



IFEAT 2018 Cartagena, Colombia – 9th to 13th September 2018

Call for Presenters/Papers

1. About the Conference

The Annual IFEAT Conference will take place from 9th to 13th September 2018 in Cartagena, Colombia, South America.

In 2017, the IFEAT Conference in Athens was a great success attracting over 1,200 delegates from 59 countries. Some very interesting papers were presented during the conference.

The theme for Cartagena in 2018 is “Las Américas”. The conference programme will focus on:

- Essential oils and sourcing from Central and South America including the Caribbean and the Amazon
- Citrus production/trade overviews (with potential focus on Greening issues)
- F&F Markets in Latin America

In addition, and of specific interest, views on topics or new developments regarding:

- Biodiversity
- Aromatic agriculture: developments and challenges
- Climate change
- Legislation

2. Presentation Proposal/Abstract

We invite you to submit an abstract of what you propose to present at the Cartagena conference. Presentation proposals accepted include scientific, technical or professional papers, lectures, workshops and panel discussions with experts.

Presentations are normally a maximum of 20 minutes with five minutes for questions. You may submit more than one proposal but a maximum of three.

Please outline how you will ensure that your presentation is engaging, informative, educational and relevant to the F&F industry audience. Please note, you may not advertise or promote your company/organisation’s products or services in your presentation.



Abstract Proposal Due – no later than 28 February 2018

Please submit your abstract proposal and speaker biog/information by 28 February 2018, to: **Tina Carne**, IFEAT Conference Programme Coordinator, by email to tina.carne@ifeat.org

Your proposal will then be put forward for consideration by the Cartagena Conference Committee. You will be informed of their decision no later than 31 March 2018.

3. Please supply:

- **Your abstract (maximum 500 words)** - an outline of the topic of your presentation
- How your presentation/paper is relevant to the F&F industry
- Any relevant qualitative and quantitative data to support your presentation
- How your presentation/paper ties in with the theme of the conference
- A short biography of yourself (maximum 150 words)
- Details of other speaking engagements you have had (if any)
- Your contact details; company name, address, email, phone, website
- A colour head and shoulders photograph

4. Successful papers:

Final Presentation Materials Due – no later than 1 August 2018

If you are successful, we will ask you to send the final version of your presentation in PowerPoint as a 16:9 format slideshow. Please send via email to tina.carne@ifeat.org

If your file is large or contains video, please use a document transfer service such as Dropbox, www.filemail.com or www.wetransfer.com and please also send any video files separately.

We would also request that you bring all presentation materials on a USB drive by way of a back up with you to the conference.

Please note that we will use computer equipment at the conference venue for your presentation to reduce the risk of any technical problems.

5. Deadlines/dates

- Abstract Submission Deadline: 28 February 2018
- Conference Registration Opens: Spring 2018
- Presentation Materials Due: 1 August 2018



6. You agree that:

- Your presentation is informative and engaging, and is valid, non-biased, and evidence based if relevant.
- You will not promote the products and/or services of your company or organisation.
- You have obtained the relevant copyright permission for all materials used in your presentation – this includes quotes, photographs, videos, sound, music and any other reference materials.
- You agree that the presentation materials you provide may be distributed to delegates and IFEAT Members and will be available for IFEAT to include in the written version of the Conference Proceedings.
- You agree to your presentation being recorded on video and photographed by IFEAT.
- You agree that the presentation version submitted in advance to IFEAT will be the same as the one presented at the event in Cartagena unless you have permission for last minute changes from IFEAT prior to the conference.

Please sign this document and return it (along with your documents as outlined in section 3 above), to tina.carne@ifeat.org

YOUR NAME:

YOUR COMPANY/ORGANISATION:

SIGNATURE:

DATE: