Speaker Proposal Criteria

Criteria for selection

In order to be considered for inclusion in the conference programme, your proposal must fulfill the following set of technical and content criteria:

Technical criteria

1. Length of Title
Your title must be a maximum of 10 words.

2. Length of Abstract
Your abstract must be between 80 and 100 words.

3. Length of Summary
Your summary must be between 250 and 300 words.

4. Focus on Publications/Products
In your abstract, you must include the titles of any publications or products that will be focussed on in your presentation.

5. Repetition of Information in the Summary
In your summary, you must not repeat your title or abstract or include any biodata.

6. Repeat of Session
You must not have given this session, or a version of this session, at a previous IWINETC Annual Conference.

8. Length of Session

- Talk - 45 minutes (including Q&A)

- Panel discussion - 45 minutes (including Q&A)

- Workshop - 50 minutes (including audience participation)

- Food/Show Cooking/Wine Tasting – 90 minutes (including presentation and tasting)

9. Audience Focus

You must indicate the audience focus (e.g., wineries, food producers, tour operators, tasting room managers..).

Content criteria

1. Focus
In your abstract and summary, you must clearly indicate whether the focus of your session is mainly theoretical, mainly practical, or a combination of both.

2. Clarity
Your title should communicate what you are going to talk about to your potential audience in the programme. In your abstract and summary, you must clearly state exactly what you are going to talk about. Your abstract will be published in the conference programme.

3. Content
It must be clear from your abstract and summary that you have something new to say or that you plan to shed some new light on a topic.

4. Relevance
In your abstract and summary, it must be clear how your audience can apply what you say to their own context. This is especially important if you are planning to describe an experience, project, or product, or if your presentation relies heavily on a description of a local situation.

5. Specificity
If your session is based on research, it must be clear in your abstract and summary that you are going to report on a completed study or on a significant phase that has been completed, rather than discuss general issues.

6. Audience
It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience which you have indicated in your choice of audience focus.

7. Structure
In your summary, you must clearly outline how you are going to structure and organise your session.

8. Coherence

Your session title, summary and abstract must clearly reflect each other.

9. Timing and Amount

For a talk or panel discussion, it must be clear in your summary that there is sufficient time for the audience to ask questions. For a workshop, it must be clear in your summary that there will be a substantial amount of time allocated for audience participation.

Speaker Proposal Guidelines

To ensure that your proposal qualifies for selection, please read the criteria above and the guidelines below. Your proposal will not be considered unless it meets the set of criteria and the guidelines and is submitted by the deadline of Friday 31 July 2026.

1. Details of presenters

Please give your name and work affiliation clearly. This information will be reproduced in the Programme – for example – "Chardonnay Parker (University of Wine Travellers)". If the named person is unable to attend the conference, IFOODTC will consider allowing another person to present your session in your place.

2. Number of presentations
Speakers may submit only ONE proposal for a talk, workshop or panel discussion. Due to the large number of proposals we receive, no one may be involved in more than one presentation.

3. Title of presentation
The maximum number of words in the title must be 10.

4. Types and length of presentation

Length
All presenters must stick strictly to the time they are allocated. IFOODTC will end any sessions that continue over the allowed time.

Types

i) Forum

A forum is a special format that gives three speakers the opportunity to present together on a given topic, e.g., Forum on whether wineries should charge for visits or not. The 45 -minute slot, led by a facilitator who is either self-selected or invited by the Proposals Committee from one of the proposals, can be organised according to the needs of the group. Presenters have 10 minutes each, with one minute extra for handover time between speakers. Speakers can either present alternately on an aspect of the topic for 10 minutes followed by a 5-minute Q&A session, or present for 10 minutes each followed by a 10-minute group Q&A session. Please note that all proposals for forums will be evaluated on an individual basis (not as a group) and must therefore meet all the technical and content criteria. In addition to speakers opting to be in a forum, please note that the Proposals Committee may also invite some speakers who have submitted talk and workshop proposals on the same theme or topic to be part of a forum as appropriate.

ii) Panel discussion

A panel discussion allows different people to present their views on a topic in a short space of time, after which the discussion is opened up to the audience. Panels are 45 minutes long. The number of speakers on a 45-minute panel should be a max number of three, with at least 10 minutes for discussion with the audience.

iii) Talk

A talk should describe what you are doing, or have done, in relation to theory and practice its content must be of relevance and use for delegates who work outside your local context. Talks are 45 minutes long. We strongly recommend that you use visual aids during the session and include some interaction with the audience.

iv) Workshop

As opposed to a talk, a workshop must maximise active audience participation through experiencing and discussing tasks provided by the presenter. You must make clear how you plan to do this in your proposal summary. Workshops are 45 minutes long. If you would like to restrict the size of your audience, there is a place on the speaker proposal for you to indicate your preferred audience size. We do our best to programme workshops in rooms with moveable furniture but cannot guarantee this.

5. The abstract
Your abstract will appear in the Conference Programme. It is on the basis of this abstract that delegates will choose whether they wish to attend your session. Your abstract must therefore accurately reflect the content of your presentation. No abstract may contain an offer of free books, wines or other materials. Abstracts must be 100 words max in length.

6. The summary
All proposers are required to submit a 250-300 word summary. Proposers must outline exactly what you are going to talk about in the session and how the session, or your part of the session if you are proposing to be part of a forum, will be structured. The summary will be read by the Proposals Committee as a basis for selection. The summaries will not appear in the Conference Programme. Do not repeat your title or abstract or include bio data in your 250-300 word summary.

7. Equipment
The room will be fully equipped with a screen, projector and where required a sound system and podium. You will need to forward your presentation two weeks in advance of the event in order for our technicians to check everything works and to have all the talks centralized in one place.

8. Advice to note
• Do not run over your allocated time.
• Use a minimum of 24pt font for PowerPoint.
• On your first slide, please include your session title, presenter name(s), affiliation, email address and the IFOODTC logo.
• Something in your session must be new.
• Something in your session must be practical.
• Your session must follow your abstract closely.
• If your session is a workshop, it must include plenty of active audience participation.

9. Essential information to note

• The deadline for speaker proposal submissions is Friday 31 July 2026.
• Please check that you have completed all relevant sections of the online form correctly as proposals not meeting the guidelines will not be considered.
• Remember that if you have given this session, or a version of this session, at a previous IWINETC conference then your proposal will not be accepted.
• We will let you know whether your proposal has been accepted by 14 August 2026. Please note that if you have put in a proposal for a talk or a workshop, you may be invited by the Proposals Committee to be part of a forum on a similar topic instead.
• You will be programmed on any of the TWO conference days and we will let you know on which day your session takes place in your acceptance email in August or earlier if the Selection Committee have met at an earlier date. Please do not book travel if you are not staying for the full conference until you know which day you are presenting on.
• Your abstract and your summary must accurately reflect what you are going to talk about.

Submit you speaker proposal here>>