

# Information for Paper Presenters

## How do the organizers process an abstract submission?

For a paper to be accepted for presentation, a short, informative written summary in the form of a "Paper Abstract Submission" is needed (see "Submissions for Oral and Poster Presentations" on the Symposium website's Call for Papers page).

Each abstract submission will be carefully examined based on the following criteria:

- *Content*: relevance to the field of Victimology - whether the paper is connected to at least one of the existing theoretical approaches in Victimology.
- *Research design or process*: relationship of the abstract topic to the sub-themes; whether the paper presents new information or adds to the existing knowledge base
- *Applicability to teaching, training, or practice in the field*: if reporting on new research – the replicability of the research.
- *Organization*: clarity of the abstract – Are objectives clearly stated? What can attendees expect to learn from the presentation? Who are the key audiences for the presentation (if applicable)?
- *Presentation*: style of presentation; use of both visual and audio tools for communication.

## **The deadline for abstract submissions is June 20, 2009.**

After the organizers review submissions, submitters will receive written confirmation regarding the status of the approval of their abstract. All presentations will take place in "Parallel Sessions." Information on the date and time of presentation will follow later. In organizing the symposium program, the Scientific Program Committee will consider any request as to time and date of the presentation, but will reserve the right as to when to schedule all Parallel Sessions.

Each Parallel Session will have a Session Chair. As a presenter you are requested to introduce yourself to the Session Chair at the site of the session and follow his/her advice. At the beginning of the session, each presenter will have to give his final version of the paper presented to the Session Chair for the Parallel Session Documentation that the Chair will have to hand over to the Scientific Program Committee Chair for the information of the General Rapporteur(s).

The organizers determine the length of time for oral paper presentations. Presenters will be generally limited to 15-minute or less presentations depending on the number of papers accepted for a specific Parallel Session. Presenters must be prepared to summarize their papers correspondingly.

## What will the organizers provide for my presentation?

- A chair will be assigned for each Parallel Session. Wherever possible, suggestions of the submitters will be considered.
- Each paper presenter will be assigned to a specific Parallel Session along with other submissions for a specific time and date.

- All Parallel Session rooms will be set up according to the local facilities (room arrangements will consist of the typical classroom layout, theater layout, tabletop layout, u-shape, etc.).
- Overhead or slide projectors and screens, TV/VCRs, etc. will be provided as requested according to availability. A podium and microphone will also be provided if requested at the time of your submission form. Be sure to specify all your audio/visual (A/V) needs in your submission. An A/V technician will be available to assist you on site.
- Signage will be outside of the room displaying the title of the Parallel Session in which your presentation is included.
- Support staff will be present to help you and the rest of the panel should any problems arise.
- You will receive a presenter ribbon that can be picked up at the presenters table at the conference.
- You will be given a certificate confirming your participation as a presenter after your presentation.

#### **What won't be provided for my presentation?**

- Any honorarium, travel, or accommodation costs associated with your presentation
- Any A/V equipment outside of what is listed above. If you require such equipment, you can arrange in advance to rent it from the symposium A/V supplier, but you will have to pay for it at the time of delivery. Inquires should be directed to the organizers
- Any photocopying facilities

#### **Registration requirements**

Every person who intends to participate in this Symposium is required to register and pay the registration fee. You can register by the day or for the full week. See the symposium website at <http://www.isv2009.com/registration/index.html> for more details.

#### **What am I asked to provide for the panel if my abstract is accepted?**

You are asked:

- To coordinate with the assigned Session Chair that the organizers have identified for your Parallel Session
- To bring copies of any handouts you would like to provide for session participants. It is also recommended that you bring a digital copy of said handouts, your paper, or any presentation materials that you may want to share. You will be provided with a form to collect the email addresses of your participants so that you may send them any requested data digitally after your presentation.
- To provide your Parallel Session Chair with a hardcopy of the final version of your full paper\* or a summary of your presentation so that he/she can process the documents of the whole session to be properly recognized by the General Rapporteur(s)

\* All participants are encouraged to send a full paper in English before commencement of the symposium; however, it may be difficult for some participants to hand in a full paper by this time. This should not prevent you from sending in an abstract. If your contribution is considered for publication after the symposium, we will then ask you to send us a full paper at that time.

### **What do I personally gain from presenting at the 13th Symposium?**

- It will allow you to gain exposure at the most prestigious gathering of victimologists, related scientists, victim support providers and other practitioners in the world.
- It will give you an opportunity to present in front of an audience that will contain participants representing many countries.
- It can open the door to other presentation opportunities.
- It will provide you with opportunities to meet and hear from colleagues who can contribute significantly to your understanding of Victimology and victim services.

### **Copyright**

The presenter(s) agree(s) that with the acceptance of the paper by the Chair of the Scientific Program Committee, the WSV holds the copyright for the publication of the paper. Until the decision to publish the paper is made, the copyright of all papers will rest with the WSV.

Papers must be original new contributions. They may not have been published elsewhere previously.

### **Precautions about your Abstract Submission**

- Before completing the form, check your calendar to make sure you are in fact available on the conference dates in Mito. Paper presentations will be held from Monday, August 24 through Thursday, August 27
- Double-check your submission for accuracy before you submit it.

If you have any questions about abstract submission or any aspect of your presentation, contact Prof. Dr. Gerd Ferdinand Kirchhoff, Scientific Program Committee Chair, at [gerd@tokiwa.ac.jp](mailto:gerd@tokiwa.ac.jp).

**Again, the deadline for all abstract submissions is June 20, 2009.**