

# **CALL FOR PRESENTATIONS: 16<sup>TH</sup> AFRICAN FINE COFFEE CONFERENCE & EXHIBITION**

## **“Sustainable Coffee Industry for Social Economic Transformation”**

Kampala, Uganda

**DEADLINE FOR SUBMISSION: 31<sup>st</sup> July 2017**

### **Conference Brief**

This year, Kampala will play host to the **16th African Fine Coffee Conference and Exhibition**. The event will be held from **Wednesday 14th to Friday 16<sup>th</sup> February 2018** in Kampala, Uganda.

### **Call for Presentations**

The *16<sup>th</sup> African Fine Coffee Conference & Exhibition Presentation Committee* calls for technical presentations on the main theme **“Sustainable Coffee Industry for Social Economic Transformation”** to be made during the Conference.

### **WHAT IS DIFFERENT ABOUT THIS YEAR?**

***This year AFCA would like to invite all members to submit their abstracts in line with the theme. We shall not be restrictive on the topic or sub theme.***

***However while we are seeking a variety of topics, we would also like to inform presenters we shall be raising the standards for the selective process.***

***Presentations should be relevant, practical and offer solutions.***

Please submit a brief (1) page summary / abstract of your preferred area of presentation by **31<sup>st</sup> July 2017** for evaluation by the Conference Presentation Committee. Your abstract must include a signed copy of the submission guidelines and the below information to be considered valid.

### **IMPORTANT TO NOTE:**

- **Contact information:** Please, provide the following information about yourself: name; job title; company / organization; address; phone, cell phone, fax and e-mail contact.
- **Title:** The summary (abstract) should have a title, should state the target audience, the learning goals for the audience and the key points.
- **Audio visuals:** Available equipment is limited to LCD projector and sound output/speakers.
- **Profile of presenters:** Include a biography and brief teaching/speaking experience of all the presenters. These should not exceed 50 words in total for

- each individual and should be accompanied by a recent digital photograph.
- All presentations must be submitted in **Microsoft PowerPoint 1999 – 2003 version only.**
- All presentations must not last more than 18 minutes.

Please note that there are several obligations and deadlines regarding presentations. AFCA reserves the right to cancel presentations by those who prove unable to fulfill these obligations:

- The Presentation Committee does not always accept proposals as submitted. All presenters must adhere to at least one of the subthemes for it to be considered.
- Presentations should be about technical issues and NOT company promotions.
- In the event that the presentation committee wishes to make changes, presenters will be contacted, advised on the committee's wishes and given the opportunity to either participate or decline within the new format.
- Discounts on the early bird registration fees will be offered to the select presenters by the committee. However all presenters must register as **Full Conference Delegates** by 31<sup>st</sup> July 2017. Everyone participating in a presentation is responsible for completing and submitting a conference registration form.
- All presenters are responsible for their own hotel and travel arrangements and expenses. AFCA will not meet any of these costs.
- Selected presenters will be notified in writing by 15<sup>th</sup> August 2017 and a "presenter package" will be mailed by 25<sup>th</sup> August 2017 to all approved presenters.
- Complete presentations must be submitted electronically to AFCA not later than 25<sup>th</sup> January 2018. Presenters who do not meet the date will not be considered in the final presentation panels.

**I hereby understand and agree to compile the Call for Speaker guidelines and information as outlined above to be considered to present at the 15<sup>th</sup> African Fine Coffee Conference & Exhibition.**

**Send your complete presentation proposals to the AFCA Secretariat to the attention of the Executive Director at [secretariat@africanfinecoffees.org](mailto:secretariat@africanfinecoffees.org) and [martin.maraka@africanfinecoffees.org](mailto:martin.maraka@africanfinecoffees.org) by **31<sup>st</sup> July 2017****

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_