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 at least 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 event in two years, either a 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 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
* The Proceeding with the papers must be ready as pdf at the start of the activity
* 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 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 about the procedure and details judging the papers.

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 (in 2019 David Shires) 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 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 an Event Planning Guide 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)

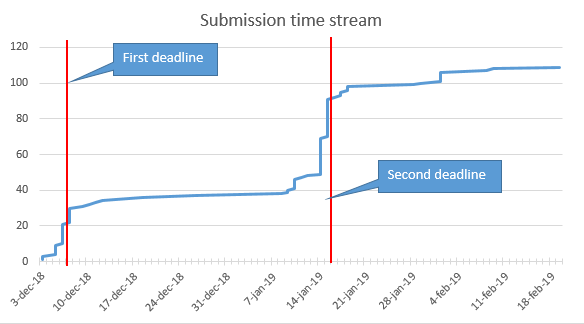
In the folder is a printed leaflet example from 2019 to send to possible sponsors and as pdf by email. The leaflet is not exactly the same as this table but for a leaflet it works well. If companies contact you, you can start negotiating



### 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 dealine will be extended to a second one.

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

