



**UNIVERSITÀ
DI FOGGIA**



Agreement

Regarding the organisation of an ISHS Symposium Conference Workshop

The Executive Director of the ISHS in consultation with the Chairperson of the:

ISHS Division: "Postharvest and Quality Assurance", and ISHS Working Group: "Fresh Cut Produce"

ISHS Division: "Protected Cultivation and Soilless Culture"

ISHS Division: "Vegetables, Roots and Tubers"

Herewith approves the proposal of:

Name Maria Luisa Amodio

Name of Convener/Director Maria Luisa Amodio

Institute/University/Department Department of Science of Agriculture, Food, Natural Resources and Engineering (DAFNE), University of Foggia (Italy)

Regarding the organisation of following Symposium Conference Workshop:

V International Conference on Fresh-Cut Produce: Maintaining Quality and Safety

The event will be held from 2 to 5 June 2024

At University of Foggia (Foggia, Italy)

The Convener(s) will be:

Name Maria Luisa Amodio /

Address Via Napoli 25, 71122 Foggia (FG), Italy /

PHONE *****

EMAIL marialuisa.amodio@unifg.it /

The Editor(s) will be:

Name Maria Luisa Amodio /

Address Via Napoli 25, 71122 Foggia (FG), Italy /

PHONE *****

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The ISHS representative at the symposium (Chair of ISHS Division/Commission) will be:

Name Giancarlo Colelli

The event is accepted as an ISHS symposium/conference/workshop (hereafter referred to as 'symposium') under following conditions (tick boxes to confirm acceptance of the conditions):

- The Convener accepts to follow the instructions as outlined in the document "Guide and Checklist for Conveners of ISHS Symposia", a copy of which he/she received.
- It is understood by the Convener that the full text of "Guide and Checklist for Conveners of ISHS Symposia" and "Pricelist" form part of this agreement and are entirely known by both parties.
- The Convener is an Individual Member of the ISHS.
- The Convener has the full support of his/her employer to organise the symposium, testified by being co-signer of this agreement.
- Every single registered symposium participant will receive online access to the e-Acta electronic version of the *Acta Horticulturae* symposium proceedings as part of the registration fee. e-Acta allows for the registered user to have unlimited online access to the full content of the *Acta Horticulturae* symposium proceedings. e-Acta online access rights are personal and not transferable. Login is required to access and download the full text papers. Each symposium participant will receive a unique login code to access the e-Acta symposium proceedings.
- The Convener collects a symposium fee including an amount per participant for the e-Acta symposium proceedings. The budget for the cost of the proceedings does not only depend on the number of pages but also on the number of participants. The filled-out budget form (see Annex 1) will be attached to this agreement. More information on this can be found in the item 'Finances' in "Guide and Checklist for Conveners of ISHS Symposia".
- Members of the ISHS pay a reduced registration fee, which is at least 80 euro lower than the regular registration fee for non-ISHS members. The amount of both registration fees (regular and reduced for ISHS members) is to be clearly indicated on the registration forms.
- The ISHS will announce and promote the symposium in *Chronica Horticulturae* and on the ISHS website.
- The ISHS logo is to be used on the symposium website and on all related correspondence, announcements, posters, ... The ISHS logo is available from the ISHS Secretariat.
- The Convener will distribute ISHS leaflets and other relevant material to all participants. The Convener accepts that the ISHS representative shows a special ISHS PowerPoint presentation at the opening ceremony. The Convener will make efforts to recruit new ISHS members.
- The ISHS representative, together with the Convener, will set up a special committee to select the best oral and the best poster presentation for the ISHS Young Minds Award.
- Should any doubts exist about the financial viability of the symposium, the ISHS may recommend to cancel the symposium. By no means ISHS will be held (financially) liable for the symposium.

The ISHS and the Convener agree to exclusively publish the proceedings of the symposium in the ISHS series *Acta Horticulturae*, ISSN 0567-7572 (print), ISSN 2406-6168 (electronic), under the following conditions (tick boxes to confirm acceptance of the conditions):

- Both the Convener and the ISHS acknowledge that timeliness of publication has become of critical importance in the context of publishing high quality scientific publications. The Convener therefore commits to deliver the final reviewed manuscripts for *Acta Horticulturae* to ISHS within a strict time-frame of not later than three (3) months after the end of the symposium, preferably in time for publication at the start of the symposium. The ISHS commits to schedule the production and publication processes of the proceedings without delay after receipt of the full package of reviewed papers from the Convener.
- All abstracts and full text papers must be submitted and reviewed using **ROSA – Responsive Online System for Acta Horticulturae submission and review**. Running a service for submitting abstracts and reviewing papers comes at a cost; consequently an abstract submission charge applies to the submitting author, which partially covers the expenses for infrastructure overhead, hard/software

maintenance, etc. For authors who hold ISHS membership, submission is always free of charge. Additional information can be obtained from the ISHS Secretariat or at <https://www.ishs.org/faq>.

- The Convener will nominate an Editorial Board in cooperation and with the agreement of the Chairperson of the Division/Commission/Working Group involved. The Editorial Board, chaired by the Editor(s) (max. 3 pers.), will closely monitor all manuscripts in order to keep up a high scientific and technical standard throughout. Special emphasis is to be made on the correct use of the English language. The Editor(s) will be acknowledged on the cover of the *Acta Horticulturae*. The ISHS is entitled to refuse the publication in case no Editorial Board had been appointed. Each paper will be reviewed by two persons.
- Papers for publication can be delivered based on oral or poster presentations whereas posters and abstracts as such cannot be accepted for publication. In case a contribution is accepted as an **oral presentation**, the convener will make sure that a manuscript will be received for review. Keynote and invited speakers must provide a manuscript.
- The author instructions on how to prepare a contribution for *Acta Horticulturae* are available from the ISHS website <https://www.ishs.org/authors>. Authors will be informed about these instructions in the final circular and call for papers.
- Publishing, printing, reproduction or distribution of the proceedings by the Convener or any other party is not allowed.
- **The Convener agrees to order 1 e-Acta electronic version of the *Acta Horticulturae* symposium proceedings for every single registered participant, with a minimum number of 100 e-Acta copies.** Based on the final page count of the proceedings and the number of participants, the Convener will receive an invoice at the best possible price. The invoice is to be paid before the e-Acta copies will be distributed to the participants.
- The ISHS has the sole and exclusive rights to the symposium name including the publication of the proceedings and related products. Event or media partnership agreements including but not limited to publishing agreements or (award) sponsorship arrangements with any type of third-party, publisher or event organiser are subject to prior approval of ISHS.
- The ISHS Science Editor may invite authors of exceptional presentations to submit a full text paper for consideration by the Editorial Board and reviewers of eJHS (European Journal of Horticultural Science) or Fruits (The International Journal of Tropical and Subtropical Horticulture). Upon publication of the paper in eJHS or Fruits, the title, abstract and full text paper will also be published at the *Acta Horticulturae* website.

For the ISHS

Leuven, _____, _____

Peter Vanderborght
Executive Director of the ISHS

For the Convener

Foggia

Italy

26/01/2023

Maria Luisa Amodio

Signature _____

For the Department

Prof. Milena Sinigaglia

Director

Department of Agricultural Sciences, Food, Natural
Resources and Engineering

University of Foggia

Signature _____