

The board recently changed the IAPRI Operating Policies relating to events to now include three types of educational events. World Conferences, Member Conferences and Symposia. Here is a brief description and comparison of them:

World Conferences versus Member Conferences: On alternating years, an IAPRI World Conference or Member Conference is hosted by one of the Members. World conferences on even numbered years and member conferences on odd numbered years. Member Institutions can apply for hosting an event to the Board at any time. The Board shall announce the hosting institution at the Member Meeting two years before the event is to take place. The Board may indicate a main considered theme if desirable. World conferences are open to all interested parties while member conferences are only open to IAPRI members.

Symposia, when the Board deems it appropriate, it may sponsor an IAPRI Symposium on a very specific single topic by inviting experts to discuss and attendees to listen. It shall be a one or two-day event, depending on the scale of the topic and number of potential experts.

The following is a guide to assist in hosting an IAPRI Member Packaging Conference for members only or a World Packaging Conference accessible for both members and non-members.

Most of the issues below are associated with both activities and the activity will be called conference. If not, the specific type event will be identified.

The hosting member (organizer) has a lot of freedom in making choices and will have to think about such things as:

- design of website
- theme of the event
- exposure material
- use of banners
- photography during the event
- the booklet with abstracts
- etc.

The website is critical, and it is very important to include as much information and detail as possible. Be sure the website provides common information, like hotels, how to get there, a preliminary program etc. because attendees ask everything by email up to the buses that are running, times trains are leaving etc. The more you can lead them to the website, the more efficient in time for the organizer.

Make sure you are using the most recent IAPRI logo for communication. Check with the Secretary General (SG) the current version.

If there are questions, please contact the SG with cc to the President.

Nevertheless, there are some issues that more or less are expected because they have become a habit and/or a need or because they are agreed to by membership at a general meeting in the past. Here are some main things you need to be aware of:

- Discuss the prices for registration, including social events with the SG before they are published

- Make an early bird price (should end about 10 weeks before the date)
- Remind people that for world conferences non-members have to pay more
- Abstracts of the presentation shall be available at the start of the conference. Preferred in hardcopy, but electronically is acceptable
- It is preferred that the Proceeding with the papers must be ready as pdf at the start of the activity, if not then distributed to the attendees within 2-3 weeks.
- A Reception is planned the evening before the presentation activity begins the next day
- Social dinner first or second day
- Official dinner first or second day
- 50% discount for the registration fee is given to the IAPRI board members
- Free registration is provided to the Secretary General and the President
- Costs of the hotel accommodations for the Secretary General is paid for by the organizer
- One free registration for the IAPRI newsletter editor (ask Secretary General) but only at European events
- One free registration for a representative of Wiley for the peer review stream of Packaging Technology & Science (not officially signed but has become the habit)
- Non-members are not permitted to attend Member Conferences with one exception, if they sponsor with a fair amount of money you should not refuse them. The amount should be close to 5000 (euro's or dollars) for 1-2 entrees. If a sponsor is going towards 10.000 (euro's or dollars) then 2-3 entrees can be given to them. The mentioned prices are subject to negotiations (guideline: do not go below 3500 for two entrances, do not go below 7500 for three entrances).
- Many people need to make a presentation to get funding for traveling and to get access to a visa. The people will ask for an invitation letter in which the title and authors and the way of presenting is taken up. "you are invited to the [activity] to present [title and authors of submission] as [poster] [oral presentation].
- For IAPRI member representatives who are not presenting a paper or poster, they can receive a general invitation letter ("we invite you to the member conference" without taking up that a poster or oral presentation will be presented) can be send, but remember that this does not mean that you are responsible in whatever way if a visa will not be provided (booked tickets etc.). Co-authors can be sent an invitation letter as well.

Streams of Submissions

There are two streams of submitting for the conferences. It maybe unclear for many what the differences are between the two streams. This can cause a lot of work; emailing and explaining what both streams mean. If an abstract is accepted for an oral presentation, researchers (mostly PhD's) may think that their paper will be published in the PTS Journal. It is very important that the website and any promotion is very clear on the options for submission.

General or Mainstream

The general stream is submitting an abstract for a potential paper and oral presentation to be presented at the conference. The Scientific Committee will review the abstracts and conclude if it is accepted for an oral presentation, a poster presentation or if it is rejected. See information in IAPRI's Process for Abstract Review and Presentation Selection document for information about EasyChair and other options offered by IAPRI about processing abstracts and the procedure and details for judging them.

Peer Review Stream

The peer review stream is managed by the Journal Packaging Technology and Science (PTS). If people submit for the peer review stream this must be registered also with the conference to

be sure eventual presentations can be taken up in the program. The best choice is registering this at the website of the conference and then guiding them to the portal of PTS by use of a link (ask for the link from the editor of PTS). At PTS they must click on the type of item and choose 'paper to be presented at IAPRI activity'. Make sure this is very clearly on the website otherwise there will be a lot of confusion with people who submit (especially all the PhD's keep on asking if an abstract of the mean stream that is accepted it will be published in PTS).

Communicate with the editor of PTS (Jun Wang) about the registrations so no paper is missing in the peer review stream. Some papers are directly submitted to PTS and need to be caught and registered with the IAPRI website. The editor tries to catch them but if they do not choose the option for 'presenting at the IAPRI Conference' they can be missed by PTS.

Papers of poster presentations

Require papers for poster session presentation that tell about the research that occurred so they can be taken up in the proceedings. Sort of what the researcher would tell if they were there in person describing the research depicted on the poster. A two-page paper can be requested. A template has been made.

Presenting at the conference

- Papers coming from the peer review stream. The editor will send an overview with papers that are accepted. Be aware that papers that are rejected for peer review can be of sufficient level to be presented at the conference as an oral presentation. The authors have to be asked by the organizer if they will use the opportunity to present. The editor will give the details. From papers accepted for the peer reviews stream in the proceedings of the conference only the abstract can be taken up. Ask for the abstract (ask the authors with cc to the editor of PTS).
- Papers that are rejected for the peer review stream, but that still want to be considered for oral presentation, need to submit the paper for the proceedings. This can cause some discussion because sometimes the author(s) like to submit the paper at other journals. Be clear that they make a choice. They could submit a paper in which not all results and conclusions are taken up.
- Papers that are accepted by the Scientific Committee to be presented as oral presentation. To guarantee quality at the conference a paper is expected for the proceedings. Some researcher come up with all kind of excuses not to submit the paper. Some PhD's even claim that their abstract is accepted by the Scientific Committee, so they do not have to submit the paper. Be very clear and strict in this; no paper means no presentation. Many people need more time than the deadline (e.g. 1 month before the activity). Remember that there are people who need a presentation to get budget for traveling. If their name is on the list of presenters and this list is published, the need to submit a paper will be less. So do not publish lists with names, abstracts or a program with names too fast (up to they probably will have booked a ticket). If the last papers will not come, contact the SG and the President to discuss what to do. It depends on the amount of available time slots, what can be done but it definitely helps if the SC sends an email.
- Poster presentations that are accepted by the SC. For reasons of consistency it is advised to design a template for the posters. Look at the boards that are available at the proposed venue and determine a size that can be printed on most printers. Preference is A0 which is 841 × 1189 mm) or A1 for example. Provide the template in a format that many people can use (Adobe InDesign or Microsoft Publisher for example). Determine yourself if you want to print the posters or if you ask the people to bring them with them. If you print the posters yourself, remember the deadlines and remember that there will be people who just come in with a USB stick.

In 2019 (Twente) pitch presentations were introduced for poster presentations. This meant that some more people could get a budget for travel because they could present, and it respects the research a bit more because a poster presentation is often seen as a lower grade. A PowerPoint template presentation is made with 5 sheets. See the template in the folder. The presentations may last up to five minutes. In the time schedule they are taken up according to the subject.

Conferences can change like society. A bit more dynamics and combining shorter presentations with longer could work out well. If you introduce something new, explain it clearly and ask for evaluation at the attendees.

Timing and activities as organizer

IAPRI has prepared a Conference Event Check Sheet that lists most all the activities that are important for a successful event. It starts 18 months out from the date of the event and is blocks of time out from the event. **The guide can be found in the folder.**

Sponsorship

Seeking Sponsors to assist in covering some of the cost of the event is up to the hosting organizer. They can present an opportunity to make money. There can be several models. This is an example that was used in Member Conference in 2019. Categories like Silver, Gold and Platina and set amounts for these. The 2019 levels and benefits for the companies are presented in a table below.

Companies want to negotiate about what they pay and what they get. It is hardly possible to set strict targets, like everybody the same for the same money. Be flexible in this. For member conferences: sponsors do not have to be member. If you offer an entree, also invite them for both dinners (as well social as official dinner).

Type of sponsor	Amount	Remark
Silver	€ 1000	Is like paying small items like pens, blocks etc.
Gold	€ 5000 But from e.g. 3500 to 5000 is accepted as Gold	Is like paying a (luxury) lunch. You can have the lunch sponsored with extra commercial possibilities
Platinum	€ 10000 But from ca. 7500 to 10000 is accepted as Platinum	Is like paying a dinner. You can have the dinner sponsored with extra commercial possibilities if you like. Extra entrees for 2-3 persons

Possible sponsor benefits to consider:

- Logo at the website. Remember, put sponsors at the home site and at a special sponsor tab where you can put more information (if the companies are asking for that)
- Logo at the book of abstracts
- Logo at the printed program
- Logo at the proceedings (pdf)
- Entrees for 1-2 persons (Gold), 2-3 persons (Platinum)
- Opportunity for a stand for publication
- Folders or leaflets or gadgets or items on the table of the paid dinner (Platina)
- If sponsors receive an entrance, it is also the habit to invite them to the dinner(s)

In the folder is a printed leaflet example from 2019 to send to possible sponsors and as pdf by email. The leaflet is not exactly the same as this table but for a leaflet it works well. If companies contact you, you can start negotiating

Planning a conference program

Setting up the program schedule of presentations for the conference is probably one of the most difficult, yet important tasks that the host will have to complete, especially if parallel streams are planned.

Sessions run in parallel should as much as possible not cover similar or linked topics, to avoid frustration of delegate. The topics defined for the conference can usually be grouped in 4-5 categories within which presentations should not overlap.

This task should not be outsourced to persons not having a general overview of packaging research to avoid a poorly defined schedule. It should be considered as a key task and sufficient time should be planned to complete it.

Running a conference program

Most delegate attending a conference will set up their own program of presentations they want to attend.

It is therefore very important that once defined, the program is not extensively changed.

Presentation should start and end at the time scheduled in the program. In the case of a no-show, other presentations should not be moved to fill the gap.

Time keeping is essential and session chairs should be made aware of its importance.

Including on-line contributors and participants.

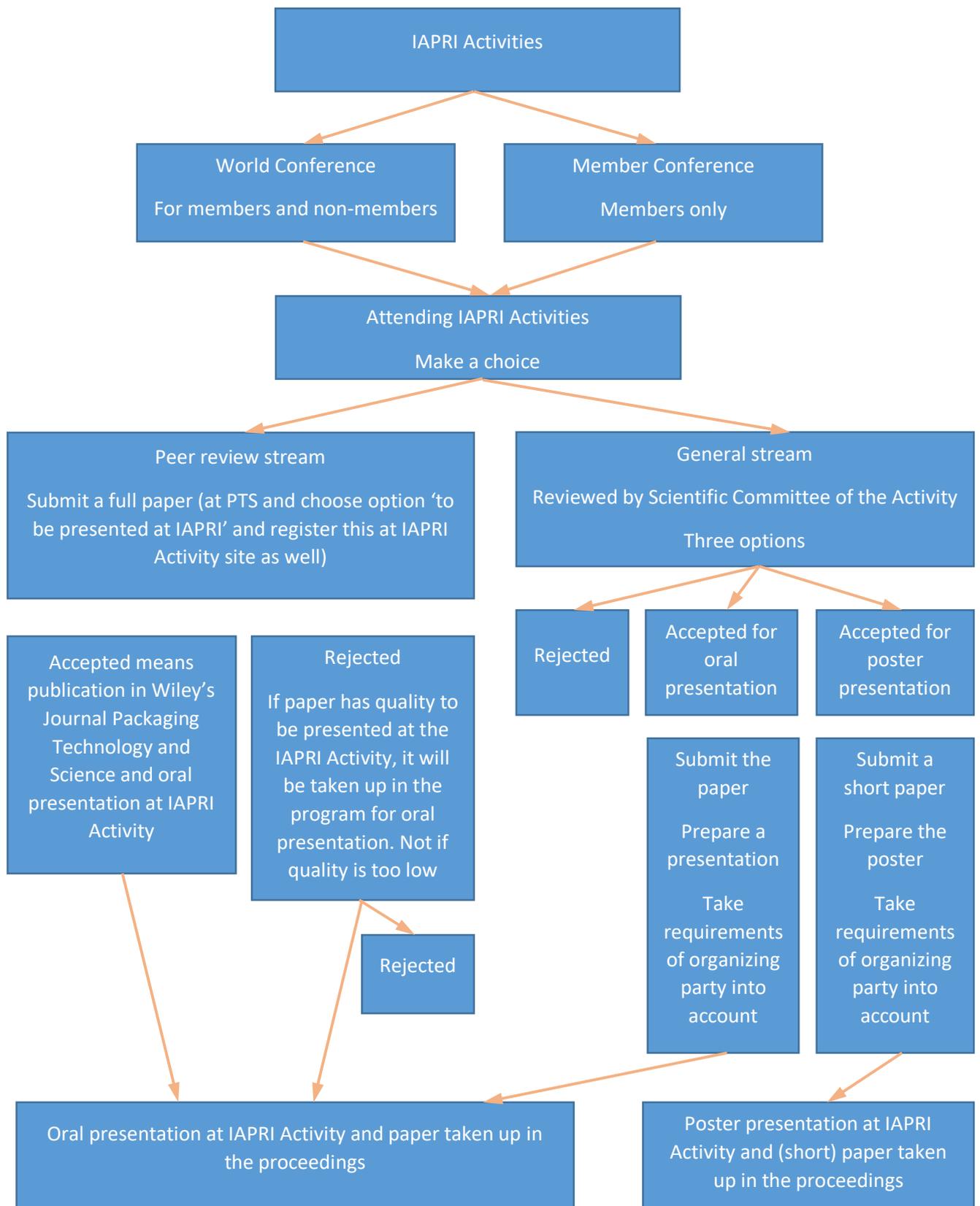
With the pandemic, many conferences went either fully virtual or provided an option for some participants to attend online.

It is IAPRI's position that on-line participation should be limited to graduate students and to some other exceptions.

Our experience has shown that some points need to be followed to provide an interesting on-line experience:

- On-line presentations should be pre-recorded to avoid technical issues
- The speaker should however be available live for the Q&A session following the presentation
- On-line attendees should have the possibility of interacting with the room during the Q&A session, by asking questions in a chat which will be read by the chair of the session, if time permits.
- All interactions in the room should be done using a microphone, to enable online participants to follow discussions, if microphones cannot be used by people in the room, the chair should repeat the question using a microphone.

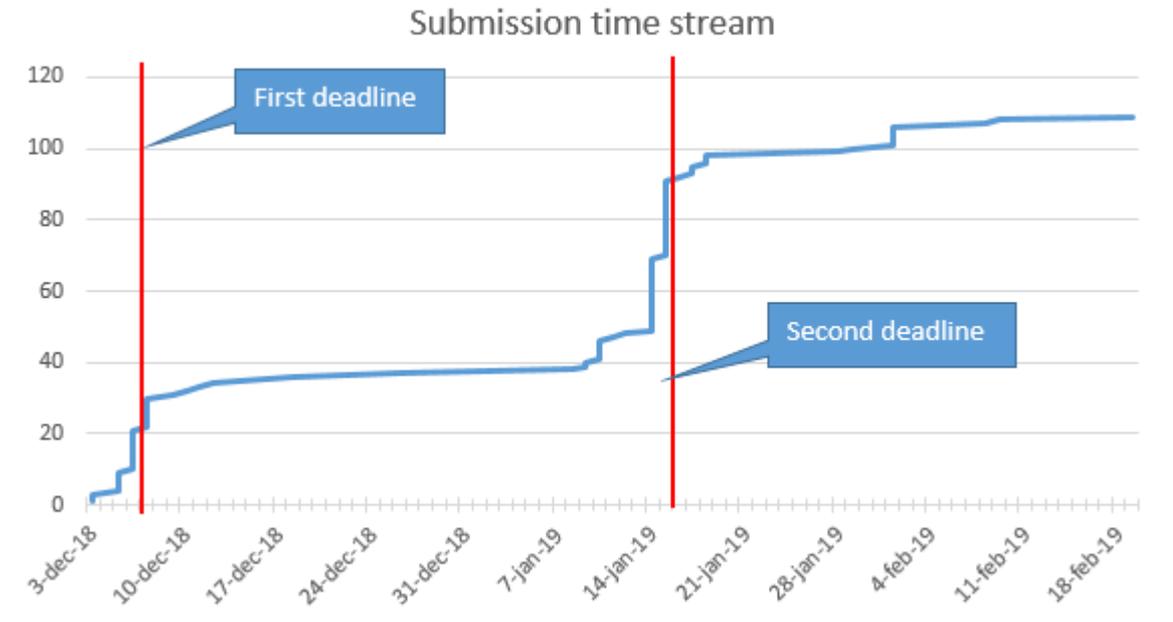
Streams of the IAPRI Activity



From the 2019 Symposium

Statistics by Topic	submissions	accepted	Accept. rate	PC mbrs
Packaging for hazardous & dangerous goods	-	-	-	2
Packaging printing & graphics	2	1	0.5	-
Packaging machinery & systems	3	2	0.67	3
Medical, cosmetic & pharmaceutical packaging	4	2	0.5	6
Packaging standards & legislation	5	4	0.8	7
Novel packaging	9	5	0.56	13
Logistics & supply chain	10	5	0.5	7
Packaging design, ergonomics & human factors	11	6	0.55	9
Active & intelligent packaging	21	10	0.48	11
Packaging sustainability	22	14	0.64	17
Distribution packaging	25	13	0.52	12
Packaging for food & agriculture	32	17	0.53	13
Packaging materials	43	26	0.6	17

Statistics by Country	authors	submitted	accepted	accept rate	
Australia	6	2.67	1.67	0.63	1
Belgium	13	4.73	1.73	0.37	1
Brazil	26	6	3	0.5	1
Canada	1	1	1	1	1
Chile	10	2	1	0.5	-
China	22	8	2	0.25	1
Colombia	1	1	0	0	-
Denmark	8	3.67	2.67	0.73	2
Finland	2	1.67	1.67	1	1
France	11	3.33	1.33	0.4	1
Germany	10	5.17	1.5	0.29	2
Hungary	3	0.75	0.75	1	-
India	3	1.33	0	0	-
Italy	1	0.33	0	0	-
Japan	9	5	3	0.6	1
Mexico	6	1	1	1	1
Netherlands	5	2.33	1.33	0.57	1
Norway	14	5	4	0.8	-
Philippines	2	1	1	1	-
Portugal	6	2.5	1	0.4	-
Singapore	1	0.2	0.2	1	-
Spain	37	12.5	5	0.4	2
Sweden	14	5	4	0.8	4
Switzerland	2	1	0	0	3
Thailand	44	18.8	10.8	0.57	2
Turkey	1	0.67	0.67	1	-
United Kingdom	2	0.67	0.67	1	1
United States	30	13.68	11.02	0.81	5



Scientists work on base of deadlines. Do not worry if the stream starts late. A reminder sent by the IAPRI board helps.

Many researchers that know the procedure already more or less take into account that the first deadline will be extended to a second one.

The graph of the 2017 stream, Symposium in Lausanne, shows a similar image.

