

WELCOME
CFP Issue
Submitters/
Issue
Presenters



Agenda

- Overview of Conference Direct® and *Pathable*™
- Virtual Name Tags
- Overview of Attendify App
- Virtual Issue Presentations
- Council Deliberation Process
- Questions



Etiquette for Today's Training

- Please use Mute within Zoom and turn Camera's off, until the Q&A portion when recognized to speak.
- Please hold questions till the Q &A portion of the presentation.
- Please refrain from using the Chat DURING the presentation.
- During the Q & A portion, either raise you hand to be recognized or you can then use Chat.
- Please refrain from Chatting with other participants, this creates a distraction to others.





YOUR ONE SOURCE
for **Global Meetings & Events**

Welcome to CD Virtual Events

We've put this guide together to help you make the most of your conference experience.

[Need help? Get support](#)Jessica Lykins2

[Home](#) [Agenda](#) [Sponsors](#) [Who's Who](#) [Issues](#) [About CFP](#) [Document Library](#) [Help Desk](#)

The Conference for Food Protection

2020 VIRTUAL BIENNIAL MEETING

August 9, 10, 13 and 16-20, 2021



It is a pleasure to finally welcome everyone to the rescheduled 2020 Biennial Meeting of the Conference for Food Protection. This meeting is especially noteworthy in two different ways. This is the first time holding a biennial meeting using a totally virtual format, and CFP is celebrating the 50th anniversary of its inaugural meeting held in 1971 in Denver, Colorado.

The delay of the 2020 Biennial Meeting occurred during an exceptionally challenging time for public health and food safety. Because of those challenges, we are very happy you can be part of our virtual Golden Anniversary meeting. We will do our very best to ensure you have a great meeting!

We extend a sincere thank you to our Sustaining Sponsors and Donors for their generous support that helps make it possible for CFP to carry out the important work that takes place during and between biennial meetings.

A grant from the U.S. Food and Drug Administration provides funds used to enhance participation at the 2020 Biennial Meeting by offsetting registration fees for regulators and the cost of the virtual meeting platform. The agency's continued support of CFP and its Biennial Meeting is greatly appreciated.

System Requirements

1. A device that is connected to the internet, either by ethernet or WiFi (preferably a computer; tablets and mobile devices can be used if necessary)

While it is possible to use a tablet or mobile phone, it is not recommended.

2. A stable internet connection (check your internet speed by <https://www.speedtest.net/>; some slower speeds will result in slower loading times for our web pages)

3. A platform-supported web browser. We strongly suggest using Google Chrome <https://www.google.com/chrome/> when navigating the virtual conference. (Safari and Firefox can have issues viewing webinars). All Mac laptop users MUST use Google Chrome to join the live webinars

4. Update your website settings in your browser to allow pop-ups

5. Zoom software downloaded to your device. Zoom is only required for Networking Lounges and private meetings with attendees - download the software for free <https://zoom.us/download>

System Requirements Continued

Processor / RAM

- Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)

Bandwidth

- 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
- Hint: Use <https://www.speedtest.net/> to test

Desktop or laptop computer with at least

- Mac: Mac OSX 10.7 or later
- Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
- Ubuntu: 12.04 or later
- Linux: Red Hat Enterprise Linux 6.4 or higher

Browser

- Windows: Chrome 30+, Firefox 27+
- Mac: Chrome 30+, Safari 7+, or Firefox 27+
- Linux: Chrome 30+, Firefox 27+


Logging In


You will receive an invite via email to “Manage your Virtual Biennial Meeting profile”


You must select “edit your profile” in the email to gain access to the platform

When you first attempt to access the platform, you will need to create a password and complete your profile

Claim your account

First name 

Last name 

Email 

Create Password

☐ I agree to the [Terms and Conditions](#)

COMPLETE PROFILE

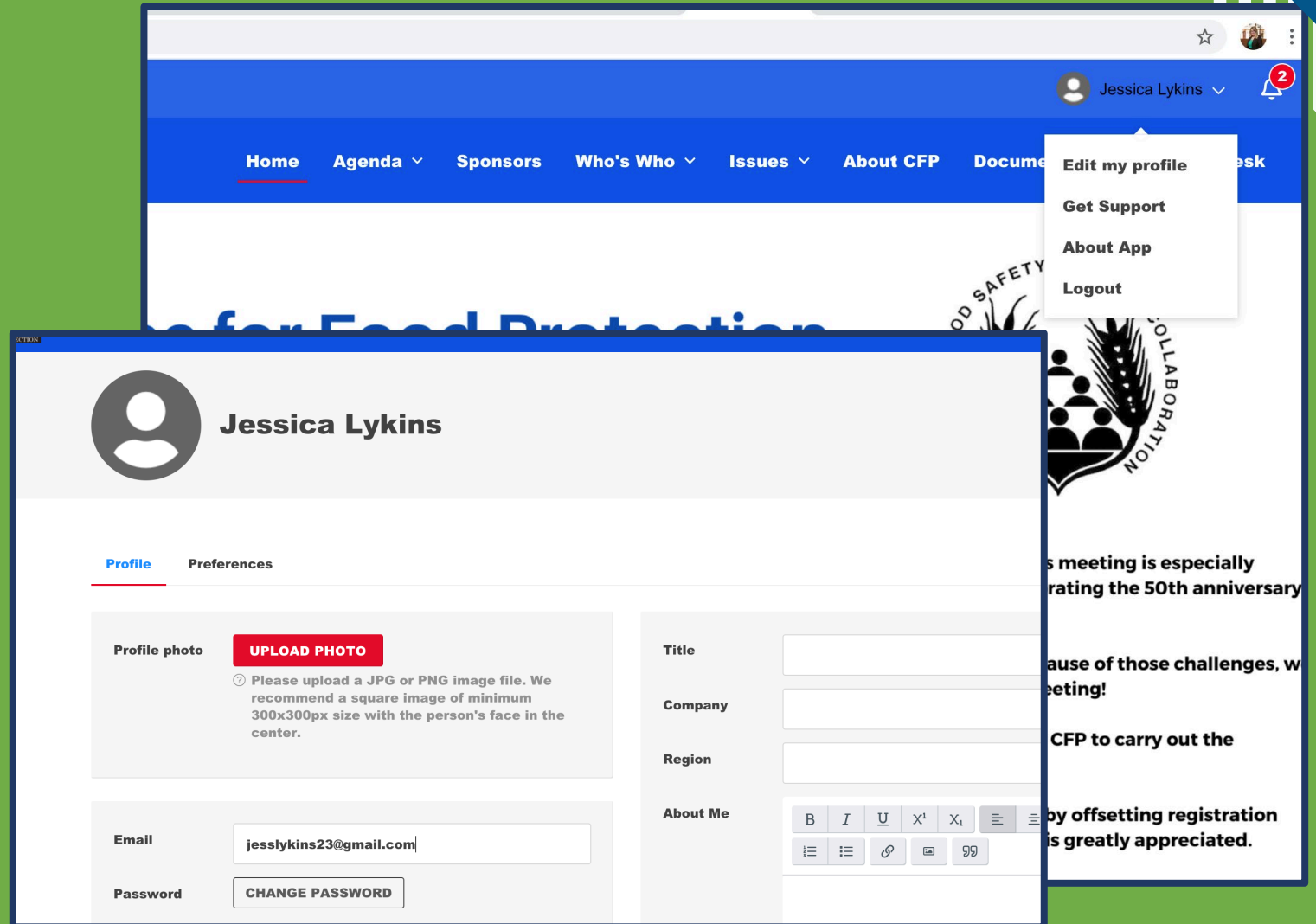
CONTINUE TO APP

****It is highly recommended that you bookmark the home page once you have gained access to the platform.****

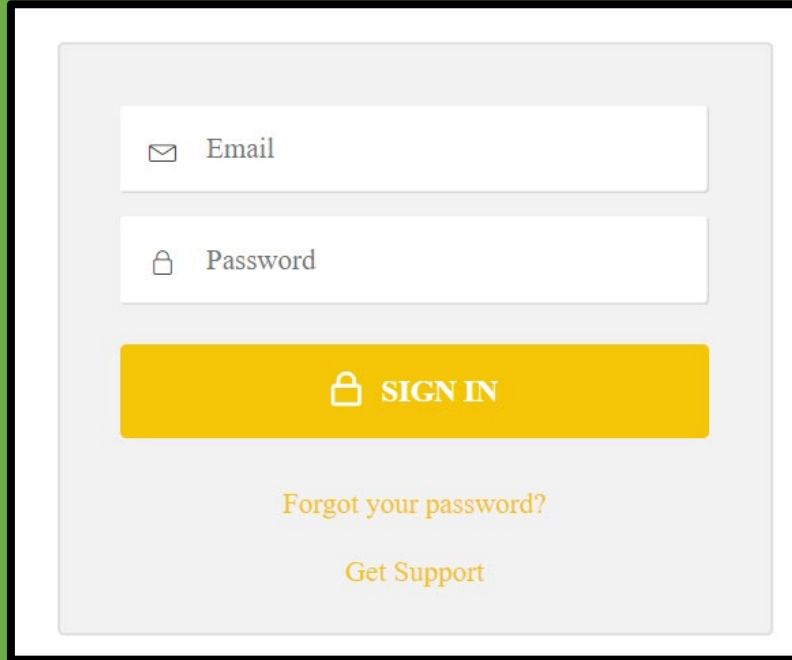
How to manage and edit your personal profile

Once logged in to the virtual conference, proceed to “Account” on the top navigation bar, select “Edit My Profile”.

Within your profile you will be able to upload your headshot, create a bio, and update contact information.



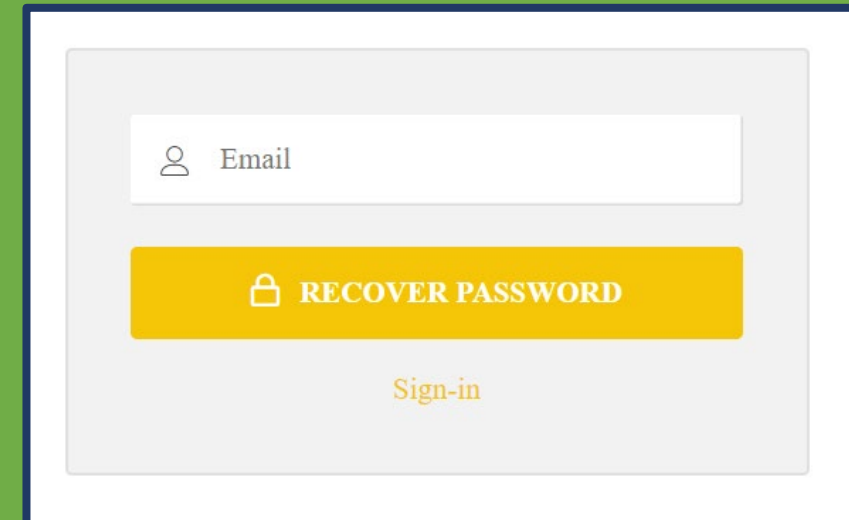
Re-Setting your Password



A login form with a light gray background. It features two input fields: the top one is labeled 'Email' with an envelope icon, and the bottom one is labeled 'Password' with a lock icon. Below these fields is a large yellow button with a lock icon and the text 'SIGN IN'. At the bottom of the form, there are two links: 'Forgot your password?' and 'Get Support', both in a smaller, lighter font.

If you forget your password, click on the “Forgot Your Password?” link on the Login page.

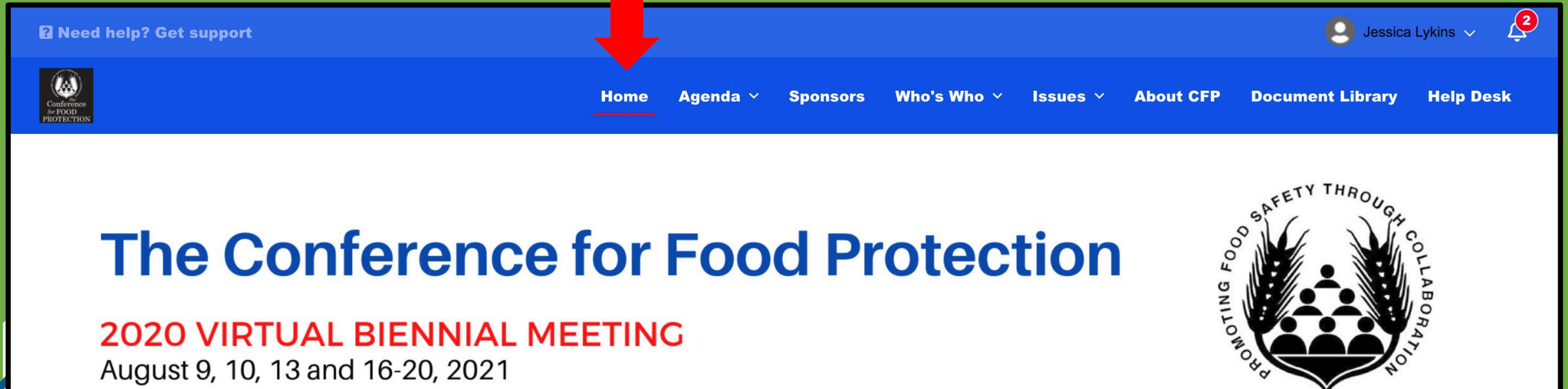

The next screen you see will require you to enter your email address. After you do this click on “Recover Password”. You will automatically be sent an email to reset your password.



A form for recovering a password. It has a light gray background. The top part is an input field labeled 'Email' with a person icon. Below this is a large yellow button with a lock icon and the text 'RECOVER PASSWORD'. At the bottom, there is a link labeled 'Sign-in' in a smaller, lighter font.


The Home Page

This navigation bar is your Table of Contents for the Conference.
Highlight and click to navigate to the various pages of the conference.




The screenshot shows the home page of the Conference for Food Protection. At the top is a blue navigation bar with a help link on the left and a user profile on the right. The main navigation menu includes links for Home, Agenda, Sponsors, Who's Who, Issues, About CFP, Document Library, and Help Desk. The 'Home' link is underlined. Below the navigation bar, the page features the conference title in large blue font, the event details in red and black text, and the official logo on the right.

[Need help? Get support](#) Jessica Lykins

 [Home](#) [Agenda](#) [Sponsors](#) [Who's Who](#) [Issues](#) [About CFP](#) [Document Library](#) [Help Desk](#)

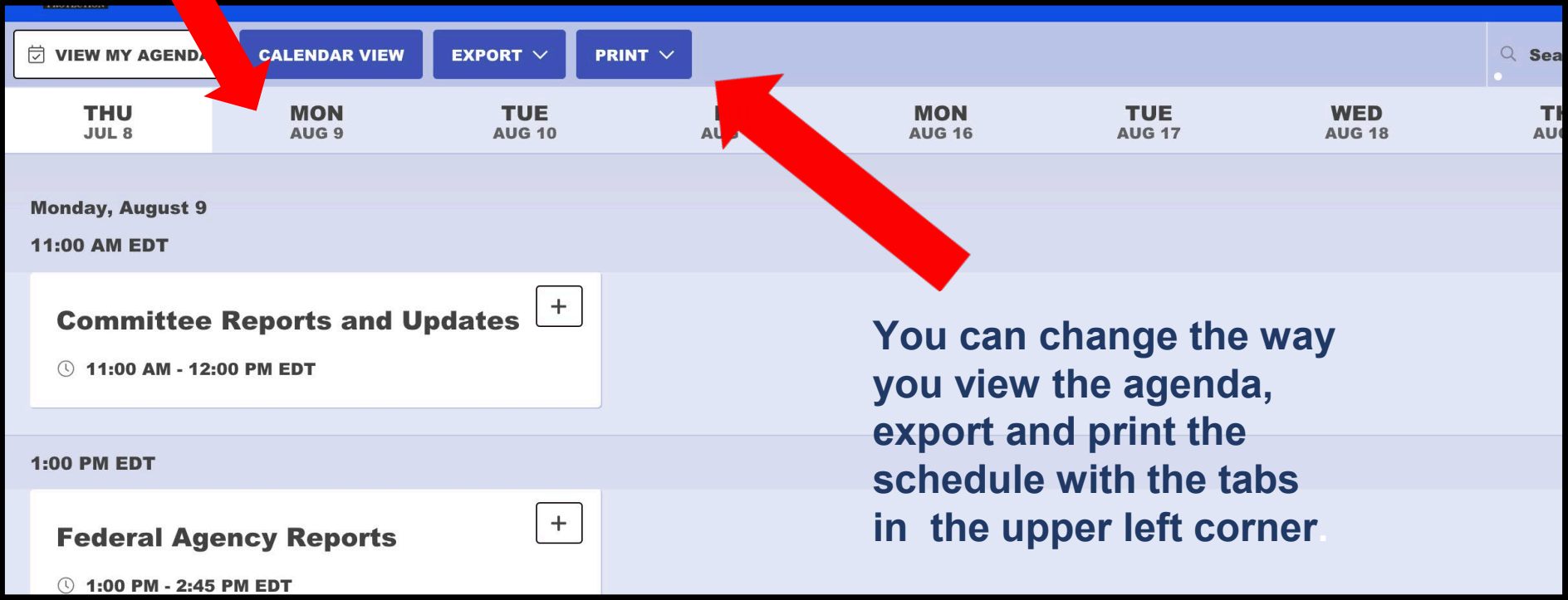
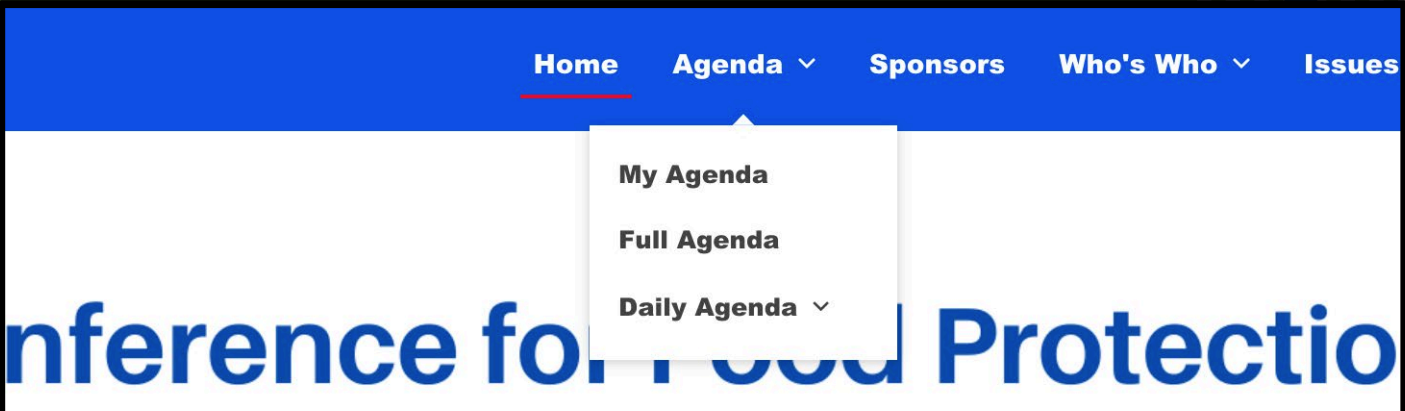
The Conference for Food Protection

2020 VIRTUAL BIENNIAL MEETING
August 9, 10, 13 and 16-20, 2021



Conference Schedule/Agenda

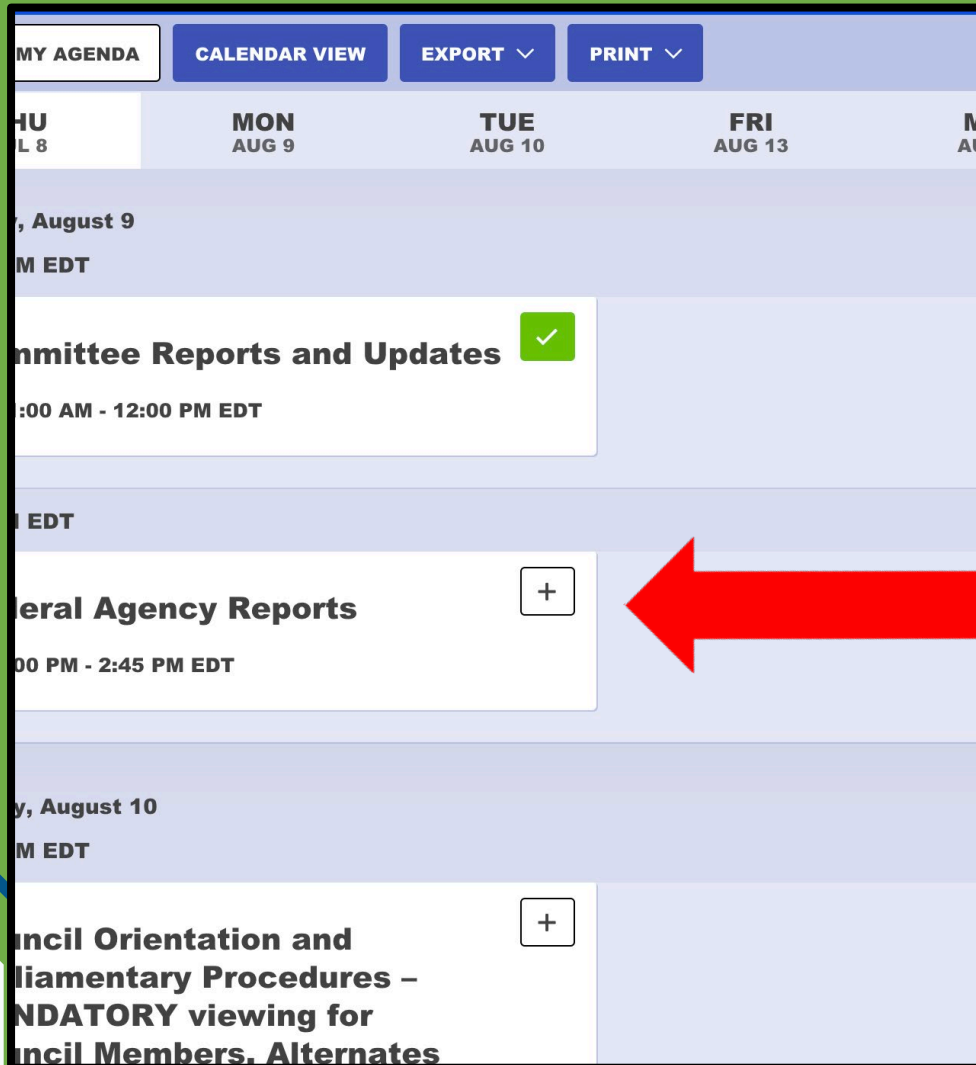
Choose which day of the schedule you would like to view on this bar. The orange highlighted date tells you the current view.



You can change the way you view the agenda, export and print the schedule with the tabs in the upper left corner.

Create Your Personal Agenda

NO LINKS FROM CFP



Select the sessions you'd like to attend by building your Personal Agenda.

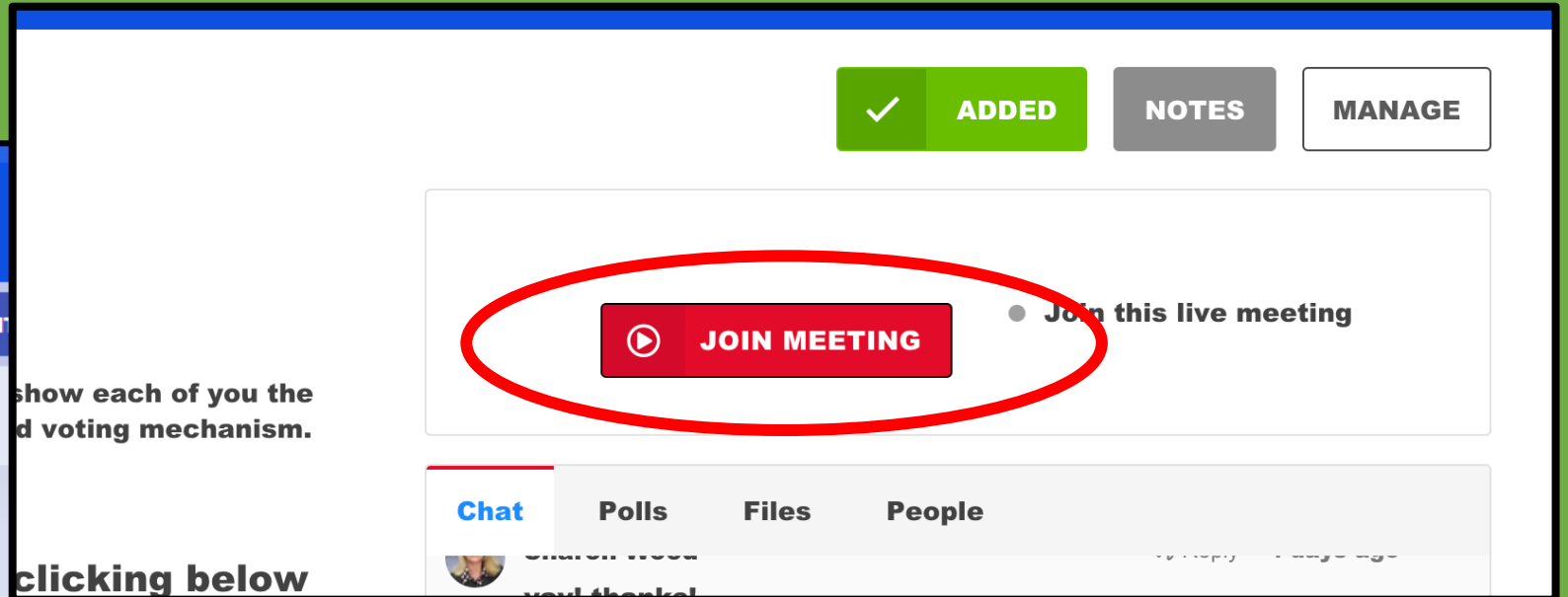
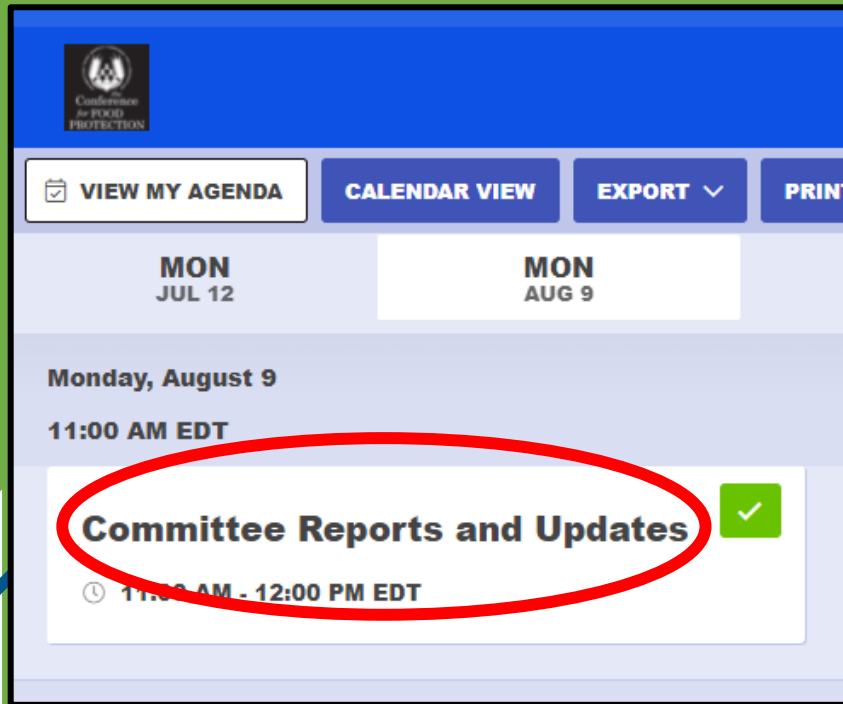
To develop a personal agenda click on the “+” in the upper right-hand corner of a session listing.

This will turn into a checkmark to indicate the session has been added to your personal agenda.

Simply click again to remove from your agenda.

Enter a Session

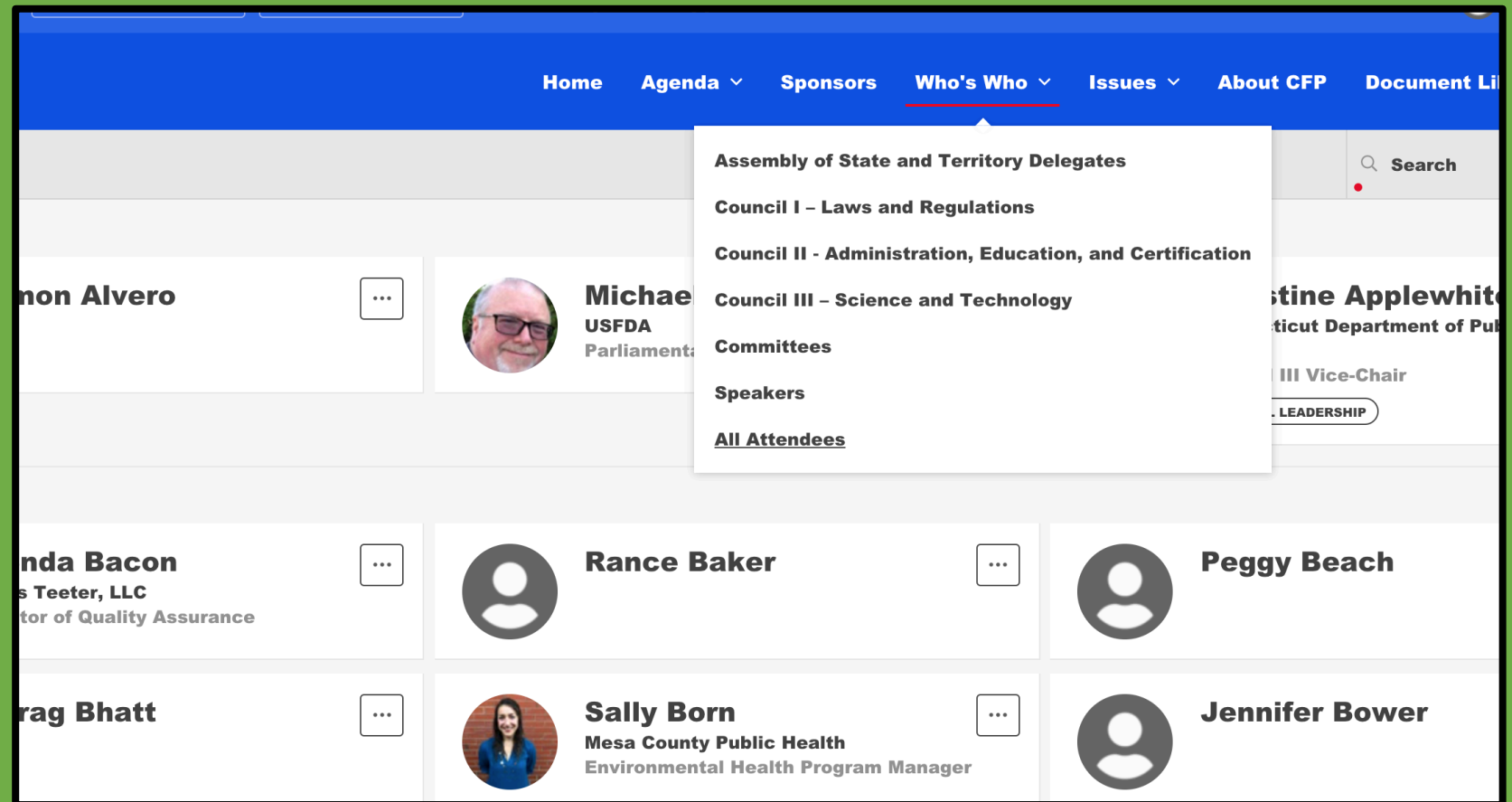
1. Go to 'Agenda' on the top navigation bar, then select 'My Agenda' or 'Full Agenda'
2. Locate the desired session and click on the session name
3. Click the 'Reserve My Spot' button in the upper right (optional)
4. When the session opens, 'Join Meeting' will appear
5. Click 'Join Meeting' to join the session
6. You will be able to join sessions up to 20 minutes before the start time



Network

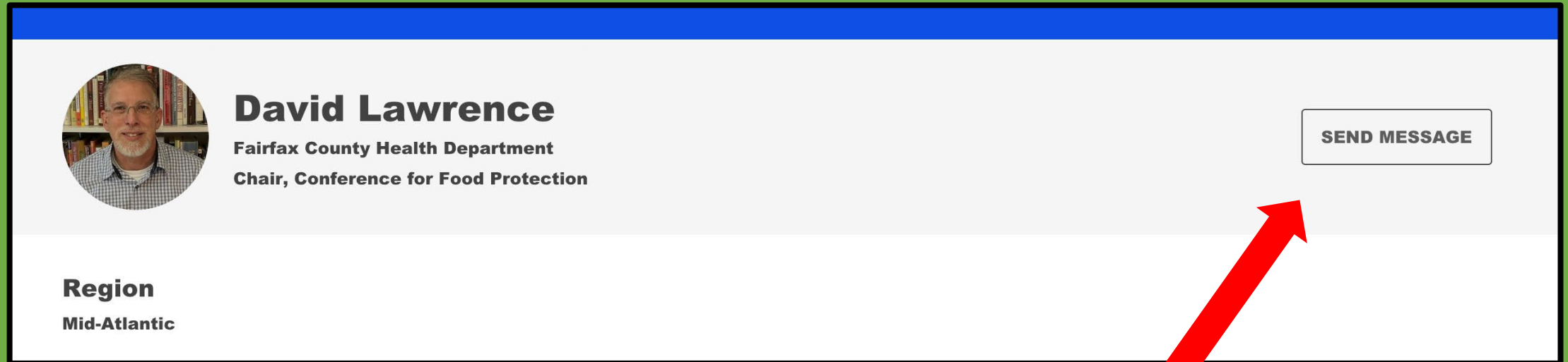
See who else is attending the conference and reach out to them directly!

You can send them a message by clicking on their name and opening their profile.



Send a Message

Click on the attendee's name in the People list to see their profile. If they are a speaker/presenter you will see the sessions they are presenting. You can also send them an email message.



The screenshot shows a user profile card for David Lawrence. On the left is a circular profile picture of a man with glasses and a beard. To the right of the photo, the name "David Lawrence" is displayed in a large, bold font. Below the name, the text "Fairfax County Health Department" and "Chair, Conference for Food Protection" are listed in a smaller font. In the top right corner of the profile card, there is a button labeled "SEND MESSAGE". Below the profile information, the word "Region" is shown in bold, followed by "Mid-Atlantic". A large red arrow points from the bottom right of the profile card towards the "SEND MESSAGE" button.

David Lawrence
Fairfax County Health Department
Chair, Conference for Food Protection

SEND MESSAGE

Region
Mid-Atlantic

Send them a message in the conference platform with a question, comment, or just to say hi!

Need Help? Contact the Help Desk!

Click the support tab for FAQ's/Additional Key Conference information and live support during the conference!



HomeAgendaSponsorsWho's WhoIssuesAbout CFPDocument LibraryHelp Desk

Need help?

We have agents live to answer your questions

CLICK HERE TO SPEAK WITH
LIVE TECH SUPPORT

FAQ's

1. Why can't I access my account?

If you're trying to access your account using a link that was sent to you via email, that is a one-time use link. The link serves as a "refresh my account" link so clicking it multiple times may give you an error message.

After clicking the link the first time, set-up your account and go back to the home page to bookmark that page to your web browser. This will make it easier for you to sign-in and access your account throughout the conference

For the best user experience, we recommend to follow the below:

1. Review the system requirements by clicking here

2. A device that is connected to the internet, either by ethernet or WiFi (preferably a computer; tablets and mobile devices can be used if necessary)

3. A stable internet connection (check your internet speed by clicking here; some slower speeds will result in slower loading times for our web

“Virtual Name Tag” Format for Participants

Issue Submitter /Presenter... IS or IP.

Council Members

Council Chair.....	Chair
Council Vice Chair.....	VC
Council Voting Member.....	VM
Council Alternate.....	ALT
Parliamentarian.....	PARL
Scribe.....	SCRB
Consultant.....	FDA, CDC or USDA

Followed by Council #: 1, 2, or 3 and a space

Followed by Constituency (Chair, VC, VM and ALT only):

- Academia (a)
- Consumer (c)
- Industry (i)
- Regulator (r)

Other Participants/Audience Participant Name + Employer

NOTE: Council Name Tag supersedes IS/IP, Council use Council Name Tag only.

EXAMPLES

Issue Submitters/Presenters

IS – Leather Tuscadero

IP – Jenny Piccalo

Council Members

Chair3 (i) – Pinky Tuscadero

VC3 (r) – Author Fonzarelli

VM2 (c) – Lavern DeFazio

ALT1 (a) – Richie Cunningham

PARL3 – Marion Cunningham

SCRB1 – Lenny Kosnowski

FDA2 – Charles Arcola

Other Participants/Audience

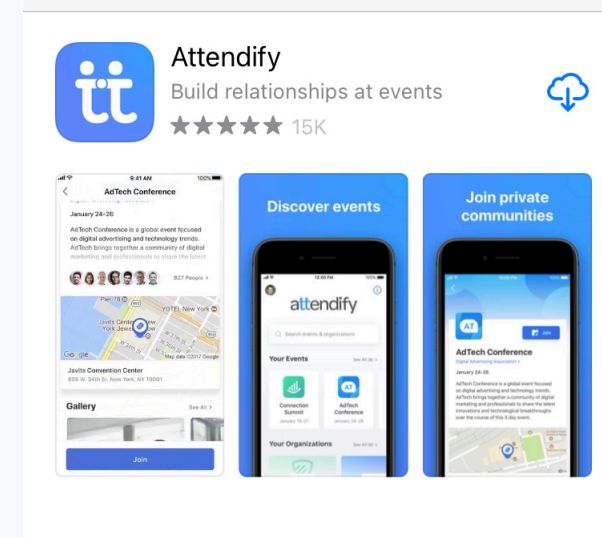
Andrew Squiggmond + Milwaukee Brewing Co.



Attendify Mobile App

Mobile app will feature:

- CFP information and welcome messages
- Schedule for the Biennial Meeting
- Council information
- Issues that will be discussed (PDF)
- Issue attachments for you to review (PDF)
- Late Breaking Issues (PDF)
- Sponsors and their level of support



• Apple app store:

• <https://apps.apple.com/us/app/attendify/id1262403617>

• Google Play:

• <https://play.google.com/store/apps/details?id=com.attendify.app>

• OR: Visit: <https://attendify.com/app/ipqfsk/>

• To join virtually (on web):

• https://ve.attendify.com/index/ipqfsk/s_ipqfsk/ (You will need code CFP2020)



Virtual Issue Presentation

- How will I know when an Issue is ready for Presentation?
 - Issues are typically deliberated in numerical order (there are exceptions)
 - Watch the Attendify App for Issues that are in current deliberations.
 - Provide the Council Chair with your cell phone number, if you haven't already – they may reach out to you directly.



Virtual Issue Presentation

- What if I am a Council member on a different Council?
 - Council Vice-Chairs will send a text warning that the Issue you are planning to present is approaching deliberation.
 - You must request to be excused from your current Council duties to present elsewhere. It is at the Council Chair's discretion to excuse you depending on current deliberations.
 - Consider having a second Issue Presenter ready in the event you are not able to be excused from Council deliberations.



- What if I am Presenting an Issue to another Council?

- Issue Chairs will be navigating between Council “rooms”, and we will notify the Council Chair/Vice Chair in that instance.
- The Issue may be tabled by Council until you are able to present.

- What if I am unable to Present my Issue?

- Notify Council Chair/Vice Chair if you have an emergency and cannot present, you are allowed to have an alternate present for you.
- The Issue may be tabled by Council.
- Council can proceed with deliberations without an official Issue Presentation.

Virtual Issue Presentation



Virtual Issue Presentation

- Mute microphone until Council Chair announce the Issue number and Title. You will be recognized to speak.
 - Unmute your device and use only the mute/unmute function in Zoom
- Once recognized, turn on your Camera and remember to unmute.
- The Scribe will place Original Issue Submission onto the Screen.
- After presenting, remember to place Zoom back on mute and turn camera off.



Virtual Issue Presentation

- The Council will set a time frame for Issue Presentations (usually 2 minutes).
 - Use this time to focus on main points of the Issue.
 - Add any addition information you feel is important.
 - Consider giving examples of Public Health Significance.
 - Present any Modifications to the Issue you would like Council to consider.
 - Suggested Modifications MUST be sent to Dave McSwane before 4pm August 12, 2021
 - NOTE: Modifications to an Original Issue Submission Recommended Solution do not have to be considered by the Council. Modifications are not automatic.



- Once Issue Presentation is complete, you are considered an Audience member for deliberations.

- Camera off and Zoom muted

- In order to speak again, you must be recognized by Council Chair.

- “Request Time” in the chat, Council Chair/Vice-Chair will inform Council Members of the request.
 - Council Members can request clarification from an Issue Submitter or can request that an Issue Submitter be recognized for additional time (in lieu of Council Member’s time to speak).

Virtual Issue Presentation



Conference for Food Protection – Rules of Engagement



Councils: Council I – Laws and Regulations
Council II – Education, Certification, and Administration
Council III – Science and Technology

Each council may vote to either refer an issue to another council or deliberate and take one of the following actions:

- ❖ **ACCEPT AS WRITTEN**
 - The issue goes to the Assembly of State Delegates as it was submitted.
- ❖ **ACCEPT AS AMENDED**
 - The issue goes to the Assembly of State Delegates as amended with recommended action from the council.
- ❖ **NO ACTION**
 - The issue goes to the Assembly of State Delegates with a recommendation for "NO ACTION" from the council.

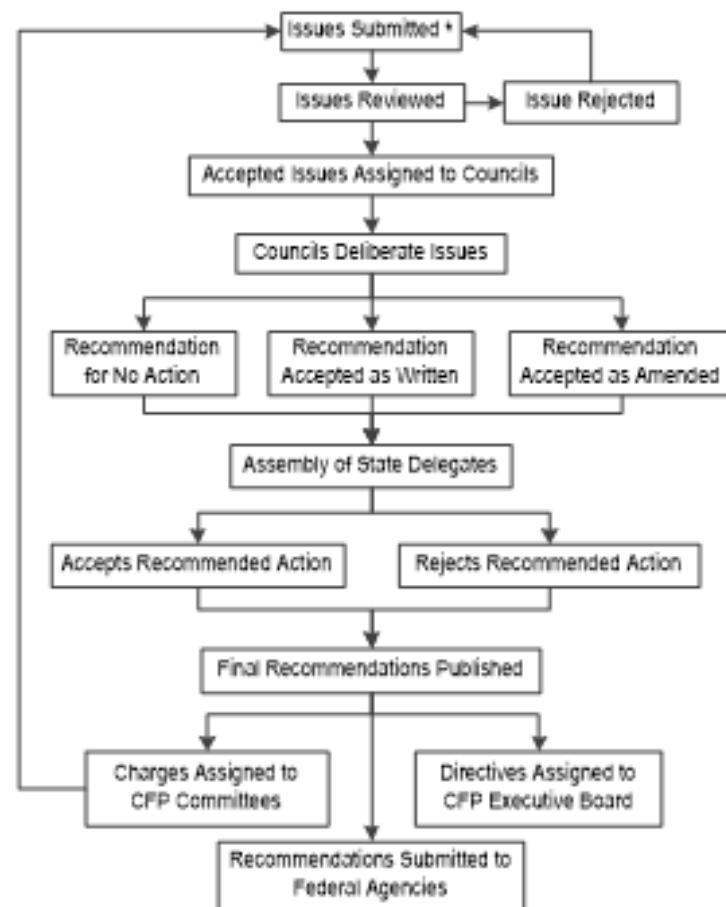
Assembly of State Delegates:

The Assembly consists of designated Delegates from food regulatory agencies representing 50 states, 6 territories, and the District of Columbia. Each state has one vote, which may be divided equally in states with multiple food regulatory programs, while the 6 territories and the District of Columbia each have 1/2 vote. The Assembly convenes on the last day of the Conference biennial meeting and is conducted by the Conference Chair. Each Council Chair will present a report from that council to the assembly. Any Delegate may request that a specific issue be extracted from the report for further discussion. Issues relating to procedures for the Conference or the constitution and by-laws are automatically extracted for discussion. Each council report is voted on for acceptance without the issues which have been extracted. Extracted issues are then considered and voted on individually.

A quorum (2/3 of the designated Delegates in attendance) must be present to adopt an Issue. A 2/3 vote is required to change procedures from previous CFP meetings or change the constitution and by-laws. Only designated Delegates may vote or address the assembly. The Chair may, at the request of a Delegate, recognize a non-voting participant to speak to a particular issue.

Rev. March 2016

Conference Flow



* Issues may be submitted by anyone who has an interest in or concern about retail food safety

**Conference for Food Protection
2020 Issue Form**

Issue: 2020 I-001

Council	Accepted as	Accepted as			
Recommendation:	Submitted	_____	Amended	_____	No Action

Delegate Action:	Accepted	_____	Rejected	_____	
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All information above the line is for conference use only.

Title:

Food Recovery Committee (FRC) Report

Recommended Solution: The Conference recommends...:

The Conference recommends acknowledgment of the 2018-I-24 Food Recovery (FR) Committee Report, with thanks to the members of the Committee for their work and dissolution of the FR committee.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

- Example of the Issue that will be shared on screen by Council Scribes during Deliberations
- Note:
 - Content Documents from Committees that need Council approval, will be shared on screen as needed for the deliberation process – Scribe will share upon request.
 - Supporting Attachments will NOT be shared on screen.
 - Only the Council Scribe can share on screen during the Council process.



THANK YOU!



Thank You!

 ConferenceDirect®

