EFFoST2023 - Roles and responsibilities

LOC – Local Organising Committee

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 an 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
- Select conference theme and topics in consultation with SC-D&C
- Develop conference programme in consultation with SC-D&C
- Develop plenary and parallel sessions based on accepted abstracts
- Identify plenary and invited speakers and discuss with COC
- 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 for administrative purposes
- Develop sessions (length, number and timing) based on the abstract review process
- Nominate chairs and keynote speakers for each session, often includes Scientific Committee members and invited speakers
- Deal with any scientific programme issues such as speaker replacements in case of withdrawals
- 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
- Chair or LOC member to be a guest editor for one or more of the supporting journals of the 37th EFFoST International Conference. During the conference programme design phase, the LOC will suggest topics for the special issue(s) and make a shortlist of potential contributors. After the conference, in agreement with the publisher and editors, invitations and call for applications will be sent out by the LOC.

Abstract management

- Define categories to be used in the abstract submission system. These differ from the sub-themes and topics described on promotional material, as these topics are not mutually exclusive making it difficult for the abstract submitters to choose and for the LOC to build a programme. The food science disciplines should be used as categories on the abstract submission form. This information is also used by the EFFoST for the planning of future conferences.
- 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 (including EFFoST Board and Standing Committee members) are invited to the Scientific Committee (list of past SC provided by EFFoST)
- Provide a list of Scientific Committee members and deadlines to COC for discussion
- Develop abstract review criteria and processes, based on past conferences and in consultation with SC-D&C
- Provide instructions for abstract review for the scientific committee
- Ensure that all abstracts are reviewed twice
- Select oral presenters from submitted abstracts
- Select poster presenters from submitted abstracts
- Shortlist which poster presentations could be bumped up to oral presentation, if needed
- Cluster poster presentations by sub-theme for on the exhibition floor
- Provide a list of accepted (oral, poster, oral/poster) and rejected abstract submissions to PCO who will send out notifications.

Sponsorship and Exhibitor management

- Best endeavour to achieve sponsorship to support the budget or to enhance certain aspects of the conference, e.g., quality and assortment of lunch or refreshments breaks
- Approach potential local sponsors
- Discuss potential international sponsors with EFFoST and PCO s

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 36th EFFoST International Conference 2022
- Provide programme updates to COC for further communication
- Provide mailing lists of people potentially interested in the conference to PCO
- Distribute and share promotional material/messages in professional network, including mailing and social media posts
- Raise local awareness of the event to all relevant stakeholders and channels
- Write a welcome letter for the programme booklet
- Provide logo and a short description of hosting institute(s) (approximately 120 words) for website and printed material
- Provide name, affiliation, and photo of LOC members on the conference website and the conference booklet

At the conference
- Officiate opening and closing of the conference together with the EFFoST President. EFFoST will provide a draft PPT for these presentations with info and statistics on the conference branding
- 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 timeslots 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

Post-Conference
- Contribute to the post-conference reporting

EFFoST – European Federation of Food Science and Technology

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
- Provide guidance and access to past conference documentation for the programme timing and set-up to ensure that all conference elements are given sufficient space
- Provide lists of scientific committee members of past conferences, to ensure that active EFFoST Members at included in SC
- Connect LOC with the publisher of the EFFoST affiliated journal
- 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 and provide knowledge and experience of past EFFoST conferences to LOC

Conference Programme
- 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
- Support the organisers of the Young EFFoST Day

Abstract management
- Promote the abstract submission deadline on EFFoST website, social media, and with mailings to past conference delegates
- Approve all emails that are to be sent out by PCO to abstracts submitters, and oral and poster presenters

Delegate registration
- Determine reduced fees for special delegates, in consultation with LOC and PCO
- Provide information to PCO of usual processes
- Approve all emails that are to be sent out by PCO to delegates

Sponsorship and Exhibition Management
- Create prospectus with sponsor opportunities and packages in collaboration with the PCO
- Approve tailored sponsorship packages ensuring that amount of exposure provided to the sponsor is in line with their sponsorship contribution
- Provide lists of past and potential sponsor contacts to PCO
- Maintain an overview of the acquisition of (potential) sponsors

Communications and Marketing
- Create style guide for EFFoST conference branding
- Develop promotional material according to conference branding, including flyers, website, conference booklet, conference bag and the sponsorship prospectus
- Develop and maintain conference website, that includes information on the conference theme, programme, location, committees, etc. The website will also be updated by PCO
- Send mailings to promote the EFFoST conference to a wide audience, including potential conference delegates provided by the LOC, EFFoST members, past conference delegates, and possibly purchased mailing lists. Compliance with GDPR.
- Promote conference on social media including post updates of the conference, e.g early bird, invited speakers and sessions
- Approve press releases drafted by PCO
- Guard the use of the EFFoST brand in marketing activities and promotional materials of the COC
- Approve all communication materials developed by the PCO and LOC 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
- Report on marketing analysis
- Liaise with third parties e.g. printing, software and shipping companies

At the Conference
- Planning opening and closing ceremony in collaboration with LOC
- Prepare PPT (template) slides for LOC for the opening and closing
- 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 and LOC
- Contact for delegates for all questions about EFFoST

Post-Conference
- Make conference materials available to conference delegates including sharing oral presentations of authors who have provided their permission and the professional photos taken at the conference.
- Capture momentum to strengthen and expand the Federation
- Send and analyse results of post-conference questionnaire to improve next conference

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
- Possibly act as session chair of the parallel sessions

PCO – Professional Conference Organiser

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
- Facilitate monthly update meeting of COC
- 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 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 the conference website
- Communicate with submitting authors about process
- Ensure reviewers have access to abstracts online
- Send invitations and instructions of review process developed by LOC to Scientific Committee
- Ensure that review is completed within the 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 before the early bird deadline to be included in programme

Delegate registration
- Set-up of 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 individual certificates of participation
- Produce name badges
- Onsite registration

Sponsorship and Exhibition Management
- Sponsor acquisition, contracting and follow up
- Prepare sponsorship opportunities and packages in collaboration with EFFoST.
- Discuss tailored sponsorship packages (benefits and exposure) with EFFoST
- 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: write and distribute press releases
- Website: update website e.g. adding information on programme, location, committees, speakers etc
- Mailings: draft text for email updates to be sent by EFFoST to mailing lists of a wide audience that may be interested in the EFFoST conference
- Conference programme booklet: collect information from invited speakers and sponsors and coordinate printing of booklet
- Conference bags: order bags, insert sponsor flyers and distribute at the conference
- Signage: EFFoST will provide templates for digital and printed signage that is to be specified by the PCO according to the venue
- Report on marketing analysis
- Conference app
- Liaise with third parties e.g. printing, software and shipping companies

Onsite management
- Onsite coordination (present at least one day before the conference)
- Manning of the registration desk
- Registration of delegates
- Set up rooms, signage, stickering of poster presentation board
- Timekeeping e.g. ensuring breaks end on time
- 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 student volunteers
- Handing out printed certificates

Post conference
- Finalizing payments
- Prepare final financial report
- Send out thank you emails to delegates and contributors

COC – Conference Organising Committee

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:
o EFFoST: Jeroen Knol, Managing director and Linda Scholten, project coordinator
o Local organizing committee: Chairperson and co-chair
o Professional Conference Organiser (PCO): conference project lead in addition to communications officer, sponsorship and sales officer, registrations and abstract handling officer when relevant

- At the monthly catch-up, the COC will provide information of developments and milestones achieved.