



LOGO(S)

Prospectus International Symposium on Victimology

{Year}

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Executive Summary.....Xo

The International Symposium on Victimology 2021 is proposed to take place for five days (Sunday to Thursday) in July 2021 ...

The symposium theme is tentatively proposed as ...

Introduction.....X1

NOTE – In addition to the conventional elements for an introduction, it is important to acknowledge preparedness to host the WSV Executive Committee in 2020 for a site visit.

Business case:.....X2

An ideal place to hold a symposium

.....X2.1

XXXX is the ideal host for the World Society of Victimology International Symposium on Victimology, in 2021 ... {Why?}

Symposium Organizing
Committee.....

X2.2

NOTE - A local organizing committee will be established and will comprise of 8-12 professionals from ... A WSV official (President, Secretary-General, Vice-President, Treasurer) should be a member of the organising committee ...

NOTE - May refer to sub-committees such as Scientific Committee ... Members of the WSC Executive Committee should be members of this sub-committee (and often a WSC EC member is asked to chair) ...

Symposium Theme – proposal & rationale(s)

.....X2.3

NOTE -May also list sub-themes ...

NOTE - May outline a structure, such as 6 plenary speakers, concurrent sessions / poster session ...

NOTE - May also suggest speakers ... NOTE – The WSV Executive Committee must approve plenary speakers

Supporters of the proposal

.....X2.4

NOTE - Important to demonstrate the proposal is supported by agencies, organisations and individuals with expertise and/or knowledge on Victimology, victims' rights and victim assistance

Other information deemed relevant (e.g. collaborations / partners (especially university / support agencies etc with Victimology expertise).....X2.5

NOTE – State how often a progress report will be provided. A report must be made at least once a year, and in-person the year before the symposium.

NOTE – It is common to convene a pre-symposium course on Victimology, victims' rights and victim assistance. Members of the WSV EC usually make themselves available at no fee to lecture on such course. Symposium organisers partner an academic institution to host the symposium.

Financial overview:.....X3

Actual & Potential

Sponsorship.....X3.1

The Organizing Committee has / will actively solicit financial supports and in-kind contribution for the symposium in order to successfully host this event in XXXX

Actual / potential sponsorships may include ...

Structured Symposium Registration Fees

.....X3.2

- *Full fee*
- *WSV member fee*
- *Student fee*
- *Group fee*
- *Special arrangements for delegates from UN Listed Developing Nations*

Budget

Planning.....X3.3

For example:

| Membership Type | Early Registration | Regular | On site |
|--|---------------------------|----------------|----------------|
| Member | US\$400 | US\$450 | US\$500 |
| Non-Member | US\$500 | US\$550 | US\$600 |
| Student Member | US\$250 | US\$300 | US\$350 |
| Spouse/companion² | US\$250 | US\$300 | US\$350 |
| Group Registration (3 or more people) | 20% discount | 10% discount | N/A |
| Symposium Banquet | US\$60 | US\$70 | US\$80 |

NOTE – The WSV is committed to keeping the fees as low in sum as reasonably practical in order to make the symposium accessible to its members but also others who are keen to attain Victimological knowledge.

| | |
|--|------|
| Symposium Venue:..... | X4 |
| Description..... | X4.1 |
| Symposium support provided by venue / other | X4.2 |
| Facilities / Services / Catering | X4.3 |
| Special needs (e.g. disability; non-English speaking; interpreting services)..... | X4.4 |

Accommodations:.....X5

Accommodation options in {city} are varied. With more than XXXXX rooms in the greater metropolitan area there is a sleep option to suit every budget.

Meeting planners have a choice of city hotels with panoramic views of ...

Indicative accommodation rates are included ...

A map indicating the location of city accommodation relative to the venue is also included ...

Travel Information:.....X6

 International / Domestic Airline
access.....X6.1

 Local travel options (e.g. airport transfer; hotel to venue; taxi; public
transport).....X6.2

Accommodation:.....X7

NOTE – It is important to highlight the variety of places for delegates to reside and to give indicative fees and charges.

Visa Information:.....X8

Tourist Attractions:.....X9

 Programme for delegates /
partners.....X9.1

 Entertainment and
Sports.....X9.2

Supporting Letters / Sponsors letters / Statements of agency or organisational
commitment to hosting the symposium
.....X10

*NOTE – Previous bids have included a letter from the State / Provincial Premier;
Members of Parliament; Victim Assistance Agencies / Organisations; Sponsors;
Experts; Airline Representatives (e.g. offering a discount on airfare)*