

## CALL FOR PROPOSALS

### 2021 EFFoST / IFT-NPD WORKSHOP ON NONTHERMAL PROCESSING OF FOODS

The Nonthermal Processing Division of the Institute of Food Technologists (IFT-NPD) and the European Federation of Food Science and Technology (EFFoST) have been organizing Annual Workshops on Nonthermal Processing Technologies to Process Foods over the last two decades. Earlier workshops alternated between USA and European sites and lately, because of the growing worldwide interest in nonthermal processing technologies, several countries outside the US and Europe have been organizing and hosting these workshops.

Any group interested in organizing and hosting an EFFoST / IFT-NPD Workshop is required to submit a written proposal to the IFT-NPD / EFFoST Joint Workshop Committee in accordance with the instructions given in these Guidelines.

#### Guidelines to Prepare EFFoST / IFT-NPD Workshop Proposals

Those interested in hosting a workshop in a given year should have informal consultations with IFT-NPD and/or EFFoST well in advance prior to the proposed workshop. All groups interested in organizing and hosting workshops should submit a proposal to IFT-NPD and/or EFFoST Executive Committees for consideration following the schedule included in this document

The proposal should include the following:

- a. **Host Organization and Venue options:** The proposal should identify the city, country, host organization(s), and venue options where the proposed workshop would take place (university, research center, convention center, hotel, etc.) and local hotels for attendee lodging during the workshop. The proposal should articulate the rationale, logistics and justification for the proposed site (costs, location, guided visits to places of professional interest, accessibility).
- b. **Workshop start-up title:** If the workshop is organized in the US, the workshop title should read at the beginning "IFT-NPD / EFFoST" whereas if it is organized in an EFFoST (European) country it should read "EFFoST / IFT-NPD". If the workshop is organized in other countries, the decision to use either "IFT-NPD / EFFoST" or "EFFoST / IFT-NPD" is left to the Joint Committee.
- c. **Tentative dates:** The proposal should provide 2 or 3 options for dates for the workshop. It is important to offer flexibility in order to maximize attendance and participation. The

proposing organization should make efforts to avoid potential conflicts with other events, holidays, and vacation times occurring in different parts of the world. The proposal should provide a justification for the chosen dates and times. Additionally, deadlines for participants to submit abstracts should be clearly indicated to ensure a maximum quality event.

- d. **Budget:** This essential component is necessary to evaluate the feasibility of the proposed workshop. This budget should include estimates of sponsorship, registration fees with a clear break-down of what is covered (and pro-rated amounts for students and professionals from academia, industry, and government agencies), the number of expected participants, the number of invited speakers, the anticipated level of support provided to invited speakers, facility usage costs, and all other pertinent items.
- e. **Theme(s):** The workshop should have, at least, one well-identified theme. This theme should be centered on a current hot-topic of interest to the nonthermal processing community, appeal to individuals with different backgrounds (food microbiologists, food engineers, food scientists, food processors, equipment manufacturers, regulatory agencies, etc.), and apply to as many nonthermal technologies as possible. The theme should be different from recent workshops and other nonthermal processing related conferences.
- f. **Beneficiaries:** It is important to clearly identify the expected audience as well as local/regional professional associations involved in the organization of the workshop. The workshop should give the opportunity for ample participation of individuals from academia including students; industry, both food processors and equipment manufacturers; and selected government agencies.
- g. The proposal should identify an overall **lead organizer/host** that will be responsible for the workshop. The lead workshop organizer will serve as the liaison between the local organizers and IFT-NPD / EFFoST Joint Workshop Committee.
- h. The lead workshop organizer, in consultation with EFFoST / IFT-NPD Joint Workshop Committee, has to form and clearly identify the members of an **International Scientific Committee** and of a **Local Organizing Committee**. The International Scientific Committee will help the lead organizer in recommending qualified speakers for various sessions, reviewing technical poster presentation abstracts, and judging graduate student posters. We recommend about 12 members for the International Scientific Committee. The Joint Workshop Committee will designate two-thirds of the Scientific Committee Members. The other third of the members will be appointed at the discretion of the host to balance the needs of the local organization. It is recommended to invite the lead organizer of the previous and future workshop to join the Scientific Committee to share and carry over learnings from the past. The Local Organizing

Committee may choose to form a separate industry committee for fundraising purposes and reviewing the impact of the scientific program within the industrial sector.

- i. **Workshop duration and format:** The workshop shall last 2-3 days, and it should include oral and posters presentations, break-out sessions focusing on relevant hot topics (e.g. barriers to industrial adoption of nonthermal technologies), and sum-up sessions. The workshop should also feature a brief oral presentation during the sum-up session introducing the next workshop. Alternatives to break-out and sum-up sessions are panel sessions and/or round tables
- j. **Marketing Strategy:** It is required to indicate how the workshop will be promoted and what efforts will be made to secure the expected attendance.
- k. **Short Course:** The proposal should indicate whether a one-day short course will be organized back-to-back with the workshop. If this is the case, the contents of this course and potential lecturers should be identified in the proposal.

**Additional comments:**

- i. All attendees should pay a registration fee.
- ii. The local host is responsible for handling any profit or loss.
- iii. If incomes exceed all workshop expenses, the local host is encouraged to distribute profits as follows: 50% to the host institution and 50% to EFFoST / IFT-NPD to support future workshops.
- iv. Information about the workshop should be disseminated at all times on a dedicated website. Other tools for dissemination should include social media, brochures, booklets, memory sticks, and the costs should be included in the budget.

**Workshop proposal evaluation:**

The IFT-NPD and/or EFFoST Executive Committees will evaluate submitted proposals based on the following criteria:

1. Qualifications of the team (number of experts, years of experience, recognized track record), 20 points
2. Accessibility of the workshop location (easiness to reach the workshop site, airport), 15 points
3. Accessibility of the demonstration site(s) with respect to workshop location, 5 points
4. Quality of the demonstration site(s) (Number of technologies, adequacy of the equipment, attractiveness to attendees), 15 points

5. Strategy to run the whole program (i.e. proposed themes and sessions, Short Course + Workshop, sponsorship), 15 points
6. Likelihood to bring a large and diverse audience, 20 points
7. Prior experience in organizing similar events, 10 points

**Feedback surveys:** The organizers should provide on-site evaluations forms to all participants soon after the conclusion of the workshop. These evaluations are essential to improve the quality of future workshops and to identify the value to the attendees. The summary of the survey should be shared with the Executive Committees of IFT-NPD and EFFoST no later than 3 months after the workshop.

**Timetable** for planning and proposing a workshop submission to the EFFoST / IFT-NPD Joint Workshop Committee.

- February 28: EFFoST /IFT- NPD Call for Workshop proposals for the following year (2021)
- March 31: Informal expressions of interest due to EFFoST / IFT-NPD. A brief letter of intent should be submitted to the EFFoST / IFT-NPD Joint Workshop Committee. Please contact Gustavo Barbosa-Cánovas ([barbosa@wsu.edu](mailto:barbosa@wsu.edu)) and/or Olga Martín-Belloso ([omartin@tecal.udl.cat](mailto:omartin@tecal.udl.cat)).
- May 29: DEADLINE FOR SUBMITTING FORMAL PROPOSALS clearly identifying the selected venue, a detail budget, and Theme to the IFT-NPD / EFFoST Joint Committee. Please contact Gustavo Barbosa-Cánovas ([barbosa@wsu.edu](mailto:barbosa@wsu.edu)) and/or Olga Martín-Belloso ([omartin@tecal.udl.cat](mailto:omartin@tecal.udl.cat)).
- June 17-19: Representatives from the selected organization to organize the workshop meet with the members of the EFFoST / IFT-NPD Joint Committee through a conference call / Skype meeting.
- July 12-15: Informal in-person meeting of the potential host and members of the IFT-NPD / EFFoST Joint Committee at the IFT Annual meeting in Chicago, USA.
- July 30: EFFoST / IFT-NPD announces the formal acceptance of proposed workshop. In addition, liaisons and past-organizers details will be provided.
- Oct. 5-7: Representatives from the selected organization to organize the workshop meet with the members of the EFFoST / IFT-NPD Joint Committee at the EFFoST / IFT-NPD Nonthermal Workshop in Cape Cod, MA, USA.

- Nov 2: The International Scientific Committee is formed. The hosting organization designate the Chair of this Committee and start the interaction with the EFFoST / IFT-NPD liaison.
- December: Finalize Workshop Theme and develop the program outline.
- January: Establish website and registration procedures. Open call for abstract submissions.
- February: Distribute promotional materials, advertisements, and begin registration process.
- April: Identify speakers, send invitation letters to speakers and solicit sponsorship from industry and government.
- July: Deadline for poster abstract submissions.
- Sep-Nov: Workshop (and possible short-course).