

# Information for Parallel Session Organizers

## What is expected from me as organizer of a Parallel Session?

As an *organizer* of a Parallel Session, you contribute very substantially to the success of the symposium by organizing an interesting program for your Parallel Session under an attractive topic with competent speakers.

In your application to organize a Parallel Session, please identify yourself clearly as the organizer of the session. State clearly the topic of the session, identify your contribution to the session (introduction, lead presentation or other), and identify the other presenters in the session and their topics. It is your task to organize and to coordinate all presentations in your session.

The Scientific Program Committee may request that you accept a paper presentation not included in your original application into the session you chair. Such a presentation will fall under the broader topic of your session.

Each session will last approx. 90 minutes. Usually, each session contains three or more presentations. There should be time for discussions and for questions from the floor.

Before you start the session, please pick up a session file from the conference desk. In this file you will find a table of contents for your session as well as a *session report form*. You are requested to deliver the report form and the papers presented in your session to the Chair of the Scientific Program Committee so that the contents of your session can be adequately represented in the report of the General Rapporteur(s). Please include essential contributions to the discussion in the session report.

The session file will also contain an *email presentation request form*. Please give the email presentation request form to each presenter in your session. After his or her presentation, he/she can collect email addresses so that he/she can send the digitized paper and/or presentation data as an email attachment to all participants who asked for it.

## How do the organizers process an application to organize a session?

Each application to organize a session will be carefully examined based on the following criteria:

- o *Content*: Applications must contain a clear description of what the topic of the session is as well as a clear nomination of the session chairperson (organizer of the session). She/he is responsible for inviting other interested participants to present in this session.

- o *Interest to the field*: Whether contributions may be viewed as good scientific research or as innovative or best practices; relationship of the topic to the themes; applicability to either established services or emerging services

- o *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?

- o *Presentation*: Use of audio or visual equipment (A/V equipment), if applicable: innovative styles of presentation: use of handouts

**June 20, 2009 is the deadline for presenter applications.**

You should direct the people you invite to present at your session to also submit their presentation abstract. (As session organizer, you are also required to submit an abstract if you are to present a paper during your session.) After the organizers review each abstract, they will send written confirmation regarding its approval. In organizing the symposium program, the Scientific Program Committee will consider any request as to when to hold a specific session but will reserve the right as to when to schedule all sessions. Please be aware that the organizers may alter the title of your session slightly to better describe the entirety of the accepted presentations. Applications that have not been accepted will receive notification as soon as possible.

#### **What will the organizers provide for my session?**

- All assigned 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.). All rooms will be set to their maximum capacity.
- You will be provided with the A/V supplies specified in your application as available. An A/V technician will be available to assist you on site.
- You will be provided with signage outside of your session room displaying the title of the Parallel Session.
- A session monitor will be present to help you with all logistical matters pertaining to your session.
- You will receive a session chair ribbon. The presenters will be provided with presenter ribbons.
- You will be provided with a form for each presentation to collect email addresses from session participants so that the presentations may be sent by email attachment if requested.
- You will be provided with a certificate after the presentation.
- You will be provided with a folder to collect the full-papers and/or presentation summaries presented during your session, and a session report form for the General Rapporteur(s).

#### **What won't the organizers provide for my session?**

- Any honorarium, travel, or accommodation costs associated with presenting at the WSV Symposium.
- Any non-standard A/V equipment that requires special order by the organizers. Please inquire with the organizers if you are unsure that your requested A/V equipment will be available.
- Any photocopying facilities.

#### **Registration requirements**

The WSV Symposium has always been the world's premier victimological education program, with presenters attending others' Parallel Sessions or joining in as conference participants. 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 (<http://www.isv2009.com/registration/index.html>) for more details about registration.

### **What am I expected to provide for the session if my application is accepted?**

You are expected:

- To coordinate with any additional presenters you have identified for the session.
- To inform the Scientific Program Committee about any changes in your Parallel Session that differ from that which is outlined in your original application form.
- To inform the presenters to bring copies of any handouts they would like to provide to your session participants. Please take into account that some participants might prefer to receive papers in electronic form. In the session folder, presenters will be provided with a form to collect the email addresses of their session participants so that they may send any requested data digitally to interested participants.
- To provide the organizers with one copy of any handouts provided by the presenters of your session by including them in the folder to be sent to the General Rapporteur(s).

### **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.
- As an organizer of a session, you present yourself as competent in being able to bring together presenters from different localities.

### **Precautions about your session application**

- 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 application for accuracy before you submit it.

If you have any questions about organizing a Parallel Session, 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 Parallel Session organizer applications is June 20, 2009. The deadline for all abstract submissions is also June 20, 2009.**