

Interested in Participating as a Speaker/Presenter?

Using the form in this brochure or downloaded from the WSO website, please submit an outline/abstract of your presentation. All abstracts submitted will be reviewed, and authors will be notified if the presentation has been accepted. Deadline for abstract submission is 15 May. Upon notification of acceptance, the completed presentation must be submitted prior to 15 July for publication in the *Symposium Schedule & Proceedings*.

You may also submit your outline/abstract online at www.worldsafety.org

DISCLAIMER: The WSO does not pay speaker fees or facilitate the travel and other subsistence arrangements for any speaker of the symposium. All arrangements related to travel, visas, accommodations, and daily subsistence are the exclusive responsibility of the speaker. Speaker pays discounted registration fee if attending the symposium.

Papers & Presentations

- ◆ All papers shall be written in concise English and typed with a minimum font size of 11 point. Papers should have an abstract of not more than 200 words. On a separate page, or in a separate file, the author should supply the author's name, contact details, professional qualifications, WSO qualifications (when applicable), current employment position, and a brief bio. A current high resolution photo in JPG or PNG format must also be submitted.
- ◆ Writers should include all references and acknowledgements. Authors are responsible for ensuring that their works do not infringe on any copyright. Failure to do so can result in the writer being accountable for breach of copyright. The accuracy of the references is the author's responsibility.
- ◆ Papers should be referenced according to the Publication Manual of the American Psychological Association 2017.

Books are referenced as follows:

- ◆ Author. (year of publication). *Title of publication*. Place of publication. Publisher.

Articles are referenced as follows:

- ◆ Author (year). Title of article. *Name of Journal*. Volume (issue), page numbers of article.

Internet information is referenced as follows:

- ◆ Name of author. (year of publication) Name of Article [online], available <http://www>. and the rest of the internet path address.

- ⇒ Please submit text composed in Microsoft Word, via email attachment or copied to a USB drive and mailed to us. Presentations may be submitted in MS PowerPoint format; however, an abstract must accompany.
- ⇒ Illustrations, tables, and graphs may be included. Color photos are acceptable. All illustrations, tables, graphs, and photos must be labeled.
- ⇒ Statistical data should be expressed in SIUs (Standard International Units), as far as is practicable. If desired, editing is available at the WSO WMC for contributors whose first language is not English.
- ⇒ Reprints: No reprints are available, unless requested. There may be a charge applicable for reprints. Please contact the WSO WMC. Copyright of all materials is retained by the WSO; however, requests for reprinting in other journals may be approved.
- ⇒ Copies of the *Symposium Schedule* are distributed to the Missions of the United Nations, participants at various national and international conferences where the WSO participates, WSO National Offices, participants of the WSO sponsored/co-sponsored seminars and courses, agencies of state/federal/etc governments, libraries of universities, as well as numerous societies and associations (globally).

Schedule of Dates for Speaker/Presenter Documentation

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|-----------------|--|
| 15 May | <ul style="list-style-type: none">• Completed "Paper Outline/Abstract" with indication of length of the presentation/workshop (30 or 60 minutes). |
| 31 May | <ul style="list-style-type: none">• Resume/Bio, 100-150 words• Abstract, 150-200 words• Photo in JPG or PNG format |
| 1 June | <ul style="list-style-type: none">• INTERNATIONAL SPEAKERS MUST HAVE VALID TRAVEL VISA BY THIS DATE TO PARTICIPATE. Request your invitation letter in ample time to schedule your interview. |
| 15 July | <ul style="list-style-type: none">• Paper for publication in the <i>Symposium Schedule & Proceedings</i>; speaker's photo and an updated bio. |
| 1 August | <ul style="list-style-type: none">• Conference registration form and payment of fees must be received to confirm participation in the symposium program. Some employer-paid exemptions may apply. Please notify the symposium coordinator if your employer's funding policy does not allow payment on or before the August 1st deadline. |



SYMPOSIUM PAPER OUTLINE/ABSTRACT FORM

WSO International Safety & Health Symposium

Speaker Information | Please print or type

FULL NAME & TITLE
EMAIL ADDRESS
PHONE NUMBER/ ALTERNATE PHONE NUMBER
FULL ADDRESS
COMPANY/ AFFILIATION & JOB TITLE

Paper Information | Please print, type or attach separately

PAPER/PRESENTATION TITLE
AUTHOR(S)
BRIEF OUTLINE: 150-200 WORDS <i>(or you may enclose an Abstract)</i>
BIO: 100-150 WORDS
LENGTH OF PRESENTATION: <input type="checkbox"/> 30-Minute Session <input type="checkbox"/> 60-Minute Session

The Symposium program will be formatted based on the information received from you in the "Paper Outline/Abstract." If the length of the presentation would be in conflict with the program scheduling, you will be contacted regarding any changes.

I plan to attend the full conference YES NO, I will attend only: ___ Monday ___ Tuesday ___ Wednesday

I will be accompanied by a spouse or guest: YES NO Name(s): _____

Audio Visual Equipment * will be furnished by the Venue

*Please note: Any additional audio visual equipment which may be required, must be furnished by the speaker.

Return this form to WSO World Management Center, Attn: Symposium Coordinator, 106 W. Young Ave Ste F, Warrensburg, MO 64093 USA | symposium@worldsafety.org