



International Flexible Packaging & Extrusion Division Conference

April 22-25, 2018
Charlotte, North Carolina, USA
Omni Charlotte Hotel



Setting the Pace for Innovation in Flexible Packaging

Tips for Selecting Topics

1. How new is the material?
2. How many people would be interested in the presentation?
3. Can this topic be presented in a non-commercial way?

What TAPPI Provides

TAPPI provides laptops for each session and all presentations will be loaded onto them prior to the beginning of your session. In addition, you are given the same reduced registration rate as the speakers.

What Session Developer/Moderators Do

1. Select and invite speakers (three or four depending on session length). Sessions are typically 1.5 - 2 hours long and each presentation lasts 30 minutes.
2. Speakers must upload their presentations into TAPPI's speaker management system so you have access to review online.
3. Conduct follow-up if presentations have not been submitted by deadline.
4. Act as the session moderator at the event.
 - a. Attend the speaker breakfast on the day of your session to meet with your speakers
 - b. Introduce each speaker (bio will be supplied by TAPPI)
 - c. Moderate time so that speakers stay within their allotted time
 - d. Facilitate any Q&A as necessary

Tips for Soliciting Speakers

If needed, we've provided some tips here to connect with potential speakers:

Ask five people you respect for two to three recommendations for a technically qualified speaker on your subject. After compiling your list, the same name or names will appear several times. Once a pattern emerges and several people have recommended the same speaker, you know whom to approach.

Other sources for locating speakers include:

- Professional colleagues
- Committee members
- Academics from universities
- Published authors on the subject
- Independent consultants active in the field
- Speakers from other meetings on the subject

Four criteria should be used in selecting speakers:

- Credentials (*include academic qualification, job experiences and speaking ability*)
- Expertise (*refers to excellence of reputation as an expert in a particular area*)

- Delivery (*refers to the quality of the speaker's presentation technique*)
- Context (*refers to the match between the speaker's credentials, expertise, and delivery, the program's objectives, and participants' needs*)

Conference Timeline

Here are some important deadlines to keep in mind:

- August 31, 2017: Abstracts due to TAPPI
- September 25, 2017: Full Program Drafted
- September 29, 2017: Abstract acceptances issued by TAPPI
- December 1, 2017: Final Technical Papers uploaded to Speaker Management System for review by peer review team
- December 11, 2017: Final Power Points uploaded to Speaker Management System for review by peer review team
- March 10, 2018: All final power points and papers due to TAPPI – NO CHANGES AFTER THIS DATE
- April 23, 2018: Conference begins

Interested in participating? Contact Technical Program Chair Didem Oner-Deliormanli at doner-deliormanli@dow.com, or via phone at 979-238-1059.