EFFoST International Conference**

The EFFoST International Conference is an important scientific event that brings together researchers, scientists, technologists, engineers, policy makers, professionals and students from multidisciplinary food related fields. Our conferences inspire a cross pollination of new knowledge, ideas and applications. Additionally, it promotes networking and collaboration and it enhances academia and industry synergism in the quest for sustainable food innovations for the global economy and society.

Every year the EFFoST conference is well attended due to its comprehensive programme that covers a broad subject matter. Our conference objectives:

- To examine topics of international importance in the field of food science and technology
- To provide a forum for the presentation of new research findings and to foster interaction between academia, government and private sectors
- To provide an environment for persons with international interests in food science and technology that will: foster a better understanding of issues that are important to various nations of the world, facilitate the development of professional relationships and the exchange of ideas, and stimulate international cooperation in important new endeavours.
- To encourage students and recognize the invaluable contribution of individuals or organisations to food science and technology through the EFFoST Awards.
- To provide young food professionals working in academia, industry and/or start-ups the opportunity to expand their professional competencies and network in food science through the Young EFFoST Day. This is a day for young scientists by young scientists.

This 2,5-day event attracts at least 500 participants, coming from Europe (77%) and internationally (23%). See Annex I, for more information about the EFFoST conference delegates in 2017-2019. The programme consists of plenary and parallel sessions, and on the exhibit floor posters and table tops can be found. For more information on this year's EFFoST conference visit [www.effostconference.com](http://www.effostconference.com).

## 2.1 EFFoST Conference Management

To ensure that the organization of the EFFoST conference is managed efficiently the following roles have been defined with corresponding responsibilities. For a more detailed overview of the responsibilities of each role, see Annex II.

### 2.1.1 Local Organising Committee (LOC)

The Local Organising Committee is responsible for developing a well-balanced, high-quality scientific programme to be presented at the conference. The EFFoST conference is known for bringing together/showcasing a number of food related disciplines, including microbiology, chemistry, physics, engineering. The reason of creating an inclusive multidisciplinary programme of food sciences is to be a leading forum of innovation where food professionals are exposed to new ideas from adjacent disciplines with the ambition to accelerate collaboration.

The conference is also a unique opportunity for the LOC to showcase their institution's expertise and the developments in food science and technology in their region. The LOC consists of a Conference Chair and a number of active members, who are representatives of academia, but possibly also public and private institutions. Their activities include the preparation of the programme, setting up the scientific committee, the abstract review process, which in turn will determine the sessions and the oral and poster presentations.

The scientific and educational programme will strongly determine the success of the conference and therefore is a very important part of the proposal; therefore, a Memorandum of Understanding/contract will be signed between EFFoST and the LOC to confirm their commitment.

### 2.1.2 Scientific Committee (SC)

The members of the Scientific Committee review abstract submissions according to the provided review criteria, process and timeline. In addition, the SC can also suggest topics and invited speakers. The members of the Scientific Committee are appointed by the LOC.

### 2.1.3 Professional conference organizer (PCO) - Elsevier

EFFoST has contracted Elsevier as Professional Conference Organiser (PCO) who is in charge of the administrative and logistical aspects of organising the EFFoST International Conference. The PCO is responsible for activities, such as delegate registration, abstract handling, third party contracting, marketing, and communicating with delegates, abstract submitters and reviewers, sponsor handling and on other practical issues.

### 2.1.4 EFFoST

EFFoST focusses on maintaining a high scientific standard and ensuring the continuation, further development and success of the EFFoST conference in the future. The EFFoST conference creates momentum that fuels the federation throughout the year, therefore EFFoST focusses on creating opportunities to connect members and delegates. The EFFoST Office also promotes the conference through their tailored communications strategy. Throughout the process of organising the conference event, from the bid to the evaluation survey, the EFFoST Board and Office ensures that all activities are in line with EFFoST mission and goals.



The LOC is supported by the EFFoST Office and members of the “EFFoST Conference Organisation working group” appointed by the Standing Committee on Science Dissemination and Communication that are a repository of knowledge and experience from past conferences. EFFoST connects the LOC to relevant EFFoST members, committees and networks, enabling them to develop a high-quality scientific programme.

To ensure that objectives and targets are met, EFFoST is involved in the planning and management of the conference with the PCO. Furthermore, the Office monitors the proper and consistent use of the EFFoST brand and safeguards its reputation and longevity.

### 2.1.5 Conference Organising Committee (COC)

Representatives from EFFoST, the LOC and the PCO form the Conference Organising Committee (COC). In monthly meetings, current developments are discussed and opportunities to support and advise the other COC members are identified.

The COC consists of:

- EFFoST: Jeroen Knol, Managing director and Linda Scholten, project coordinator
- Local organizing committee: Chairperson and co-chair
- Elsevier Conference Organiser (PCO): Amy McCormac, conference project lead; Sophie Hayward, communications officer, Chloe Partridge, sponsorship and sales officer, and a staff member of Elsevier for registrations and abstract handling

## 2.2 Recent and future conferences

EFFoST first started organising conferences to bring together experts in the field of food science and technology in 1986. In 2014, parallel sessions were introduced to the conference programme. We continue to find ways to improve the programme and the event as a whole with the help of the LOCs. For more detailed information of the programme, theme and topics of the past five conferences, visit the [EFFoST website](#).

Date	City	Country	Attendance
10-12 November 2020	Online	Online	517
12-14 November 2019	Rotterdam	Netherlands	528
6-8 November 2018	Nantes	France	550
13-16 November 2017	Sitges	Spain	569
28-30 November 2016	Vienna	Austria	376
10-12 November 2015	Athens	Greece	580
25-28 November 2014	Uppsala	Sweden	370
12-15 November 2013	Bologna	Italy	313
20-23 November 2012	Montpellier	France	353
9-11 November 2011	Berlin	Germany	305
10-12 November 2010	Dublin	Ireland	290
11-13 November 2009	Budapest	Hungary	267
4-9 November 2008	Ljubljana	Slovenia	483
14-16 November 2007	Lisbon	Portugal	813
7-9 November 2006	The Hague	The Netherlands	98
25-28 October 2005	Valencia	Spain	350
27-29 October 2004	Warsaw	Poland	81
9-11 April 2003	Copenhagen	Denmark	400

### 3. Bid procedure

The EFFoST International Conference bid procedure consists of two rounds. In the first round, applicants must complete the Expression of Interest form and submit it to [info@effost.org](mailto:info@effost.org). Those selected for the second round, will be invited to submit a more detailed application (full proposal) based on the information in this document.

The full proposal consists of two parts. Part I focusses on the scientific programme and Part II focusses on the location, conference venue options and social events. Both parts should be completed and sent in by the chair of the potential Local Organising Committee (LOC). In this second round the EFFoST Board and Office will work together with you to ensure that the bid you submit is as strong as possible. Applicants must be aware that a proposal is only complete once the conference budget breaks even, therefore collaboration with EFFoST and Elsevier is very important in this stage.

The selection of the EFFoST International conference 2022, will first and foremost be based on the quality and strength of the scientific application from the LOC, followed by the application of the venue and destination.

#### 3.1 Overview of the bid procedure

There are a number of steps in the bid procedure and each step has to be met in full for the proposal to be considered.

The bid procedure for the EFFoST International Conference is as followed:

1. **Expression of Interest (Eoi)** – An expression of interest must be completed using the EFFoST Eoi form, see Annex III. The Eoi will provide a brief overview of the scientific programme, the city and the potential venue location(s). This submission should not exceed the information requested on the form and should include a floor plan of the conference venue with the room capacities. It is advised to contact your local Convention/City Marketing Bureau and/or conference venue for the information required.
2. **Selection of short-listed application** – The EFFoST board will evaluate the submitted applications. All bidding parties will be informed whether they are invited to submit a full proposal application.
3. **Full Proposal (FP)** – The preparation of the full proposal is by invitation only. Guidelines for the FP are included in this document. EFFoST will evaluate and score the submitted FPs based on a selection matrix. EFFoST will consider the following:  
Part I - Quality of the scientific programme, the institution's reputation, the calibre and experience of the proposed LOC.  
Part II - This part will be led by EFFoST and Elsevier in collaboration with the bidding party to find a destination and venue that meets the criteria for the EFFoST International Conference, this includes conference venue(s) facilities, the available dates, international access to the city and the accommodation options.
4. **Site Visits** – a representative of EFFoST and the Professional Conference Organiser (PCO) will visit the cities and venues of the highest ranking proposals. A report of the site visit will be prepared by the site visit attendees. The bidding city would be expected to sponsor this site visit. The site visit report will be assessed together with the full proposal.
5. **Selection** – The full proposal that includes a budget that breaks even will be submitted to the EFFoST Conference Organisation working group for evaluation who will provide recommendations to the EFFoST Board. The EFFoST Board will reach a decision during the Executive Board Meeting that will be held in October 2021. Shortly after, the selected LOC will be

informed of the decision to host the 36<sup>th</sup> EFFoST International Conference. All other applicants will also be informed of the decision.

6. **Announcement** – The public announcement of the host and destination will take place at the EFFoST2021 in Lausanne, Switzerland.

*See Summary (page 5) for an overview of the deadlines and other important dates.*

### 3.2 Application and selection of the Local Conference Committee (LOC)

The LOC is selected based on their ability to develop a well-balanced, high-quality scientific programme. When submitting the EoI, the LOC is encouraged to define the conference theme and topics that reflect the major goals of the scientific programme.

In the full proposal, the bid chair must provide information that meets the following criteria:

- strong reputation of University or Research Centre in the field of Food Science and Technology
- excellent scientific reputation of chairs, co-chairs and members of LOC
- ability to develop an engaging programme
- an extensive scientific network to draw invite plenary and keynote speakers from
- capability to attract a significant number of conference delegates
- an extensive professional network with connections to industry to attract additional sponsorship for the benefit of the wider food science community activities, such as Young EFFoST
- attractiveness as a host country for the conference delegates
- overall ability to stage the event

The candidate's track record in organizing successful conferences will be positively considered. The LOC's activities include identifying and inviting plenary and keynote speakers and the abstract submission and review process, which in turn will determine the sessions and the oral and poster presentations. For a complete overview of the roles and responsibilities of the LOC, please refer to Annex II.

On a more practical note, a letter of support needs to be provided that is signed by an authorised representative of the applicant's organization.

**Criteria to Bid** - Conference bids are only accepted from senior scientists in the field of food science and technology, who have attended at least one EFFoST conference in the past 5 years. This scientist must be employed by a research institute or university in Europe\* and an affiliated organisation of EFFoST. To ensure that the EFFoST conference is hosted throughout Europe, only applications will be considered from countries where the EFFoST conference has not been held for the past 5 years.

\* A University or College in the following countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel (COST Cooperating State), Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, , Malta, Moldova, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Vatican City.

### 3.3 Application and selection of the destination

The selection of a possible destination is based on the following requirements:

**Congress Centre:** the facilities should comfortably accommodate the expected number of delegates for a plenary and four parallel sessions and have an exhibition floor that can accommodate the

expected number of poster boards and exhibitors, and also facilitate the networking among the conference delegates.

**Congress Centre – quote:** The quote provided by the Congress Centre must include the cost of the venue and all required facilities in as much detail as possible. Quotes must be provided in Euros and all tax charges must be specified. Please use the form.

**Accommodation** – The city should have sufficient number of rooms, in different hotel categories and at different room rates, to accommodate the (budget) requirement of early career to senior professionals.

**Transportation** – It is essential that the destination is easily accessible for delegates travelling by plane or public transport. The congress centre should also have adequate public transport connections.

**Subvention** – EFFoST appreciates any support the city can provide to the conference, either financial or in kind.

## 4. Conference Specifications

### 4.1 Conference structure

Each year the programme of the EFFoST International Conference consists of a number of reoccurring components, namely:

- Conference opening: The Conference chair and co-chair and the President of EFFoST open the conference. Additionally, a high-ranking official from a relevant Government institution officiates the formal opening of the conference.
- 3 - 5 plenary sessions: Each plenary session is dedicated to a cutting-edge food-related topic. Leading experts in the field are invited as plenary speakers to share the latest trends and developments.
- 4 parallel sessions: The plenary sessions split into 4 parallel streams with sessions dedicated to the sub-themes and topics of the conference programme. Additional topics may be included based on the abstracts submitted. Usually, each session has a keynote speaker who establishes the parameters of the session and an appointed session chair to facilitate the transition of the speakers.
- Poster exhibition: EFFoST often has a large number of poster presentations that are usually exhibited in a maximum of two separate poster sessions, one session on each full conference day. The coffee breaks, lunches and the welcome reception provide a good opportunity to view the posters.
- Social events: the welcome reception and pub quiz are usually held on the first conference day, and conference dinner on the second conference day.
- Awards ceremony and Conference closing
- Pre- and post-conference events: EFFoST Board, Standing committee and working group meetings, Young EFFoST Day and other EU project meeting, short courses, scientific and technical visits to relevant academic, government, and industry institutions.
- Exhibition floor: Poster exhibition, table tops and shell schemes for commercial exhibitors, and 50m<sup>2</sup> for EFFoST (for the EU Collaboration Corner and Student of the Year posters). Refreshment breaks and lunches for the delegates are preferably held on the exhibition floor.

## 4.2 Conference programme

An overview of the standard conference programme can be found below. The Local Organising Committee can make adjustments to the conference programme.

### Monday

09:00 – 18:00	Conference set up
09:00 – 18:00	Pre-conference day meetings: e.g., Conference Organising Committee, EFFoST Board, Standing Committees, Working groups, Young EFFoST Day, and Societal challenge events

### Tuesday

08:30 – 10:30	Opening and Plenary session 1
10:30 – 11:00	Refreshment break and Poster session A
11:00 – 13:00	Parallel sessions
13:00 – 14:00	Lunch and Poster session A
14:00 – 16:00	Parallel sessions
16:00 – 16:30	Refreshment break and Poster session A
16:30 – 18:30	Plenary session 2
19:00 – 20:00	Welcome reception and Pub Quiz

### Wednesday

08:30 – 10:30	Plenary session 3
10:30 – 11:00	Refreshment break and Poster session B
11:00 – 13:00	Parallel sessions
13:00 – 14:00	Lunch and Poster session B
14:00 – 16:00	Parallel sessions
16:00 – 16:30	Refreshment break and Poster session B
16:30 – 18:30	Plenary session 4
19:00 – 20:00	Conference dinner

### Thursday

08:30 – 10:30	Parallel sessions
10:30 – 11:00	Refreshment break
11:00 – 13:00	Plenary session 5
13:00 – 14:00	Awards and Closing

## 4.3 Conference timing

### 4.3.1 Frequency

The EFFoST International Conference is held every year.

### 4.3.2 Period

The EFFoST International Conference is usually organized in early November. When selecting the EFFoST Conference dates, the dates of competing congresses, courses and events are taken into consideration. In addition, the availability of the congress centre responding to this call are also an important consideration. Therefore, the conference can be considered to be held in the period between 24 October and 25 November 2022.

### 4.3.3 Duration

The actual duration of the EFFoST International Conference is two and a half days. The conference programme usually starts on Tuesday morning and runs till approximately 13:30 on Thursday afternoon.

Prior to the start of the conference, one additional day is foreseen to set-up the exhibition space. Here a number of table-tops and shell schemes will be set-up for sponsors and exhibitors, as well as poster boards to enable the academic delegates to showcase their work. Meetings of the EFFoST Board, Standing Committees and Working groups may also be held on the day before the conference. Often other organisations and projects plan their meetings close to the EFFoST conference dates to optimize traveling times of their partners who will also attend the conference. Therefore, EFFoST may consider including these pre- and post-conference sessions and meetings to its schedule.

#### 4.3.4 Important dates

- Conference location announcement: 1 year ahead
- Call for abstracts: 9 months ahead
- Abstract submission deadline: 6 months ahead
- Final programme: 2 months ahead

Unless otherwise agreed between EFFoST and the Local Organising committee

#### 4.4 Other specifications

Official Language of the EFFoST International Conference: English

### 5. Conference venue requirements

The facilities at the conference venue should comfortably accommodate the expected number of participants and have an exhibition floor that can accommodate the expected number of poster boards and exhibitors, and also facilitate the networking among the conference delegates.

The quote provided by the Congress Centre must include the cost of the venue and all required facilities in as much detail as possible. This would include information of standard technical equipment, poster boards, possible insurance costs and coverage, cost of personnel and their different qualifications, meals, security, cleaning, other legal requirements or binding agreements of exclusivity between the congress centre and suppliers must be provided in full. Quotes must be provided in the local currency and all tax and services charges per cost item must be specified.

#### 5.1 Spatial requirements

- Plenary hall: 500 – 600 seats in theatre style
- 3-4 additional rooms: 100 – 150 seats in theatre or cabaret style
- Exhibition area, space for:
  - Scientific poster exhibition 2 sessions 100-120 poster boards each
  - 8- 10 table tops and shell schemes for commercial exhibitors
  - 50m<sup>2</sup> dedicated to EFFoST for EU Collaboration Corner and Student of the Year posters
  - Catering (refreshment breaks and lunches)
  - Registration tables may also be included here
- 1-2 meeting rooms: 10-12 seats, also available the day prior to the official opening of the Conference
- Speaker-ready room
- Registration area
- Catering area located in or by the exhibition area, with sufficient space for approximately 400 standing meals and 100 seated meals
- Air conditioning and heating if the location and season necessitate

Please provide a floor plan with the auditoria, additional rooms, exhibition area and other facilities, specifying the capacity, size and equipment.



## 5.2 Technical requirements

Technical requirements per hall and room:

- data projector
- laptop
- lavalier microphone
- two table microphones
- two roving microphones for questions from the audience
- lectern
- screen
- switcher
- top table
- 1 laser pointer
- A dedicated technician for each room is required for the duration of the conference.

### Other facilities:

- Public address system
- Wi-Fi in all common areas
- Photocopying, telephone, facsimile
- Medical assistance
- Closed circuit television throughout the conference area, in case some sessions need to be held in to room due to larger audience
- Bank services

## 5.3 Catering

Meals and drinks are provided to the conference delegates as part of their registration fee. Therefore, the conference venue should provide the information regarding the different drink and meal packages they offer. If the conference venue does not have in-house catering, please provide this information from the three preferred catering agencies.

**Meals** – Lunch is provided on the two full days of the conference, usually Tuesday and Wednesday, for all conference delegates (approx. 500). Lunch can consist of a forked buffet, bagged or grab and go meal. A standing lunch is preferred that delegates can also attend the poster sessions. However, a few seated options are preferred for elderly and people with disabilities.

**Refreshment breaks** – on the first two full days of the conference there will be two refreshment breaks, in the morning and in the afternoon. On the last day, there will only be a morning refreshment break. These breaks should consist of coffee, tea, water and snack

**Drinks** – water will be provided in all conference rooms and halls throughout the conference.

**Welcome reception** – EFFoST may consider having the welcome reception at the conference venue. This would comprise of drinks and finger food. Participation is estimated to be 400 – 500 people.

**Other food and beverage requests** – additional refreshment break and lunch may be required for pre and post conference events and meetings.

Please provide menus for the above-mentioned drinks and meals

## 6. Destination requirements

Conference delegates do not only come from Europe, but from around the world to attend EFFoST conferences. In addition, the EFFoST conference attracts students and early careers as well as senior professionals. This informs the requirements for the availability of accommodation, transportation and subvention in the city. The following information can be provided by the local Convention or City Marketing Bureau.

### 6.1 Transportation

The cost and time of travel is an important factor when delegates decided to visit any conference, therefore it is essential that the destination is easily accessible for delegates travelling by plane or train. Full details of air connections to main European cities, direct destinations, air fares and flight frequency are to be specified

The city should have adequate public transport infrastructure, especially between the airport, city centre and the conference venue. The conference venue should easily accessibly with public transport, as this is preferred to organising shuttle services for our delegates.

### 6.2 Accommodation

A list with the total number of rooms available in the city per hotel category and average room rates per hotel category are to be provided by the local Convention Bureau. Most EFFoST conference delegates are academics on a limited budget therefore there should be ample accommodation options in the mid to low budget range.

A city map indicating the location of the hotels and the conference venue, plus all available methods of public transportation, must also be provided. In general, the longest distance between a hotel and the conference venue should not exceed a 30-minute journey.

If the conference venue is a hotel, delegates will book directly with the hotel from a block guaranteed by our PCO, Elsevier Ltd. We do not require accommodation agencies to facilitate room bookings. It is not necessary to pre-book rooms at this point of the bid procedure.

### 6.3 Social events

Alongside our scientific programme, EFFoST also organizes a number of social events for conference delegates, such as the welcome reception and conference dinner. This is an excellent opportunity for the city to show case their historic sights or new developments. Please provide suggestions for the conference dinner for 250 – 300 people and a welcome reception for all delegates. Should ground transportation be need for any of the social event venues, please provide detailed information of shuttle services costs and parking facilities.

### 6.4 Subvention

The EFFoST International Conference is expected to attract at least 500 delegates travelling from all over the world. This will give the city an economic boost as most delegates are likely to have the following expenses, 3 nights' accommodation, meals, transport and miscellaneous. Therefore, EFFoST would appreciate any additional support that cities can provide to the conference and their delegates.

We hope you choose to partner with EFFoST to host the 36<sup>th</sup> EFFoST International Conference. If you have any questions regarding the bidding process, please do not hesitate to contact Linda Scholten at [l.scholten@effost.org](mailto:l.scholten@effost.org) for more information.

## ANNEX I – Statistics of the EFFoST conference delegates

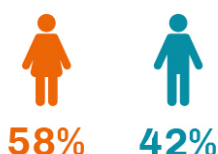


### Statistics (2017-2019)

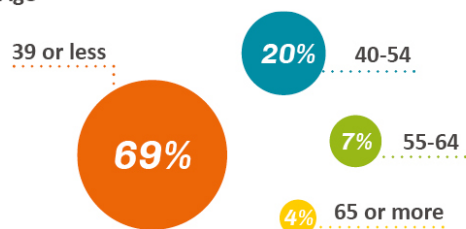
Average number of delegates

**532**

Gender



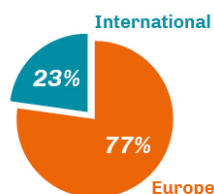
Age



Function

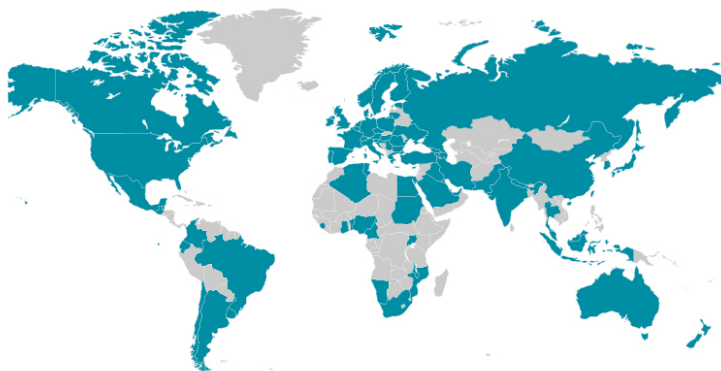


Origin of Delegates



International delegates come from countries including Algeria, Australia, Benin, Brazil, Canada, Chile, China, Columbia, India, Iran, Israel, Japan, Jordan, Republic of Korea, Lebanon, Mexico, New Zealand, Nigeria, Oman, Pakistan, Peru, Singapore, South Africa, Taiwan, Thailand, Tunisia, United Arab States, United States and Uruguay.

EFFoST conference delegates by country



**88%** of the delegates said that there were **good opportunities to network with other researchers or presenters**

**80%** of the delegates are **very satisfied with the conference overall**

**74%** of the delegates said that there were **good opportunities to meet the exhibitors or vendors**

## ANNEX II – Roles and responsibilities

### 1. Local Organising Committee (LOC)

#### Financial management

- Identify subvention (financial and in kind) opportunities
- Secure sponsorship: this may be needed to close the budget or can be used to enhance certain aspects of the conference, e.g. quality and assortment of lunch or refreshments breaks
- Keep to budget, e.g. invited speaker expenses
- Contribute to post conference reporting

\* The LOC does not carry any financial risk; however, they should employ their best possible efforts to keep to the budget and secure the sponsorship promised during the bidding phase. This may either be achieved by reducing the costs through in-kind support or increasing income through sponsorship.

#### Logistics

- Propose/Advise conference venue(s) - PCO and EFFoST will select conference venue in consultation with LOC
- Propose/Advise on social event venues, such as welcome reception and conference dinner
- Propose/Advise on entertainment
- Assist scheduling of session rooms
- Support local arrangements for the program

#### Scientific programme

- Develop conference programme in consultation with SC-D&C
- Select conference theme and topics in consultation with SC-D&C
- Develop plenary and parallel sessions
- Identify plenary and invited speakers
- Invite plenary and invited speakers to participate
- Extend new invites if there are any gaps in the programme
- Provide PCO with contact details of invited speakers
- Develop sessions (length and timing) based on the abstract review process
- Nominate chairs and keynote speakers for each session
- Deal with any scientific/programme issues such as speaker replacements in case of withdrawals
- Facilitate conference publications
- Secure the presence of a high-ranking official from a relevant Government institution to officiate the formal opening of the conference
- Invitation to national societies
- Ensure milestones and deadlines are maintained

#### Abstract management

- Provide instructions for abstract submitters to PCO (e.g. defining topics)
- Respond to submission-related inquiries
- Invite experts of the programme topics to join the Scientific Committee
- Ensure active EFFoST members are invited to the Scientific Committee
- Provide list of Scientific Committee members and deadlines to PCO
- Develop abstract review criteria and process in consultation with SC-D&C
- Provide instructions for abstract review for scientific committee
- Ensure that all abstracts are reviewed twice
- Select oral presenters from submitted abstracts
- Select poster presenters from submitted abstracts

- Cluster poster presentations by topic or themes for on the exhibition floor
- Identify which poster presentations could be bumped up to oral presentations if needed
- Provide a list of accepted (oral, poster, oral/poster) and rejected abstract submissions to PCO

#### Sponsorship and Exhibitor management

- Approach potential local sponsors
- Discuss potential international sponsors with EFFoST and PCO and possibility approach them
- Discuss tailored sponsorship packages (benefits and exposure) with Organizing Committee

#### Communications and Marketing

- Provide information for the conference website, announcement mailings and promotional material.  
The text should include:
  - o Theme and topics
  - o Aim and scope
  - o Overview of the programme and sessions
  - o Target audience and the benefit to attend
  - o Call for papers
- Provide additional communication material to EFFoST e.g. description of pre, post and side events
- Present the location and theme of EFFoST2022 at the 35<sup>th</sup> EFFoST International Conference 2021
- Provide programme updates to Organising Committee for further communication
- Provide mailing lists of people potentially interested in the conference to PCO
- Distribute and share promotional material/messages in professional network
- Raise local awareness of the event to all relevant stakeholders
- Write welcome letter for the programme booklet
- Provide logo and short description of hosting institute(s) (approximately 120 words) for website and printed material

#### At the conference

- Officiate opening and closing of the conference together with the EFFoST President
- Welcome high-ranking governmental officials invited to officiate the formal opening of the conference
- Welcome plenary and invited speakers
- Replace any last-minute absentee speakers and session chairs and reorganize time-slots if needed
- Ensure session chairs are briefed and keep to the scheduled programme
- Provide 10 students-volunteers who will support registration activities and the sessions

## 2. Scientific Committee

- Review abstract submissions according to review criteria, process and timeline specified by the LOC.
- Suggest topics and speakers
- Promote the conference in their professional networks

## 3. Professional conference organizer (PCO)

#### Financial management

- Budget development and financial control
- Handling invoices and payments
- Contracting conference and social venues, and other third parties
- Interim and final financial reports
- Subvention management: subsidies and financial guarantees

- Tax positioning
- Insurance
- Final audit

#### Logistics

- Time planning and management, keeping of deadlines
- Monthly updates to EFFoST and LOC
- Conference and social event venues: quotations and contracting
- Catering and other third parties: quotations and contracting
- Audio and visual support: quotations and contracting
- Accommodation: organize block booking and release excess rooms
- Plan conference space, including room set-up and exhibition floor planning in consultation with LOC and EFFoST
- Shipment of promotional materials to conference venue

#### Scientific programme

- Invited speakers: Send practical information regarding presentation, location, travel policy and reimbursement of costs according to EFFoST policies
- Collect and publish programme and speakers bios, photos, etc on the website
- Coordination of speaker-ready-room onsite

#### Abstract management

- Receive submitted abstracts through conference website
- Communicate with submitting authors about process
- Ensure reviewers have access to abstracts online
- Send instructions of review process developed by LOC to Scientific Committee
- Ensure that review is completed within given time frame
- Inform abstract submitters of decision: oral presentation, poster presentation, or rejection
- Provide instruction regarding presentation and poster production
- Ensure oral and poster presenters have registered to be included in programme

#### Delegate registration

- Online conference delegate registration
- Communication practical issues
- Invitation letters for entry visa application
- Handling of invoicing, payments and cancellations
- Provide delegates lists to EFFoST
- Produce certificates of participation
- Produce name badges
- Onsite registration

#### Sponsorship and Exhibition Management

- Sponsor acquisition, contracting and follow up
- Prepare sponsorship package in consultation with EFFoST. Tailor package to sponsor
- Exhibitor acquisition, contracting, follow up, logistics shell scheme/table top
- Oversee booth construction, exhibition material/equipment
- Manage time and floor planning

#### Communication and marketing

- Publicity: website, mailings, press releases, social media
- Develop promotional material according to EFFoST style guide



- Print and mail EFFoST conference posters and flyers to EFFoST and LOC
- Website: develop, maintain, update. Include information on conference theme, programme, location, committees, etc
- Mailing lists: collect mailing lists from LOC, EFFoST and from Elsevier publishing (in compliance with GDPR)
- Mailings: send updates of conference to mailing lists
- Conference programme book: coordinate information collection and print
- Conference bags: order bags, insert sponsor flyers and distribute at conference
- Social media: post updates of conference, e.g early bird, invited speakers and sessions
- Report on marketing analysis
- Conference app
- Evaluation survey tailored to EFFoST conference
- Liaise with third parties e.g. printing, software and shipping companies

#### Onsite management

- Onsite coordination (present at least one day before conference)
- Manning of registration desk
- Registration of delegates
- Set up rooms and signage
- Main contact point for practical questions from conference delegates and exhibitors
- Main contact point for oral and poster presenters
- Coordination of speaker-ready-room on-site
- Brief onsite volunteers

#### Post conference

- Finalizing payments
- Prepare final financial report
- Send out evaluation to delegate
- Send out thank you letters

## 4. EFFoST

#### Financial management

- Approve budget
- Set registration fee at an appropriate level: covering costs and accessible for as many people as possible
- Deciding the conference location based on costs

#### Logistics

- Determine conference location with LOC and PCO
- Determine social event venue with LOC and PCO
- Determine catering with LOC and PCO
- Plan conference space, including room set-up and exhibition floor in consultation with LOC and PCO
- Organise Student of the Year, Science to Society and Lifetime achievement awards
- Facilitate meetings: EFFoST Board, standing committees, working groups, General Assembly etc
- Coordination EU Collaboration Corner for EU projects and European Societies
- Organising special sessions (projects and associations) in consultation with LOC

#### Scientific Programme

- EFFoST Office will connect the LOC with the EFFoST Standing Committee 'Dissemination and Communication' (SC-D&C)

- SC-D&C will advise the LOC on the Scientific programme
- SC-D&C will provide knowledge and experience of past EFFoST conferences to LOC

#### Abstract management

- No role

#### Delegate registration

- Determine reduced fees for special delegates, in consultation with LOC and PCO

#### Sponsorship and Exhibition Management

- Create sponsor packages in collaboration with the PCO
- Maintain an overview of the acquisition of (potential) sponsors
- Approve tailored sponsorship packages ensuring that amount of exposure provide to the sponsor is in line with their sponsorship contribution

#### Communications and Marketing

- Create style guide for EFFoST conference
- Guard the use of the EFFoST brand in marketing activities and promotional materials
- Approve all communication materials developed by the PCO for the EFFoST conference prior to distribution
- Collaborate with PCO communications department to strengthen reach and output
- Scale up communications efforts to promote event within the Federation, capturing momentum to strengthen and expand Federation
- Creating additional content for EFFoST: interviewing speakers, promoting special sessions etc

#### Onsite Management

- Opening and closing ceremony (EFFoST Board members)
- Present Student of the Year, Science to Society and Lifetime achievement awards
- Contact for the members of the EFFoST Board, Standing Committees, Working Groups, General Assembly and providing support for their meetings
- Contact for the nominees of the Student of the Year
- Facilitate the popular vote for the Student of the Year on the exhibition floor
- Promote projects and associations in the EU Collaboration corner
- Document the event through e.g photography, interviews, social media posts
- Advise the PCO
- Contact for delegates for all questions about EFFoST

#### Post-Conference

- Make conference materials available to conference delegates
- Analyse evaluation survey to improve next conference
- Capture momentum to strengthen and expand the Federation

### 5. Conference organizing committee (COC)

- Monthly catch-up to provide information of developments and milestones achieved

## ANNEX III - Expression of Interest

### 36th EFFoST International Conference 2022

Please provide the following information in a short and concise format. A more comprehensive overview of this information is required in the second round of the bid process. Send the information to Jeroen Knol at [info@effost.org](mailto:info@effost.org)

#### Part I – Scientific programme

##### Hosting Organisation details

Name:

Organisation type: (university or research institute)

Department: (if applicable)

Address:

Telephone:

Website:

History and composition: *(include number of industry, academics, students and researchers employed or member of the organisation, 100 words max)*

Indicate scientific quality:

##### Chair details

Name:

E-mail:

Telephone number:

Employer:

Previous conference organization experience: *(include topics, highlights and number of days, sessions, participants for each event)*

##### Co-chair details

Name

E-mail

Telephone number:

Employer:

Previous conference organization experience: *(include topics, highlights and number of days, sessions, participants for each event)*

##### Local Organising Committee

Please provide the following information for each committee member that has committed to serve on the Local Organising Committee.

Name:

Affiliation:

Email:

##### Proposed theme and topics

Please provide a short introduction of the scientific programme

Conference theme:

Conference topics: (max 6)

Special sessions: (min 3)

Keynote speakers: (min 3)

Other highlights: (max 100 words)

### Motivation

Please provide information on how scientific quality, expertise, experience and calibre of your organisation will contribute to the success of the EFFoST International Conference (*approx. 300 words*).

## Part II – Location and facilities

Please contact your national tourist board, destination (city) marketing organisation and/or convention bureau as they can be a great source of information and support for your proposal.

### Proposed two Conference venues

Venue name

Venue address:

Venue website

Space availability: (*see space requirements in Chapter 5*)

Available dates: (*3 days in the period 25 October – 20 November 2019*)

### Venue contact person

Name:

Email address:

Tel:

### National support

Has the national tourist board, destination (city) marketing organisation and/or convention bureau offered any support to bring the EFFoST Conference to their city?

Financial support: (*such as amount per delegate*)

In-kind support: (*such as covering costs of welcome reception, conference venue, travel passes for delegates, city information*)

### International accessibility

Please provide information on the accessibility of the city and the conference venue.

Closest International airport(s):

Distance from airport to the convention venue: (*also include public transport options*)

Comments on traveling to/in the location:

### Hotels and Accommodation

Please indicate the number and type of accommodation with 15 minutes travel of the conference venue.

Type of Accommodation	Number of rooms	Average room rates	Walking distance (min)
5 Star hotels			
4 Star hotels			
3 Star hotels			
Apartment style			
Budget/backpackers			

### Motivation

Please provide information on how your location is unique considering the criteria mentioned above compared to other destinations and how this will contribute to the success of the EFFoST International Conference (*approx. 300 words*).

**Submitted by authorised person**

Printed Name:

Signature:

Date:

## Glossary

Eol: Expression of Interest

EFFoST: The European Federation of Food Science and Technology

FP: Full proposal

Invited speakers: speakers of which the travel and accommodation is covered, usually the plenary speakers and a few of the keynote speakers

LOC: Local Organizing Committee

Keynote speaker: invited speaker of a parallel session

PCO: Professional conference organiser

Plenary speaker: invited speaker of highly international renowned speaker for the plenary session

SC: Scientific Committee

SC-D&C - Standing Committee on Dissemination and Communication