

CALL FOR PROPOSALS

2022 EFFoST / IFT-NPD WORKSHOP ON NONTHERMAL PROCESSING OF FOODS

(Includes Guidelines)

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, 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 the Guidelines outlined below. It is intended to have the 2022 Workshop in Europe, but proposals from other parts of the world are more than welcome as the overall quality of the proposal will prevail over location.

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 the EFFoST / IFT-NPD Workshop Committee for consideration following the schedule included in this document.

The proposal should include the following:

- 1. 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. **A descriptive title of the workshop should be included as well.**
- 2. Theme(s):** The workshop should have, at least, one well-identified theme that highlights new advancements in the world of nonthermal processing and inspire new and innovative applications in this critical technology topic. This theme should highlight the diversity of applications of nonthermal technologies, while applying to diverse

audiences, such as microbiologists, engineers, processors, equipment manufacturers, regulatory agencies, etc.

The theme should:

- a. Make this workshop a 'must attend' event for anyone working or interested in nonthermal processing technologies and their application to and beyond food
- b. Encourage diversity in speakers, ideas, and discussion
- c. Stimulate dialogue, discussion, and debate
- d. Inspire and energize the current and future workforce
- e. Be highly engaging and attract new partners and members
- f. Serve to grow IFT-NPD and EFFoST into new and adjacent markets, while serving to encourage the retention and recruitment of membership.
- g. Show how nonthermal processing is paving the way for the future of food

The proposal should clearly articulate how the scientific theme addresses this criterion.

The theme should be different from recent workshops and other nonthermal processing related conferences.

3. **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 unless a virtual-only event is proposed. The proposal should articulate the rationale, logistics and justification for the proposed site (costs, location, guided visits to places of professional interest, accessibility). Please outline if the workshop is intended to be held "In Person" (IP), "Virtually" (VI) or "Hybrid" (HY). Please note which portions would be transferred to a different format should circumstances require you to do so (e.g. pandemic prohibits travel).
4. **Tentative dates:** The proposal should provide 2 or 3 options for dates for the workshop. It is important to offer flexibility to maximize attendance and participation. The proposing organization should make efforts to avoid potential conflicts with other major events, food conferences, 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.
5. **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.

6. **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 government agencies.
7. **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.

The lead workshop organizer, in consultation with EFFoST / IFT-NPD Joint Workshop Committee, must 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 presentations and abstracts; and judging graduate student posters. It is recommended that the committee consist of less than 20 members for the International Scientific Committee. The Joint Workshop Committee will then designate two-thirds of the Scientific Committee members. The other third of the members can be appointed at the discretion of the host to balance the needs of the local organization

8. It is recommended to invite lead organizers 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.
9. **Workshop duration and format:** The workshop shall last 2-3 days, and it should include, invited speakers, oral and posters presentations, break-out sessions focusing on relevant hot topics (e.g. barriers to industrial adoption of nonthermal technologies), and summary sessions. The workshop should also feature a brief oral presentation during a summary session introducing the next workshop. Alternatives to break-out and summary sessions are panel sessions and/or round tables.
10. **Marketing Strategy:** It is required to indicate how the workshop will be promoted and what efforts will be made to secure the expected attendance.
11. **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 content of this course and potential lecturers should be identified in the proposal. **The Joint Workshop Committee encourages the Workshop organizers to offer a Short Course** for the benefit of the Nonthermal Processing community, especially for colleagues that are not fully acquainted with the topic, those that need to get updated as well as graduate students.

Workshop proposal evaluation:

The IFT-NPD / EFFoST Joint Workshop Committee will evaluate submitted proposals based on the following criteria:

1. In Person (IP)

1. Qualifications of the team (number of experts, recognized track record)
2. Relevancy of the proposed theme(s) and its(their) ability to attract a large and diverse audience
3. Strategy to run the whole program (i.e. proposed themes and sessions, Short Course + Workshop, sponsorship)
4. Accessibility of the workshop location (easiness to reach the workshop site, airport)
5. Accessibility of the demonstration site(s) with respect to workshop location
6. Quality of the equipment at the demonstration site(s) (Number of technologies, adequacy of the equipment, attractiveness to attendees). Since this is a workshop, this component of the program should not be underestimated and should be highlighted to understand what the audience experience will be
7. Prior experience in organizing similar events

2. Virtual (VI)

1. Qualifications of the team (number of experts, recognized track record)
2. Relevancy of the proposed theme(s) and its(their) ability to attract a large and diverse audience
3. How the equipment demonstration will be conducted (Number of technologies, adequacy of the equipment, attractiveness to attendees). Since this is a workshop, this component of the program should not be underestimated.
4. Strategy to run the whole program (i.e. proposed themes and sessions, Short Course + Workshop, sponsorship)
5. Prior experience in organizing similar events which includes how to run virtual meetings
6. Identification of a suitable platform to broadcast all the activities programmed for the workshop and the short course. The organizers have to clearly identify which components of the program will be live, which ones will be pre-recorded, how the posters will be shared with the audience. It will be very important to clearly establish how panel/round tables, break-out and summary sessions will be run. Another important aspect to be considered by the evaluators is how time difference among countries will be handled to maximize participation.

3. Hybrid (HY)*

1. Qualifications of the team (number of experts recognized track record)

2. Relevancy of the proposed theme(s) and its(their) ability to attract a large and diverse audience
3. Accessibility of the workshop location (easiness to reach the workshop site, airport)
4. Accessibility of the demonstration site(s) with respect to workshop location (if applicable)
5. How the equipment demonstration will be conducted (Number of technologies, adequacy of the equipment, attractiveness to attendees). Since this is a workshop, this component of the program should not be underestimated.
6. Strategy to run the whole program (i.e. proposed themes and sessions, Short Course + Workshop, sponsorship). It will be essential to clearly establish which parts of the programs will be IP; which ones will be VI; and which ones will be IP and VI.
7. Likelihood to bring a large and diverse audience
8. Prior experience in organizing similar events which includes how to run virtual meetings
9. Identification of a suitable platform to broadcast all the virtual activities programmed for the workshop and the short course. The organizers have to clearly identify which components of the program will be in person, which one will virtual/live, which ones will be pre-recorded, how the posters will be shared with the audience. It will be very important to clearly establish how panel/round tables, break-out and summary sessions will be run. Another important aspect to be considered by the evaluators is how time difference among countries will be handled to maximize participation.

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.

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

August 9, 2021 : EFFoST /IFT- NPD Call for Workshop proposals for the following year (2022). It is intended to have the 2022 Workshop in Europe but proposals from other parts of the world are more than welcome. The overall quality of the proposal will prevail over location.

September 20, 2021: 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 Marcia Walker

(marcia.walker@greenleaffoods.com) and/or Olga Martín-Belloso (omartin@tecal.udl.cat).

October 4, 2021: DEADLINE FOR SUBMITTING FORMAL PROPOSALS (1st Round) clearly identifying the selected venue, a detail budget, and Theme to the IFT-NPD / EFFoST Joint Committee. Please submit proposals to Marcia Walker (marcia.walker@greenleaffoods.com) and/or Olga Martín-Belloso (omartin@tecal.udl.cat).

October 15, 2021: Representatives from the organizations to organize the workshop meet with members of the EFFoST / IFT-NPD Joint Committee through conference calls. These meetings will be between one of the possible organizers and members of the Joint Committee, i.e. there will be as many meetings as proponents. The main purpose of these meetings is to give feedback to potential organizers how to improve their proposals.

November 5: DEADLINE FOR SUBMITTING FINAL PROPOSALS (2nd Round) clearly identifying the selected venue, a detail budget, and Theme to the IFT-NPD / EFFoST Joint Committee. Please submit proposals to Marcia Walker (marcia.walker@greenleaffoods.com) and/or Olga Martín-Belloso (omartin@tecal.udl.cat).

November 19: EFFoST / IFT-NPD Workshop Committee makes a recommendation to EFFoST and IFT NPD Executive Committees where the workshop should be held. In addition, Joint Committee liaison(s) and organizers details will be provided.

December 6: EFFoST and IFT NPD Executive Committees announce the formal acceptance of the selected proposal.

December 15 and January 12, 2022: Representatives from the selected organization to organize the workshop meet with members of the EFFoST / IFT-NPD Joint Workshop Committee via teleconference.

January 26: The International Scientific Committee is finalized. The hosting organization designate the Chair of this Committee and start the interaction with the EFFoST / IFT-NPD Committee liaison(s).

February: Finalize Workshop Theme and develop the program outline.

March: Establish website and registration procedures. Open call for abstract submission.

March: Distribute promotional materials, advertisements, and begin registration process.

- May: Identify speakers, send invitation letters to speakers, and solicit sponsorship from industry and government.
- July: Deadline for poster abstract submission.
- Sep-Nov: Workshop (and possible short-course).