



Call for Proposals

ICPHSO (International Consumer Product Health and Safety Organization) is now accepting proposals for sessions at its **2019 Midwest Regional Product Safety Training Workshop** to be held in Saint Louis, Missouri. 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 and breakout sessions.

The theme of the Workshop is “*Gateway to Product Safety.*” A large focus of the workshop will be ***best practices and innovations for the safety and compliance of consumer products.*** Whether you are a manufacturer, retailer, distributor, consumer, regulator, NGO or service provider, we invite you to submit proposals. Proposals should attempt to incorporate the theme and focus where possible, but their inclusion is not mandatory.

Proposal Requirements & Guidelines:

- **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 unique issues must advise 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 the membership of ICPHSO and among conference attendees. Proposals should strive to include speakers that (a) represent different stakeholder groups; (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.
- **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. ***Each proposed session should build in at least 15 minutes for questions and interactive discussion with attendees.***

- **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.
- **Speakers and Moderators Can Only Participate in One Session.**
- **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.
- **No Registration Fee Waiver for Speaking.** Training Workshop Moderators and Speakers who are attending the workshop are expected to pay the appropriate registration fee that applies to them in accordance with ICPHSO policies. 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 be at least 250 words long* and *must identify specific speaker recommendations* by name and affiliation within their company or organization that they represent. Incomplete proposals will be returned.

Proposal Selection Process:

An initial round of weighting presentations will be performed by the Planning Chairman and the ICPHSO Executive Committee. Final presenter suggestions are strongly considered, but moderators and presenters will be chosen at the discretion of the ICPHSO Executive Committee to ensure each session is inclusive of the diversity within the membership of ICPHSO and among conference attendees. Proposed speakers must represent different stakeholder groups to reflect balance and all points of view. Speaker commitments should not be extended to speakers until after review of the recommended speakers by the Symposium Planning Chairman and ICPHSO Executive Committee.

Timeline:

Deadline for submissions: **May 3, 2019**

Selection and communication to submitters: **May 23, 2019**

Questions:

Please email the following ICPHSO representatives with any questions:

Xiao Chen, Regional Workshop Planning Committee Chairman (xiao.chen@intertek.com)

Marc Schoem, Executive Director (marc.schoem@icphso.org)

Matt Howsare, President (mhowsare@mintz.com).

Submitting Proposals:

Submit your proposal by clicking this link: [Proposal Submission Form](#). Once you've completed the form, press the Submit button.