

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 the "Parallel Session Application", 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 might request that you accept a paper presentation into the session you chair. Such a presentation will fall under the broader topic of your session.

Each session will last 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 a session file from the desk of the conference. In this file you will find a table of contents for your session as well as a report form."

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 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, s/he can collect email addresses and s/he can send her digitized paper as an email attachment to all participants who asked for it from the conference site.

How does WSV 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 session chair person (organizer of the session). S/he is responsible to invite 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

March 31, 2009 is the deadline for presenter applications.

You will direct the people you invite to your session to send their presentation applications as presenters in your session just like every other participant. After WSV review, applicants to organize a session will receive written confirmation regarding approval of the session presentation and when it will be scheduled. The titles of the themes may change to better describe the cluster of accepted sessions.

Applications that have not been successful will receive notification as soon as possible.

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.

What will WSV 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 any A/V supply specified in your application, beamer for audiovisual presentations, a flip chart, overhead or slide projector and screen, TV/VCR, as requested in the application.
- A flip chart, overhead or slide projector and screen, TV/VCR, etc. will be provided as requested in the application and according to availability. A podium and microphone will also be provided if requested at the time of your application. Be sure to specify all your audio/visual (A/V) needs in your application. 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.
- 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 a presenter ribbon.
- You will be provided with a form for each presentation to collect email addresses for the presentations to be sent as email attachment.
- After the presentation you will also get a certificate.
- You will also be provided with a folder for the papers presented and the short record of the session organizer for the General Rapporteur(s).

What WSV does not provide for my session?

- Any honorarium, travel, or accommodation costs associated with presenting at the WSV Symposium.

- Any A/V 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.
- 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 Web page <http://www.isv2009.com/registration/index.html> for a full listing of the applicable registration rates.

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

- To coordinate with any additional presenters you have identified for the session.
- To inform the Scientific Program Committee about any changes in the Parallel Session you organize.
- 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, you will be provided with a form to collect email addresses for every presentation so that papers can be sent as email attachment in case participants are not in the position to carry home heavy papers.
- To provide WSV with one copy of any handouts provided by the presenters to the participants during the session time.

What do I personally gain from presenting at a WSV symposium?

- You gain exposure at the most longstanding and most prestigious global gathering of victimologists and victim support providers in the world.
- As an organizer of a session, you present yourself as competent in being able to bring together presenters from different localities.
- It will give you an opportunity to present in front of an audience that will contain participants representing many countries. This will be the 13th International Symposium and is only organized once every three years; therefore, many people are expected to be in attendance.
- It can open the door to other presentation opportunities. It may open new professional chances.
- It will provide you with opportunities to meet and hear from colleagues who can contribute significantly to your understanding of Victimology and victim services.

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 the session application, contact the Chair of the Scientific Program Committee, Prof. Dr. Gerd Ferdinand Kirchhoff, at gerd@tokiwa.ac.jp.

Again, the deadline for all parallel session organizer applications is March 31, 2009.