

## **Crossroads Conference 2010**

### **Guidelines on Session and Paper Proposal Submission**

#### **General**

1. Session:
  - Session duration: 90 minutes
  - Optimal number of paper presentations: 3
  - Session format: Presentation of individual papers followed by discussion and Q&A. Other session formats may also be used if suitable.
  - Presentation duration: Not exceeding 20 minutes each paper

#### **Session Organization**

2. Session Organizers are most welcome to organize a full session with chair, paper presenters and discussants (if desired). Partly filled session proposals (with a minimum of 2 paper presenters) are also welcome.
3. Session Organizers should encourage and actively help their session participants communicate among themselves before the conference. This will aid effective presentation and discussion at the session.
4. For **sessions attracting more than 4 paper presentations**, Session Organizers must ask the Conference Academic Programme Sub-committee (APSC) ([xroads@LN.edu.hk](mailto:xroads@LN.edu.hk)) to **arrange additional session(s)** for the topic; or **refer the extra papers to the APSC** to be included in other sessions.
5. For additional sessions, Session Organizers should organize the papers into themes and give informative name(s) to the additional session(s) rather than adding I, II, etc to the same title. The Session Organizer may suggest or appoint another person (or one of the presenters) to act as session chair.

#### **Acceptance of Sessions and Papers**

6. **Session Organizers have the right to choose the papers** to be included in their sessions. However, they are encouraged to give priority to papers which reflect original empirical or theoretical research and have not been presented previously at other professional meetings, and accommodate interesting paper proposals if possible.
7. Papers may be chosen on the basis of abstracts (100-150 words) only. However, Session Organizers are advised ask for a full copy of the paper for consideration if possible.
8. To facilitate conference arrangements, **session proposals and papers chosen by the Session Organizers must then be submitted to the APSC for acceptance** to the conference programme. Session and paper **proposals will not be included** in the conference programme **without being formally accepted by the APSC**.
9. All Session Organizers and participants (i.e. chairs / presenters / discussants) must be registered for the conference. **A session is considered as “Proposed” by the**

**Conference if its participants have not completed registration.** In such cases, APSC may make arrangements to reorganize the session with other registered participants and may change the time of the session if necessary.

10. In cases of multiple-authored papers, **those authors who are actually presenting the papers must be registered for the conference.** Otherwise the paper will be dropped from the conference programme.
11. Sessions without any registered participants will be listed as “Proposed” on the conference website. **The status of “Proposed” sessions or papers will be updated to “Confirmed” once registration is completed.**
12. **Proposed sessions/papers will not be included in the conference programme book and will be taken off the conference website after mid-April, 2010** if none of the participants concerned has completed registration by then.
13. If, for any reason, a Session Organizer is unable to follow through on the commitment of organizing a session, the Session Organizer should contact the APSC immediately.

#### **Submission of Session Proposals**

14. Session Organizers should submit session proposals to the APSC ([xroads@LN.edu.hk](mailto:xroads@LN.edu.hk)) with the following information:
  - **session title;**
  - a **session abstract** of 150 words maximum;
  - list of the chosen **participants** including chair, presenters and discussants (if applicable), their **email addresses**, and the **names of the institutions** that they are associated with; and
  - the related **paper abstracts**
15. APSC will issue a **conditional acceptance** of the proposed session and the related papers to the participants concerned by email and list the session and the related papers as **“Proposed” on the Conference website with an assigned timeslot.**
16. **Upon completion of registration, APSC will issue a formal acceptance letter** to the participants concerned and update the status of the session and the related paper(s) as **“Confirmed” on the Conference website.**

#### **Submission of Individual Paper Proposals**

17. Individuals may submit paper proposals responding to a particular session or as independent papers.
18. All individual paper proposals must be submitted to the APSC ([xroads@LN.edu.hk](mailto:xroads@LN.edu.hk)) with the following information:
  - title of the specific session, if applicable;
  - name of author,
  - email address,

- name of associated institution; and
  - paper abstract of 150 words maximum.
19. APSC will forward the submitted paper proposals to the specified Session Organizers for consideration.
  20. For paper proposals with no sessions specified, the APSC will refer them to relevant session organizers; or organize them into sessions and identify suitable individuals to act as chair.
  21. APCS will issue **a conditional acceptance to the authors concerned once the paper proposal has been chosen by a Session Organizer**, and request them to register for the conference as soon as possible.
  22. Once conference registration is completed, APSC will issue a **formal acceptance letter to the participants** and **update the status of the paper as “Confirmed”** on the conference website.