



IFT21 Call for Proposals Frequently Asked Questions

Below are some of the most frequently asked questions during the session proposal submission process, with references to additional information in this set of guidelines.



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Call for Proposals Questions

Can I submit more than one proposal?

Yes, any organizer or presenter can submit more than one proposal. This includes proposals that may be part of a series. See Session Proposal Scenarios for specific examples.

Do I have to be an IFT member to submit a proposal or be a session speaker?

We welcome any participants that would want to submit a proposal. Your membership status does not play a role in your proposal review and selection. If you are an IFT Member, please include the membership ID# that can be found on your [My Account](#) page. If you have never been an IFT member or customer, you can create a [free account here](#). If you are unsure if you have an IFT account, please follow the 'Forgot my Username' prompt or email info@ift.org.

Is there a maximum number of presenters per session format?

The recommended number of presenters per session type is listed within the [session format type overview](#). While these are recommendations, they are based on presentation best practices.

Are session organizers and moderators still being utilized?

Anyone who submits a proposal on behalf of themselves or another speaker(s) will act as the organizer for that session or series of sessions. Organizers, with guidance and resources from IFT, are responsible for their session running smoothly should their proposal(s) be accepted.

Do I have to finalize the speakers who will be participating in my session?

Speaker information must be included within all proposals at the time of submission, including presenter names, email, and biography, so that the proposal can be properly peer-reviewed. Incomplete proposals will not be accepted.

I would like my proposal to be considered for either an Individual Presentation or an Innovation Showcase.

Should I submit my proposal twice to be considered for both formats?

No, you should not submit the same proposal twice listing a different session format. Submitters should submit their proposal indicating their preferred format. High quality proposals will not be rejected solely because of the format that was listed. The AMSPAP committee will evaluate each submission and may suggest alternative formats based on the topic, scheduling, or other circumstances.

Can presenters be from the same company or organization?

Proposal submitters are encouraged to be innovative, culturally sensitive, and thoughtful in proposing appealing sessions that are inclusive and reflect the diversity of the science of food in terms of speaker locality and background (gender, ethnicity, career stage, etc.), professional affiliation (IFT members and non-members), professional identity, and showcase international and/or cross-disciplinary collaborations.



I would like to promote my company's new ingredient, product, or offering. Can I submit a proposal about it?

No, proposals promoting a company's ingredients, products, or offerings are strictly prohibited and will not be accepted. Proposals should be driven by high-quality science and information that is educational to IFT's community.

How can I promote my company's new ingredient, product, or offering at IFT's Annual Event?

IFT offers many ways companies can promote their products, including sponsorship opportunities. A full list of opportunities will be available on the IFT21 website coming this Fall, 2020.

Do session presenters have to submit their abstracts to the Journal of Food Science for publication?

Submission of a proposal to IFT21 indicates that the authors agree to give IFT the first opportunity to publish the work (right of first refusal). Authors are encouraged to submit their papers for consideration in any of IFT's publications— the Journal of Food Science (JFS), Comprehensive Reviews in Food Science and Food Safety (CRFSFS), the Journal of Food Science Education (JFSE), Food Technology or books. As soon as possible after IFT21, authors should visit <http://mc.manuscriptcentral.com/jfs> to submit their manuscripts to JFS, CRFSFS, and JFSE. To submit to Food Technology, contact Mary Ellen Kuhn at mkuhn@ift.org. You may call the IFT Publications Office at 312-782-8424 for further information. Those who do not wish to publish their papers in IFT publications, but rather other journals should contact Amanda Ferguson aferguson@ift.org to request permission.

Submission Platform Questions

Can I start my submission, save it as a draft, and submit it at a later date?

Yes, you will have the ability to have numerous unsubmitted applications going at once as long as you complete Step 1 (Proposal Contact) within the submission site.

Will I receive a copy of my proposal once I've submitted it to the submission platform?

No, you will not be emailed a copy of your proposal once it has been submitted to the platform. All submitters should save a copy of their submission for their personal records. We have created this [IFT21 Call for Proposals Submission Worksheet](#) for your convenience.

Will IFT be offering Office Hours ahead of the Call for Proposal deadline?

The Knowledge & Learning Experience Team will be holding Scientific Program Office Hours every Wednesday at 3:30 pm CST from now until November 18th. Please email us at amsp@ift.org to receive the Zoom call info.

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

Web-related technical questions should be to directly to the staff of Map Your Show Customer Service at help@mapyourshow.com or call (888)-527-8823 (International) 1-513-527-8823. All questions regarding the proposal process or content, please contact IFT staff at amsp@ift.org.



Proposal Review and Selection Questions

Who reviews and selects session proposals for the Annual Event?

All proposals submitted to the Call for Proposals undergo a 2-Tier peer-review process. Each tier is comprised of volunteers who are subject-matter-experts within the science of food. Tier 1 reviews utilize a [published rubric](#) to identify relevant, high-quality proposals. Tier 2 reviews are conducted by the Annual Meeting Scientific Program Advisory Panel (AMSPAP), who makes the final review and selection of session proposals.

How do I become a Tier 1 Reviewer or AMSPAP member?

Individuals can apply to participate in the Tier 1 Review process through the same Call for Proposals submission site. For those wishing to volunteer as a AMSPAP member for IFT22, please check the IFT's [Volunteer Central](#) for more information in mid-2020.

What is the review process for submissions?

IFT holds an open Call for Reviewers to recruit Tier 1 Reviewers. These volunteers must be IFT members and identified as subject-matter-experts aligned to relevant topics. Upon their review and selection, each reviewer is assigned proposals to review that align to their expertise. Each proposal is reviewed by a minimum of 5 reviewers. Once Tier 1 reviews are complete, Tier 2 reviewers, also known as Annual Meeting Scientific Programs Advisory Panel (AMSPAP), select proposals to be accepted based on the overall scores, comments from Tier 1 reviewers, and the needs of the science of food community.

If my proposal is not accepted, does IFT offer other platforms for me to present my work?

IFT accepts year-round proposals for content such as webinars or podcasts through our [member-generated content program](#).

Session Proposal Scenarios

I would like to propose an individual presentation followed by a workshop. How do I go about doing that?

You should submit 2 proposals, one detailing the individual presentation and another outlining the details of the workshop. The proposal process contains a question asking if that proposal is part of a series, which is where you would list the title of the individual presentation.

I am submitting multiple proposals as part of a series of presentations. How do I go about doing that? Will they be scheduled back-to-back?

The proposal process contains a question asking if that proposal is part of a series, which is where you would indicate that the proposals are linked. The AMSPAP committee will consider all linked proposal when they recommend how to schedule sessions.



Call for Proposal Enhancement Questions

Why did IFT make enhancements to the Annual Event Education Program process?

IFT continuously solicits feedback from our community about how to enhance our programs and processes. This resulted in the IFT Office of the President approving the launch of the Scientific Program Task Force who recommended enhancements to the Annual Event Education Program process. These enhancements accomplished the following:

- Make the Call for Proposals align directly with the needs of IFT's community
- Make IFT's Annual Event education program more inclusive to submitters and presenters
- Ensure that IFT's education program remains the most relevant and thought-provoking program in the science of food
- Provide the ability for attendees to easily plan their own unique education journey at the event

Why did IFT collect questions from the community and how were they incorporated into this Call for Proposals?

One of the primary enhancements to the Call for Proposals is the gathering of questions from IFT's community about the questions they'd like to see addressed at next year's Annual Event. IFT gathered over 1000 questions from the science of food community to understand the pressing challenges facing the global food system and understand what they'd like to see addressed. These questions were analyzed, consolidated, and grouped into themes to help inspire potential session topics for IFT21.

Why are there new session formats?

Attendee data shows that attendees stay for less than ½ of a 90-minute symposium at IFT's Annual Event, indicating that they're staying for the 1-2 individual presentations of interest and then heading to the next session or event. To fulfill the needs of our audience, new presentation formats will make it easier for attendees to plan their schedule and see your session as well as limiting the amount of disruption from attendees coming and going during the session. For submitters, this makes the call more inclusive by not requiring an individual to recruit 3-5 speakers for a given session.