

# Call for Proposals

## 2019 ICPHSO Annual Meeting and Training Symposium Washington, DC



The International Consumer Product Health and Safety Organization (ICPHSO) is now accepting proposals for its 2019 Annual Meeting and Training Symposium to be held in Washington, DC. 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 general plenary sessions, breakouts, tutorials, and roundtables.

### **26<sup>th</sup> Annual Symposium Theme:**

The theme of this year's program is "United for Safety." In recognition of the divided partisan climate often associated with a Washington, DC meeting location, the theme of the 2019 Symposium highlights ICPHSO's unique standing as the only organization bringing together product safety stakeholders with diverse viewpoints and facilitating vibrant dialogue about product safety in a constructive and cooperative environment. ICPHSO serves as a worldwide gathering place for the entire international product safety community. Proposals should attempt to incorporate this theme where possible, but its inclusion is not mandatory. Proposed speakers should reflect the diverse nature of our organization's membership and conference attendees and represent our long-standing commitment to inclusion of all product safety stakeholders.

### **Highly Encouraged for Proposals:**

- **Highlight New & Different Topics.** ICPHSO thrives on providing new and different information to attendees. Proposals should strive to break new ground and avoid repeating topics from previous years unless there have been major new developments. For reference, last year's agenda can be found [here](#).
- **Incorporate Interactive Content & Audience Participation.** The use of PowerPoint presentations alone by each speaker is discouraged. Proposals that incorporate interactive content, encourage audience participation, and facilitate interaction among speakers will be given strongest consideration.
- **Address Current and Emerging Issues.** Proposed topics that are novel or explore topics in new ways are preferable.
- **Offer Practical Advice.** Proposals should discuss how they will offer real world and practical advice to attendees.

- **Draw on a Wide and Diverse Pool of Subject Matter Experts.** Proposals should reflect the diversity of ICPHSO membership and conference attendees and include (a) representation from different stakeholder groups; (c) speakers with geographical diversity; and (d) speakers who haven't presented at a previous ICPHSO Symposia.
- **Provide Detail.** Submissions should be clear and concise. Overly general or vague proposals or those that are too lengthy should be avoided.
- **Submit Early.** Early submissions are encouraged and greatly appreciated by the Symposium Planning Committee.

#### **General Requirements for Proposals:**

- **Maximum of Three Speakers and One Moderator.** Exceptions will be made for regulatory sessions or in special circumstances that require input from more than three stakeholders. Proposals should include representation and/or positions from multiple stakeholder groups and panelists that are geographically diverse as well as be inclusive and reflect the diversity of ICPHSO members and conference attendees.
- **One Session Maximum for Speakers and Moderators.** Exceptions may be made for underrepresented stakeholder groups (e.g., consumers, government, NGOs, researchers). If you are invited to speak on more than one accepted proposal, you must call this to the attention of the moderators for both sessions. The ICPHSO Executive Committee will decide at which session you will speak.
- **Additional Content Guidelines.** Proposals based on unique issues (e.g., single product hazards) should advise how single product-specific findings apply to other products to appeal to attendees who are not involved with one, specific product. Tutorial proposals should specify the narrower topic to be covered and the expertise of the proposed presenters. Commercial messages and advertisements are not allowed.
- **Registration Fees.** Registration fees are waived for speakers and moderators who only attend the meeting for their specific session. Speakers and moderators who participate in or attend other parts of the program are expected to pay the applicable registration fee in accordance with ICPHSO policies.
- **Moderators must be current ICPHSO members.** Exceptions may be made for underrepresented stakeholder groups as noted above, but this will be the exception and not the rule.

#### **Proposal Selection Process:**

The Symposium Planning Committee and the ICPHSO Executive Committee will perform an initial round of weighting proposals. Final selections will be made by the ICPHSO Executive Committee based upon recommendations received from the Symposium Planning Committee. Please note that submission of a proposal is not a guarantee of proposal selection, being part of a session, or serving as a moderator. Proposals that are similar in theme and content may be combined to optimize value to the ICPHSO community. Moderator and presenter suggestions are strongly considered, but moderators and presenters will be chosen at the discretion of the ICPHSO Executive Committee. All decisions of the ICPHSO Executive Committee are final.

#### **Timeline:**

***Deadline for submissions: August 6, 2018***

Selection and communication to submitters: beginning September and October 2018

#### **Questions:**

Please email Marc Schoem, Executive Director ([mschoem@icphso.org](mailto:mschoem@icphso.org)) or Matt Howsare, President-Elect and 2019 Symposium Chair ([MHowsare@mintz.com](mailto:MHowsare@mintz.com)).

#### **Submitting Proposals:**

Proposals should be submitted to Marc Schoem at [mschoem@icphso.org](mailto:mschoem@icphso.org) using the ICPHSO proposal submission form. Include "2019 Annual Symposium Proposal" in the subject line of your email submission.

**[CLICK HERE FOR SUBMISSION FORM](#)**