



9th CARIBBEAN CONFERENCE ON COMPREHENSIVE DISASTER MANAGEMENT
Nassau, Bahamas
November 30th - December 4th, 2015

“The Road to Resilience – CDM Check Point 2015”

CALL FOR PRESENTATIONS

The Caribbean Conference on Comprehensive Disaster Management (CDM) is the region's premier event on disaster risk management. It is organized by the Coordinating Unit of the Caribbean Disaster Emergency Management Agency (CDEMA) in collaboration with its partners. Since the hosting of the first Conference in 2006, the event has established a reputation as the Caribbean region's largest gathering of professionals and academics in the field of disaster management. It has also attracted a following of professionals from sectoral and thematic fields who have specific responsibilities or interest in climate change adaptation and disaster risk reduction.

Proposals are invited for presentations to be featured at the 9th Caribbean Conference on Comprehensive Disaster Management during the Concurrent Sessions, The CDM Knowledge Marketplace and the Film Festival.

Comprehensive Disaster Management (CDM) is the Caribbean brand of Disaster Risk Management. Promoted and being advanced throughout the region, CDM contributes to the Sendai Framework for Disaster Risk Reduction 2015-2030, a blueprint for global actions in Disaster Risk Reduction. The Conference is the regional platform for dialogue on progress and challenges, good practice, sharing ongoing research and strategic actions for charting the way forward for the advancement of CDM in the Caribbean.

The Conference theme for 2015 is ***“The Road to Resilience – CDM Check Point 2015”*** and the programme will feature the following sessions and events:

- Opening Ceremony
- Plenary Sessions
- Concurrent Sessions
- Panel Discussions
- Round Table Discussions
- Exhibition
- Knowledge Marketplace
- Youth Session
- Film Festival
- Conference Tour
- Side Bars
- Gala Evening and Closing Ceremony

PRESENTATIONS TOPICS

Presentations should be based on the Conference theme and relevant to one of the topics listed below:

- **Institutional Strengthening**
 - Preparedness and Response
 - Creating an enabling environment for CDM – Case studies on institutional strengthening within the CDEMA Participating States
 - Changing Skill sets, Professionalisation of the occupation
- **Knowledge Management**
 - Case studies on evidence-based decision-making for CDM
- **Sector Mainstreaming**
 - Case studies on mainstreaming Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) in the following sectors – Finance and Economic Development, Physical and Environmental Planning, Health Tourism and Agriculture
- **Community Resilience**
 - Case studies on Early Warning Systems at the Community Level

TYPES OF PRESENTATIONS

1. Concurrent Sessions

Paper presentations are invited for the themed Concurrent Sessions. These formal oral presentations are grouped according to the topic or perspective of the themes. Speakers will be expected to submit a power point presentation along with their paper. Final selection of speakers who have been shortlisted will be based on the paper submitted. Each presentation will be limited to 15 minutes and there will be 15 minutes for questions and discussion.

2. Knowledge Marketplace

The CDM Knowledge Marketplace is a new feature of the Conference and will take the form of practical concurrent sessions. The CDM Knowledge Marketplace presents an opportunity for conference delegates to get ‘hands-on’ experience with CDM tools and techniques. This event will target a broad spectrum of the participants. Presentations structured around the Conference theme and prescribed topics can take the form of a poster display, demonstration or workshop. Presentations on innovations in DRM are also welcomed during this session.

3. Film Festival

The “Film Festival” has been an integral part of the Conference since 2008. It is an opportunity to showcase the work of disaster management partners and share best practices through the eyes of the camera. The documentaries and short films are based on the theme of the Conference.

This is an evening activity and is presented in a very relaxed atmosphere. The maximum duration of the documentary is 20 minutes. Each video is preceded by a three (3) minute introduction by the producer or representative and there is an opportunity for a five (5) minute Q & A after each presentation.

GUIDELINES FOR SUBMISSION OF ABSTRACTS AND SUMMARIES

Prospective presenters should carefully review the information below to ensure that their submissions meet the necessary requirements for consideration.

A brief biographical sketch and author information (Name, degrees / designations, institution/agency, mailing address, email address, daytime telephone numbers, photo)

- Title of presentation (also indicate the type/category of presentation - concurrent session, knowledge market place or film festival)
- Summary of presentation (4 -5 sentences summarizing the content of your presentation as well as major points and benefits to delegates)
- **Clear identification of the Conference focus area** as listed under the section “Presentation Topics”
- Abstract (maximum of 250 words describing **the content of your presentation**)
- Curriculum Vitae
- Commercial presentations will not be accepted
- All submissions must be in electronic format and sent to conferencecoordinator@cdema.org
- Submissions must be in English.

The deadline for submissions is June 30, 2015 at 5:00pm EST.

CDM KNOWLEDGE MARKETPLACE

Presentation format must be clearly stated in the summary including any special equipment that may be required. Summary submissions must be accompanied by a power point presentation or the digital images of tools, poster presentations, video clip or outline of discussion points. If posters are to be presented these should consist of one to three ‘poster-pages’, with text large enough to read easily from 2 to 4 feet away. Posters should be no smaller than 18”x22” and no larger than 25”x36”.

FILM FESTIVAL

In addition to the requirements stated above, videos are to be submitted by sending a link to conferencecoordinator@cdema.org or by uploading the video to <https://www.dropbox.com/>, Username: conferencecoordinator@cdema.org and Password: FilmFestival2015

SELECTION CRITERIA

An Evaluation Committee will review all abstracts. Selection will be based on the following criteria:

- Direct relevance to the list of key conference topics and conference theme.
- Submission of a clearly written, well organized abstract that begins with a concise statement of the topic or issue and ends with a substantive conclusion
- Adherence to the submission guidelines outlined above
- Focus on key sectors, current trends, lessons learned and any recommended solutions
- Presenter's knowledge and expertise
- Demonstration of best practices and innovation
- Absence of commercial sales content for services or products

AFTER YOUR ABSTRACT IS ACCEPTED

Registration

All accepted presenters must register for the conference before the deadline on **September 11th 2015**. Presenters not registered by this date will not be included in the programme and will not have their abstract(s) published in the conference proceedings. Abstract acceptances apply only to the person who submitted the abstract and are not transferable to co-authors.

Scheduling

The Conference Planning Committee will inform presenters if their abstract was accepted by **July 15, 2015**. Presentations will be organized into sessions by topic, and the Committee will make every effort to ensure optimal placement of each speaker.

Presentations may be scheduled any time from the afternoon of Day 1 (Monday 30th November) of the conference through the afternoon of Day 4 (Thursday, 3rd December), and it is expected that all presenters will be available during any of these time slots. Special scheduling requests will not be accommodated, and presentations will not be moved once scheduling is complete.

By September 30, 2015 the schedule-at-a-glance will be posted on the conference website and circulated to accepted presenters via email so they can make note of the day, time and session in which they will be presenting.

SUMMARY OF IMPORTANT DATES AND DEADLINES

- May 4, 2015: Call for abstracts and summaries opens
- June 30, 2015: Call for abstracts and summaries closes
- July 15, 2015 Notification to Presenters on acceptance
- August 31, 2015: Deadline for the submission of written papers
- September 11, 2015 : Deadline for presenter registration for conference
- October 9, 2015: Deadline for submission of PowerPoint
- September 30, 2015: Schedule-at-a-glance is available on the conference website

PUBLICATION

- Accepted abstracts will be reproduced in the conference program verbatim, so please follow commonly accepted rules of English syntax, grammar, and punctuation. Poorly written abstracts and abstracts not directly relevant to the conference topics will not be accepted.