



GUIDELINES FOR PLANNING AND HOSTING IAPRI CONFERENCES

These are the basic requirements to develop and host an IAPRI World Conference or an IAPRI Member Conference. IAPRI members who have been in good standing and recognized by their peer institutes are invited to apply to hosting these events. Applications for hosting an IAPRI event should be submitted in writing to the Board (via the Secretary General) by using the attached application form.

ORGANIZING COMMITTEE

It is recommended for the host institute to select an “Organizing Committee” consisting of members of the host institute and collaborating companies and institutes. These representatives plan the dates of the event, hotel accommodation, meals, social and cultural events, and other related requirements for the conference or symposium.

It is recommended to seek contact with previous hosts of IAPRI events to exchange experiences. It is further recommended that starting six (6) months prior to the event that monthly contacts are organized with the board of directors of the association through the Secretary General.

It is required to select a “Conference Secretary” with e-mail, telephone, fax contact information who will serve as the primary point of contact between all attendees and the host institute.

The Organizing Committee will also develop forms to be used by the Scientific Committee to rank and judge submitted abstracts on the basis of quality, originality of content, and credibility of presentations.

SCIENTIFIC COMMITTEE

It is recommended to establish an international Scientific Committee that supervises the scientific standard and quality of the event by reviewing and accepting selected abstract submissions for either oral or poster presentations. The Scientific Committee is a group of experts representing the various areas of focus of the submissions and composed of various host institute experts and members from the IAPRI Board. The Scientific Committee will be engaged in the following activities:

- Approve Call for Papers/Abstracts
- Review abstracts on originality, scientific quality, etc.
- Rank acceptable applications in oral or poster categories
- Establish/Approve the preliminary program
- Chair scientific/technical sessions during the event.

The Scientific Committee shall develop a ranking/grading system for all abstracts submitted on a numeric scale. Examples of these can be obtained from the IAPRI Secretary General.

The Scientific Committee is encouraged to select papers from various international participants and, for member conferences, generally limit them to one presentation and poster per primary author. Most presenters will require visas and institute approvals to attend the event and will only be supported based on accepted presentations.

Peer review papers have been introduced into the IAPRI conferences. Papers which are submitted for this option are subject to separate timetable that allows for the longer time involved in the review process.

The reviewing process for peer review papers is carried out through the Journal of Packaging Technology and Science.

WEB SITE

Provide a website that will host the entire event including participant information, symposium/conference program and schedule, fees/registration form, travel information, social/cultural events, hotel accommodations. The website with the event details should be linked to the IAPRI website (www.iapriweb.org).

TOPICS FOR PAPERS/POSTERS

It is recommended that the organizing committee select relevant areas of focus for potential participants to submit abstracts. Advice on relevant focus areas may be sought from the IAPRI Board. Some areas of recent interest are:

- Food Packaging
- Distribution and Transport Packaging
- Packaging of Dangerous Goods
- Packaging Education
- Packaging Laws and Regulations
- Packaging Materials
- Packaging Machinery and Operations
- Packaging and Logistics
- Packaging and Environment
- Sustainable Packaging
- Medical, Cosmetic and Pharmaceutical Packaging
- E-Commerce Packaging
- Packaging for Export and Trade
- Active, Intelligent and Smart Packaging
- Packaging Testing and Standards
- Packaging Design

THEME

The Organizing Committee may also decide to select a theme for the event!

ATTENDANCE and PRESENTATIONS:

Attendance and presentation at IAPRI Member Conferences are limited to staff of IAPRI members (refer to the IAPRI Rules for specific guidelines). Attendance and presentation at IAPRI World Conferences is open to the wider packaging community (including commercial organizations).

Presentations are to be of a scientific, technical, or educational nature. Commercial presentations are to be excluded from the scientific program).

DEADLINES

The following deadlines are proposed so a successful program can be developed in time for the participants to plan and organize.

Deadlines for Member Conferences:

- CALL FOR PAPERS: 9 months before the event
- ABSTRACT SUBMISSIONS: 6 months before the event
- ABSTRACT ACCEPTANCE NOTIFICATION: 4 months before the event
- FINAL PAPER SUBMISSION: 2 months before the event

Deadlines for World Conferences:

- CALL FOR PAPERS: 12 months before the event
- ABSTRACT SUBMISSIONS: 9 months before the event
- ABSTRACT ACCEPTANCE NOTIFICATION: 6 months before the event
- FINAL PAPER SUBMISSION: 2-3 months before the event

The last presentation slot of an IAPRI conference will be reserved for a presentation by the member who will be hosting the next year's conference event. This should include a response to these guidelines and the final dates of the event and contact information.

It is preferred that an abstract book (hardcopy) will be provided to the participants at the start of the conference or at least an electronic version. It is also, preferred that full papers, presentation slides (optional) and posters will be made available to participants in either electronic or hard-copy form or both at the event or no more than 3 weeks from the conclusion. (see copyright under conference proceedings below)

PRELIMINARY PROGRAM SCHEDULE

All IAPRI events start with a welcome reception on the first evening prior to the start of the program. One evening of the program is dedicated to an official formal dinner hosted by the organizing institute. On the day of the welcome reception the Board will meet, and the host institution is expected to arrange appropriate meeting facilities. On the same day IAPRI Working Groups may wish to meet for which meeting facilities should be available on request of the convener of the Working Group.

The conference may last between 2-4 days depending on the size of the program. The event should include a time slot for the IAPRI General Meeting. Please contact the Secretary General for a recommended time for the meeting.

CONFERENCE VENUE AND ACCOMODATION HOTEL INFORMATION

The host institute will select a Conference Venue that will be the site for the conference registration, welcome reception, and the program.

It is recommended to select several hotels in the proximity of the Conference Venue that have varying rates to provide cost flexibility to attendees.

HYBRID PARTICIPATION

The host institute has the possibility to propose on-line attendance to the conference for students at member institutes unable to travel to the conference.

Exceptionally, on-line participation can be granted to speakers not able to travel for justified reasons (visas, health, examination...). On-line presenters should be available to interactions with in-person participants (Live presentations, Q&A sessions...).

FEE STRUCTURE:

IAPRI requires a program fee structure that is listed in at least the following categories. Please contact the Secretary General for recommended/acceptable program fees.

- IAPRI Members
- Non-IAPRI Members (World Conferences only)
- Students (Require letter of support from Institution)
- On-line participants (optional)
- Accompanying person at Social Events (optional)

The fee covers the meeting, program, CD/book with proceedings, admission to all events and presentations, daily catering and meals that accompany the event.

Special Rates:

- The President should have free registration but pay accommodations.
- The Secretary General shall have free registration and accommodations.
- Board members should have a 50% reduction in registration fee at IAPRI events.

SPONSORS:

Host Institutes may partner these IAPRI events with their national or regional packaging organizations or industry. This can help assist in lowering costs for the event in exchange for being recognized at the event.

IAPRI may have some sponsorship commitments for some of its prizes and awards. Associated financial contributions will remain with IAPRI.

NOTE: IAPRI is not contributing financially to conference events. The financial responsibility lies entirely with the hosting institution

BRANDING:

The IAPRI logo should appear on all promotional material developed by the host institute along with the official number of the event, e.g.:



- 15th IAPRI World Conference
- 22nd IAPRI Member Conference

CONFERENCE PROCEEDINGS:

Hard copy or electronic versions of the abstracts should be provide to attendees at the event. It is important for the full general stream and peer reviewed abstract proceedings to be made available at or after the event to IAPRI members. The papers will be sent to the Secretary General after the event in a format that can be loaded on the 'member only' part of the web site. IAPRI will hold joint copyright for any proceedings produced.

Peer reviewed papers will be made available from John Wiley and Sons Publishing Company according to ongoing arrangements.

APPLICATION PROCESS:

The Board of IAPRI requires an application completed prior to the confirmation of the event. It is recommended that institutes planning to host IAPRI annual events submit this application at least 26 months prior to the planned event dates. This is the minimum time required but please note that IAPRI events are usually planned some years in advance. It is therefore recommended to contact the Secretary General to seek information on available years prior to submitting the application. Here is a link: [Application for Hosting an IAPRI Conference](#)