



ICPHSO 2021 Annual Symposium Call for Proposals

ICPHSO (International Consumer Product Health and Safety Organization) is now accepting proposals for sessions at its **2021 Annual Meeting and Training Symposium (Annual Symposium)** to be held on February 22 – 25, 2021. Currently we are planning for an in-person meeting in February but given the challenges that COVID-19 presents, the Executive Committee is researching all scenarios; in-person, hybrid or virtual. Please make sure your proposal can transfer into a virtual format should the decision be made to move the event virtual.

Proposals must be non-commercial in nature and must pertain to topics of interest to the worldwide consumer product safety community. Proposals can be submitted for plenary or breakout sessions.

Whether you are a manufacturer, retailer, distributor, consumer representative, regulator, NGO, academia, service provider, or other stakeholder, we invite you to submit proposals. Some possible topics for sessions are below, but they are only **suggestions** and should not deter the proposal of relevant and innovative content.

- Product Safety during a crisis
- Supply Chain
- Advocacy for product safety (consumer, industry, other)
- Diversity issues in product safety
- Sustainability in product safety
- New technologies
- eCommerce
- (De)Regulation and product safety
- Impact of social media
- Trends in international regulation
- Sector-specific issues and trends
- Best practices in managing product safety
- Multi-stakeholder collaboration
- Raising the profile of product safety
- Product recall effectiveness
- Licensing and product safety
- Domestic vs internationally produced products
- State/Local product issues
- Product safety regulatory policy issues

PLEASE READ THE REQUIREMENTS AND GUIDELINES IN THEIR ENTIRETY BEFORE PREPARING AND SENDING YOUR SUBMISSION. THE SUBMISSION LINK IS LOCATED AT THE END OF THIS DOCUMENT.

Overview of Requirements and Guidelines for Proposal Submissions:

- Suggested speakers and their affiliation must be included with all proposals (if you need help with speakers, please make a note of this in your submission);
- ***Do not commit a speaking role to suggested speakers until approved;***
- Discuss new and widely relevant topics;
- Draw on a wide and diverse pool of subject matter experts;
- Incorporate interactive content & audience participation using the meeting app;
- Sessions are restricted to a maximum of three speakers and one moderator;
- Moderators and Speakers can only participate in one session;
- If moderator is also a speaker, then no more than two additional speakers;
- The moderator must be an ICPHSO member to participate;
- No registration fee waiver for speaking unless they are attending their session only;
- No sales pitches;
- Be Civil
- Use the mobile meeting app for Q&A and dedicate time for Q&A in each session.

Detailed Proposal Requirements and Guidelines:

ICPHSO typically receives a significantly greater number of proposals for its programs than the schedules will accommodate. Through the processes described below, successful proposals will be selected taking into account the following criteria:

- **Propose New and Widely Relevant Topics.** ICPHSO thrives on providing new and widely relevant information to attendees. Proposals must strive to provide fresh content and avoid repeating topics from previous ICPHSO agendas unless there have been major new developments. Proposals based on specific issues or sectors should indicate how those issues apply more broadly and can be useful to a wide range of attendees.
- **Draw on a Wide and Diverse Pool of Subject Matter Experts.** In accordance with ICPHSO's mission and policies, proposals must be inclusive of the diversity within ICPHSO's membership and conference attendees. Proposals should strive to include speakers that (a) represent a range of stakeholder groups and perspectives; (b) provide geographical and human diversity; and (c) haven't presented at a previous ICPHSO event. Proposals with recommended moderators and speakers that do not meet this requirement may not be selected or, if selected, may be modified by the Planning Chairman and ICPHSO Executive Committee. Speakers and moderators suitable for selection will have demonstrable experience and expertise in the subject matter. ***ICPHSO Executive Committee approval must be received before final commitment to speak is extended to proposed speakers.***

- **Incorporate Interactive Content & Audience Participation.** Proposals that incorporate interactive content, encourage audience participation, and facilitate interaction among speakers will be given strongest consideration. The use of the ICPHSO meeting app for Q&A and the reservation of enough time for Q&A is required. The use of PowerPoint presentations alone and lecture format is highly discouraged and may be a reason for non-selection. ***Each proposed session should build in interactive discussion with attendees, e.g. 15 minutes depending upon the length of time allocated for the session. The goal is to allow for panel and attendee interaction, so the more time allowed for questions and discussion the more beneficial the session may be to the attendee.***
- **Sessions are restricted to a maximum of three speakers and one moderator.** If the moderator is expected to have a speaking/presentation role then the session is restricted to a maximum of two speakers and one moderator/speaker. Where a moderator is not a subject matter expert and is relying on their speakers, the moderator should introduce the subject matter, the speakers and facilitate an interactive discussion between speakers and attendees.
- **Speakers and Moderators Can Only Participate in One Session throughout the program.** To provide opportunities for as many people to participate as possible, speakers and moderators can only participate in one session. Exceptions can only be made by the Planning Chair and the Executive Director, where there may be a need to utilize someone with a specific hard to find expertise.
- **Moderators must be ICPHSO members.** ICPHSO membership is a requirement in order to be a moderator unless an exception is made by the Planning Chairman and ICPHSO's Executive Director. Membership must be acquired prior to the Annual Symposium.
- **No Registration Fee Waiver for Speaking.** Moderators and Speakers who are attending the meeting are expected to pay the appropriate registration fee that applies to them in accordance with ICPHSO policies. If a speaker is attending their session only, ICPHSO will consider waiving the fee. Scholarship assistance may be available if a moderator or speaker is unable to pay the appropriate registration fee depending upon available scholarship contributions.
- **Incomplete Proposals will Not Be Accepted.** Proposals must meet the 250-minimum character count and must identify specific speaker recommendations or may not be considered.
- **Be Civil.** ICPHSO strives to provide a neutral forum for all points of view without judgment or criticism. Different points of view are encouraged but needs to be conveyed in a respectful manner.

- **No Sales Pitches.** ICPHSO will review all presentation materials prior to the conference and may ask for modifications if the materials seem too promotional in nature. Speakers who deliver promotional content will significantly lessen their likelihood of participation in subsequent conferences as a speaker. The content of every session should be substantive in nature without being promotional.

Proposal Selection Process:

An initial round of weighting presentations will be performed by the Symposium Planning Chairman and the ICPHSO Executive Committee. Suggestions for speakers on proposed topics are strongly considered, speakers for any successful proposal will be chosen at the discretion of the ICPHSO Executive Committee to ensure each session meets ICPHSO's criteria, including that it reflects the diversity of ICPHSO membership and conference attendees. Proposed speakers must represent different stakeholder groups to reflect balance *and diverse points of view*. **Speaker commitments should not be extended to speakers until after review and approval of the recommended speakers by the Symposium Planning Chairman and ICPHSO Executive Committee.**

Timeline:

Deadline for submissions: **August 28, 2020**

Selection and communication to submitters: **October 26, 2020**

Questions:

Please email: info@icphso.org

Submitting Proposals:

Submit your proposal via this link: [Proposal Submission Form](#).