

CALL FOR PAPERS

5th Caribbean Conference on Comprehensive Disaster Management

"CDM: Strengthening Partnerships for Resilience"

BACKGROUND INFORMATION

We are pleased to announce the staging of the 5th **Caribbean Conference on Comprehensive Disaster Management** to be convened at the Hilton Rose Hall Resort, Montego Bay, St. James, Jamaica during December 6-10, 2010. This Conference is the Caribbean's annual signature disaster management forum for reflection, dialoguing and measuring progress in the region within the context of the Enhanced Comprehensive Disaster Management Strategy and Programming Framework 2007-2012.

Comprehensive Disaster Management (CDM) is the regional contribution to the Hyogo Framework for Action 2005-2015, a blue print for global action in Disaster Risk Reduction. In that regard, the Conference is a regional event of the International Strategy for Disaster Reduction (ISDR) global platform and is structured to promote good practice, share ongoing research and chart the way forward for the advancement of CDM in the Caribbean.

The main objectives of the CDM Conference are:

- ❖ To highlight the importance of, and progress in building partnerships to advance resilience
- ❖ To encourage approaches, mechanisms or platforms that foster partnerships for resilience
- ❖ To facilitate exchanges on CDM related research, tools, models, products, information and education materials and to promote CDM knowledge sharing underpinned by scientific data and research.
- ❖ To highlight partnership opportunities for advancing the mainstreaming of climate change into disaster risk reduction
- ❖ To build commitment for and promote the goals of CDM.

The overarching concept of CDM incorporates the management of all hazards, along all phases of the disaster management continuum and includes all sectors of society. As such, the Conference Programme is an integration of these elements and attracts a wide cross section of delegates including those from public and private sector entities, NGO's, emergency management, researchers and development partners.

With speakers and representing experts and practitioners from a wide range of disciplines and fields that impact on disaster risk reduction, the CDM Conference provides excellent opportunities for networking, training, and information sharing on best practices across the disaster management spectrum.

Conference Theme

The theme for this year's conference is: **"Comprehensive Disaster Management: Strengthening Partnerships for Resilience"**.

The Fundamental Value of Strategic Partnerships for the Advancement of CDM

Partnerships, more than any other factor, has been identified as the most significant driver of progress in disaster risk reduction. According to the Global Assessment Report on Disaster Risk Reduction 2009, “more than 45% of countries report substantial and ongoing reliance on engagement and partnerships as a driver of progress in reducing disaster risks”.

Cognisant of the fundamental value of partnerships for the advancement of the CDM agenda and its inherent goal of regional resilience, the Caribbean Disaster Emergency Management Agency (CDEMA) has since its inception pursued a policy of collaboration with national, regional and international organisations.

With the implementation of a Comprehensive Disaster Management Strategy and Framework in 2001 (revised in 2006), CDEMA renewed existing and brokered new alliances with a wide base of stakeholders including donor agencies; development, environmental and financial planners; architects and engineers; the financial sector and insurance industries; and educators.

The CDEMA system is a reflection of strategic partnerships that have been established, streamlined and operationalised through common platforms (e.g. Comprehensive Disaster Management Strategy and Framework), mechanisms (e.g. Regional Response Mechanism), tools (e.g. WebEOC), instruments (e.g. agreements and Memoranda of Understanding) and approaches (e.g. CDM Harmonisation Council, CDM Sector Leads, Sub-Regional Focal Point System).

2010 – A Year of CDM Partnerships in Action

2010 has been a year of challenges and opportunities for the Caribbean. In many ways, the work of the community of CDM partners has been tested and accelerated due to a variety of factors:

Haiti Earthquake 2010

The 7.0 magnitude earthquake of January 12, 2010 was the worst earthquake to hit the region in 200 years. This ‘catastrophe’ presents several lessons for emergency response operations in the region and indeed worldwide.

CCDM 5 will provide a forum for experience sharing and knowledge transfer, channeling unique insights about the response, rehabilitation and recovery process of the Haiti disaster to academics and practitioners alike.

Humanitarian Reform

Disaster events by virtue of their nature serve as a catalyst for re-examining, strengthening and deepening the nature and scope of partnerships for resilience.

The ongoing effort to develop a common agenda and harmonized approach among global, regional and national actors in the preparedness, response and relief systems that operate in the Caribbean has been a recurrent theme since 2005.

The Haiti Earthquake 2010 triggered one of the largest humanitarian response efforts of modern times and the need to streamline and strengthen the linkages among all actors has gained increased momentum.

CCDM 5 will provide a platform for continued dialogue on these issues.

Hyogo Framework for Action 2005-2015 Mid-Term Review

2010 marks a checkpoint in the global journey towards implementation of the Hyogo Framework for Action 2005- 2015.

The Conference will present the opportunity to showcase how the partners within the Caribbean disaster management system have worked together (their progress and achievements) towards the five priority action areas of the HFA.

Given the impetus provided by the above, it is appropriate therefore that the CDM Conference for 2010 adopt as its theme “*CDM: Strengthening Partnerships for Resilience*”.

Target Audience

Delegate Profile (Who should attend)

- ❖ Disaster management practitioners
- ❖ Environmental and climate change advocate
- ❖ Educators
- ❖ Researchers, scientists and students in the disaster management arena
- ❖ Community development practitioners
- ❖ Community leaders
- ❖ Risk Insurance sector
- ❖ Development practitioners
- ❖ Humanitarian agencies in health, agriculture, telecommunications, disaster risk reduction, disaster management
- ❖ International Donor community
- ❖ Other International agencies, e.g. United Nations agencies
- ❖ National Planners
- ❖ Government institutions e.g. small business Associations
- ❖ Private sector companies
- ❖ Civil Society Organisations
- ❖ Schools and Universities
- ❖ Students
- ❖ Young people
- ❖ Industry and business community
- ❖ The tourism and agriculture sectors
- ❖ National Disaster Coordinators
- ❖ Civil preparedness officials
- ❖ Volunteers
- ❖ The general public

Structure of the Conference

In keeping with the Conference theme and to achieve conference objectives, the Conference will have the following:

2.1 Proposed Conference Sessions/Events

It is envisaged that the Conference will feature the following:

- i. Professional Development Sessions
- ii. Concurrent Case Studies built around research presentations
- iii. Opening Ceremony

- iv. Plenary Sessions
- v. Panel Discussions
- vi. Conference Exhibition
- vii. Youth Session
- viii. Conference Tour
- ix. Film Festival

2.2 Proposed Structure of the Conference

The Conference will have five basic subthemes linked to the overall Conference Theme, around which the daily conference programme will be structured:

These are:

- I. **Equipping Partnerships for Resilience:** Professional Development and Partner Consultation
- II. **Building Partnerships for Resilience:** Mainstreaming Climate Change into Disaster Risk Reduction
- III. **Fostering Partnerships for Resilience:** Linkages for Emergency Response Coordination
- IV. **Enabling Partnerships for Resilience:** Supporting Infrastructure and Youth Empowerment
- V. **Reflecting on Partnerships for Resilience:** Moving Forward

GUIDELINES FOR ABSTRACTS

Abstracts of **not more than 250 words** should be based on the theme and relevant to the 2010 Conference focus and address areas such as:

- Partnership for disaster resilience – good practices
- Governance for disaster management
- Earthquake response and resilience
- Urban risk management
- Tool and approaches for disaster response coordination
- Youth involvement in disaster management
- Climate Change adaptation and disaster risk reduction – sectoral approaches
 - Sectors: tourism, agriculture, health, finance, education and civil society
- Best practices in community resilience focusing on vulnerable groups (children, elderly, differently-able, gender-based studies)
- Solutions based research and current teaching that support CDM implementation and lessons learnt
- Research and Development (product, model)
- Disaster management operations – including forward looking proposals for operations in the context of climate change and ICTs
- Case Studies - looking at best practices

Presentation format

- Panel discussion

- Plenary Sessions
- Poster Presentations

A total of 30 minutes will be allocated to each presenter. This period includes at least 10 minutes for questions and discussion.

Duration of poster presentations may vary as these will be outside of the main conference sessions. Commercial presentations will not be accepted.

Selection Criteria

The **Technical Committee of the Conference** will review all abstracts. Selection will be based on the following:

- Topic and relevance to the theme and objectives of the Conference
- Relevance to the targeted audience
- Focus on key sectors, current trends, lessons learned and any recommended solutions
- Presenter’s knowledge and expertise
- Best practices
- Absence of commercial sales content for services or products

ABSTRACT FORMAT

1. All submissions must be in electronic format and sent to cccdm@cdema.org Submissions received by fax or hardcopy will not be accepted.
2. 250 word abstract addressing the Conference focus
3. A presentation summary outlining major points and participant outcomes
4. Brief biographical sketch on professional training and experience
5. Submission must be in English
6. Abstract must be titled and include the author’s name and institution/Agency

Confirmed speakers will be required to submit a power point presentation along with their paper.

Important Dates:

- Deadline for receipt of Abstracts: Friday, **October 1, 2010**
- Notification of Selection: Friday, **October 15, 2010**
- Submission of Final Papers: Friday, **November 19, 2010**
- Submission of Final Presentations: Friday, **November 24, 2010**

Special Conference Package for Presenters

Funding may be available to presenters from CDEMA Participating States to attend the Conference. These must be made through the local Disaster Office and reach the Conference Secretariat no later than Friday, October 22, 2010. Requests for funding may be for full or partial funding.

5th CARIBBEAN CONFERENCE ON COMPREHENSIVE DISASTER MANAGEMENT

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of Technical Papers

Conference Objectives

- To highlight the importance of, and progress in building partnerships to advance resilience
- To encourage approaches, mechanisms or platforms that foster partnerships for resilience
- To facilitate exchanges on CDM related research, tools, models, products, information and education materials and to promote CDM knowledge sharing underpinned by scientific data and research.
- To highlight partnership opportunities for advancing the mainstreaming of climate change into disaster risk reduction
- To build commitment for and promote the goals of CDM.

Instructions for Speakers

Speakers and Presenters are encouraged to note the following:

- Speaker and presenters should notify the conference organizers, at least **two weeks** before the conference, of any special multimedia equipment needed to facilitate their presentation.
- Speaker and presenters are required to provide softcopy of their papers and presentations to the conference organizers at least **2 hours** before their session.
- Familiarise yourself with the room for your presentation and confirm with the Session Chair that equipment required has been set-up prior to your presentation.
- Each **Keynote/guest speaker** is allotted **30** minutes for their presentation.
- Each **Presenter** is allotted **15-20** minutes for their presentation.
- Participants would be allotted **10** mins for questions and comments after presentations.
- Presentations should be focused on the theme of the session or the paper.
- Key issues and ideas that would help in achieving the goals of the conference should be clearly presented.
- In order to facilitate other presenters/speakers, presentations should be kept within the allotted time and signals from the chairperson on time up, should be observed.
- Submission datelines for papers and presentations are as follows:
 - **Final Paper – November 19, 2010**
 - **Copy of Presentation – November 24, 2010**
- Papers should be sent to cdmpapers@cdema.org.

5th CARIBBEAN CONFERENCE ON COMPREHENSIVE DISASTER MANAGEMENT

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of Technical Papers

Instructions for Panelists

Panelists will be required to:

- Prepare and present the specific views and or experiences of the agency or institution represented with respect to the thematic area being discussed
- Further develop issues arising from presentations and to identify best practices and recommendations for the way forward.
- Panelists are required to provide softcopy of their presentations to the conference organizers at least **2 hours** before their session.
- Each **Panelist** is allotted **3 minutes** for their presentation. Presentations should kept within the allotted time and signals from the chairperson on time up, should be observed.
- Participants would be allotted **30 minutes** for the panel discussions.

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of Technical Papers

Instructions for Session Chairpersons/Moderators

Chairpersons are expected to do the following:

Before the session

- Meet the presenters of your session and introduce yourself as the chair of the session.
- Enquire from the presenters what specialized equipment would be needed for their presentations
- Identify the room where the session is to be convened
- Ensure that the room has the necessary equipment to be used for the presentations.
- Ensure or confirm if a copy of the presentation has been lodged at the Conference Secretariat.

At the session

- Welcome the audience at the beginning of the session
- Give a brief introduction of the session, the format of the presentation, and its focus.
- Do a short introduction of the presenters and the topic of presentation
- Encourage audience participation through questions and comments
- Be a good time-keeper in order to facilitate other sessions
- Use the 5minutes and 1minute cards to signal time to the presenters
- Manage the question and answer session efficiently in terms of time, relevance and courtesy.
- Conclude the session by summarizing key issues raised during the presentation and discussion.
- Suggest further issues for discussion through the identification of gaps
- Identify best practices based on presentations/discussions
- Encourage the participants to complete the session evaluation forms.
- Make any logistical announcements brought to you by the conference organizers.

Instruction for Poster Presenters

- Each poster presentation will be on display throughout the conference period.
- The time for posters to be available, is between **9.00 a.m. – 12:00 a.m. Tuesday, December 7, 2010.**
- Poster presentations will be during the morning and evening breaks and at lunch **everyday.**
- The dimensions of the poster panels should not be more than: 100 cm wide x 250 cm. long.
- Please prepare your poster on one sheet of Bristol board or on several smaller sheets.
- The Title and authors of the poster must be the same as stated on the submitted abstract.
- Text, illustrations, etc should be large enough to be read from a distance of two meters.

5th CARIBBEAN CONFERENCE ON COMPREHENSIVE DISASTER MANAGEMENT

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

**Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of
Technical Papers**

Instruction for Authors of Technical papers

Authors are request to prepare their manuscripts using the template attached.

Template for Technical papers

(Retrieved from <http://www.isopec.org/publications/publicationsjournal.htm>)

Title: Times Roman, **bold-face**, 12-point font and center

Author Name(s): Forename Middle. Family name Italic, 10-point font and center

Dept. Affiliation, School/Corp. Affiliation: 9-point font and center

City, State or Province, Country: 9-point font and center

ABSTRACT HEADING in capital and not in bold face font

A short abstract (50 to 100 words) in a single paragraph should be included here.

In this sample paper, we describe and provide the formatting guidelines for submissions to the CDM Conference Proceedings. These guidelines and template streamline the production process, promote uniformity of appearance, improve overall esthetics, and will enhance the interactive and functional aspects of the CD-ROM version. By conforming to the specs of this template, your paper will reflect the look of this document.

KEY WORDS: For library indexing and on-line searching, list up to 7 key words. Please separate the keywords with semicolons. Example: Wire; cable; rope; tension.

NOMENCLATURE

Optional, but do not use, unless it is absolutely necessary. If used, place in alphabetical order, followed by any Greek symbols.

INTRODUCTION

The body of the paper begins with the Introduction. In the Introduction, state the purpose of the paper, or author’s aim, so that the reader will have a clear concept of the objective(s). Following the Introduction, text should be organized into logical parts or sections that describe the problem, the means of solution, technical data or substantiation and other information necessary to qualify properly

5th CARIBBEAN CONFERENCE ON COMPREHENSIVE DISASTER MANAGEMENT

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of Technical Papers

the results presented and conclusions drawn. Acknowledgments (where applicable), References, and Appendices (where applicable) follow the Conclusions.

A typical conference paper should not exceed 6000 words (8 pages).

FORMATTING

Page Size (Subsection Heads should be bold)

The page size MUST be set to **Letter (8-1/2"x11")** on “Page Setup” of your Word screen for example. This template places all material in a rectangle of 19.19 x 24.00 cm (7.55" x 9.45"), beginning 1.30 cm (0.51") from the top of the page. The left and right margins are set as 1.20 cm (0.47"). The text should be in two 9.15 cm (3.60") columns (Newspaper style) with a .89 cm (.35") center gutter.

Text

Text must be single-spaced using a Times Roman or Times New Roman font, or other Roman font with serifs, as close as possible in appearance to Times Roman throughout the paper. Use a 12-point font for the Title, a 10-point font for Author Name(s), a 9-point font for Affiliation(s) and all body text, and a 10-point font for all Section and Subsection Heads. Text in the columns must be full justified.

Paper Title

The paper title with **Times Roman or Times New Roman, bold-faced in 12-point font should be centered in upper and lower case** at the location shown, and is limited to a maximum of 10 words. Two lines may be used.

Author Name(s)

Author names in 10 point font should consist of first name and middle name initials followed by the complete last name in upper and lower case, centered under the title in italics.

Affiliation(s)

Use upper and lower case. If only one address is needed, center all address text. For two addresses, use two centered columns, and so on. Do not include street address, postal code, email or fax numbers.

Section and Subsection Heads

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of
Technical Papers

Headings and subheadings appear throughout the text to divide subject matter into logical parts and emphasize major elements and considerations. Do not number them.

Section Heads should be flush left in all UPPER case (CAPITAL letters).

Subsection Heads should be **bold and flush left in upper and lower case** as shown. For subsection heads, a word like *the* or *a* is not capitalized unless it is the first word of the header.

Sub-subsection Heads. Sub-subsection heads should be treated as a bold paragraph lead-in. Sub-subsection heads should be **9-point, Bold-Italic, upper and lower case and the paragraph full justified**.

Text Citation of References

Within text of article, references to be cited by last name of author(s) and year of publication. Each reference to include last names of all authors. For example:

.....was discovered (Longuet-Higgins and Fox, 1977)
Ueda and Rashed (1990) proposed ...
Sparrow (1980a) discovered

It was also noted (Sparrow, 1980b; Kheisin, 1992) that ...

Last Page

The two columns on the last page should be as close to equal length as possible.

Length

Typical journal paper should **not exceed 6 template pages** including illustrations). If a paper exceeds 6 journal pages, the authors will be invoiced a mandatory excess page charge of \$150 per page for each page above 6. Accepted papers are subject to a voluntary page charge of \$75 per journal page, which will be invoiced.

Tables

It is often advantageous to place information in a tabular format as shown here. Number tables consecutively and use table numbers when referring to a table (Table 1, Tables 2~3,...).

Table 1. Table captions should be placed above table, **left-justified**

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of
Technical Papers

Margins	Left Column	Right Column
Top	0.51" (1.3 cm)	0.51" (1.3 cm)
Left	0.47" (1.2 cm)	4.42" (11.24 cm)
Right	4.07" (10.35 cm)	8.02" (20.39 cm)
Bottom	9.96" (25.3 cm)	9.96" (25.3 cm)*

*The use of SI Units must be used for all weights and measures. If other units are used, the equivalent SI Unit should be included as shown above.

Equations

Equations are to be numbered consecutively from Eq. 1 to the end of the paper including any appendices. Use the equation number when referring to equations (Eq. 1, Eqs. 5~7,...). Please take care to type equations accurately.

Equations should be left-justified. Enclose equation numbers in parentheses and place flush right with right-hand margin of the column.

$$5+12=17 \qquad (1)$$

Figures

Number figures consecutively and use the figure number when referring to a figure (Fig. 1) or figures (Figs. 2~3), ... Figures must have a caption consisting of an **abbreviated number, like Fig. 1**, and brief title and should be placed below figure, left-justified.

For good legibility, lines, letters and symbols must be of sufficient weight (or darkness), size and thickness. Avoid using shades.

Place Figures/Images in text as close to the reference as possible. Figures may extend across both columns to a maximum width of 19.19 cm (7.55"). **However, figures preferably should fit within columns to minimize unused space.**

Please be aware of the **quality of your figures, illustrations, and photos.**

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of Technical Papers

Figures that are line-art should be scanned at 600 dpi, whereas screened figures should be scanned as grayscale at 300 dpi.

Please scan photos at 300 dpi, use the grayscale setting on your scanner, and place photo into position on your electronic document.

Footnotes

Optional, but do not use, unless it is absolutely necessary. Footnotes should be 9-point and justified to the full width of the column.

CONCLUSIONS

A brief summary of your research results should be included in this section toward the end of the paper.

ACKNOWLEDGEMENTS

Acknowledgments may be made to those individuals or institutions not mentioned elsewhere in the paper that made an important contribution.

REFERENCES

References to original (not secondary) sources for cited material is to be listed together at the end of the paper and should be justified ragged right. References should be published materials (excluding computer program manuals) accessible to the public. Internal technical reports may be cited only if they are easily accessible to the public or any reader. Private communications should be acknowledged within text, not referenced (e.g., “[Coyle, personal communication]”).

List of References shall be arranged in alphabetical order of last name of first-named author for articles with more than one author. Do not number them. Titles of books, periodicals and conference proceedings are to be underlined or in italics.

Examples are:

Kheisin, DE (1992). "Dynamics of Ice Cover Interacting with Ocean and Atmosphere," *Int J Offshore and Polar Eng*, ISOPE, Vol 3, No 1, pp 43-50.

Longuet-Higgins, MS, and Fox, MJH (1977). "Theory of the Almost Highest Wave: the Inner Solution," *J Fluid Mech*, Vol 80, pp 721-41.

Sparrow, EM (1980a). "Parallel Processing ...,"

5th CARIBBEAN CONFERENCE ON COMPREHENSIVE DISASTER MANAGEMENT

“CDM: Strengthening Partnerships for Resilience”

Hilton Rose Hall Resort and Spa, Montego Bay, Jamaica
December 6-10, 2010

Guidance Notes for Speakers, Session Chairpersons/Moderators, Poster Presenters and Authors of Technical Papers

Sparrow, EM (1980b). "Forced-Convection Heat Transfer ... Protuberances," *Num Heat Transfer*, Vol 12, No 2, pp 149-167.

Ueda, Y, and Rashed, SMH (1990). "Modern Method of ... Offshore Structures," *Proc 1st Pacific/Asia Offshore Mech Symp*, ISOPE, Seoul, Vol 3, pp 315-328.

APPENDIXES

In highly mathematical paper it may be advisable to develop equations and formulas in appendix. Appendixes may also be used for detailed descriptions of apparatus and other related material not essential to general presentation of subject.

Final Manuscript

E-mail your manuscript for review in a WORD file to the following address:

cdmpapers@cdema.org.