



FOOD AND AGRICULTURE
ORGANIZATION
OF THE UNITED NATIONS



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FAO/WHO GLOBAL FORUM OF FOOD SAFETY REGULATORS

Marrakesh, Morocco, 28-30 January 2002

GUIDELINES FOR TOPIC PRESENTERS

Topic presenters at the Global Forum of Food Safety Regulators are kindly requested to consider the following:

Topic Papers:

Topic papers should:

- be submitted in any one or more of the six official languages (Arabic, Chinese, English, French, Russian, Spanish), preferably by email to the email addresses shown below. Papers will be translated into the other languages and distributed at the Forum; and
- not exceed 6,000 words (ca. 12, A4 size, single-sided pages, including graphics).

Presentations:

Presentations should be:

- a maximum of 20 minutes, followed by a 10 minute question and answer period;
- in *MS Powerpoint* format (presentations will be duplicated as overhead projector slides as a backup measure by the Forum Secretariat);
- submitted electronically to the email addresses shown below; and
- not exceed 20 slides, if possible.

Both the topic paper and the presentation should follow a similar structure and include:

- an introduction outlining the specific food safety issue(s) to be discussed, and background information;
- the main body of the discussion, quoting facts and figures where appropriate; and
- a succinct summary/conclusion, including implications of the discussion for developed and developing countries.

Both the topic paper and presentation should be submitted to both FAO and WHO **by 14 September 2001 at the latest.**

The Joint Secretariat of the Global Forum of Food Safety Regulators
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and to

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For more information on the Forum, please visit the Forum Website at:
http://www.foodsafetyforum.org/global/index_en.htm