Attachment 2 ***Call for Papers***

2013 Pacific Climate Change Roundtable (PCCR)

Invitations for presentations and papers

1. Countries and organizations are invited to submit papers to present under any of the slots or sub-themes in the agenda that are of interest and match their climate change activities. The tentative session topics are as follows:

Session 3: Increased Resiliency against Climate Change Impact and Disaster Risk

Session 4: Innovative Tools for Adaptations and Mitigations

Session 5: Green/Blue Economy and Sustainable Development

Session 6: Climate Change Financing

A complete draft programme can be accessed at: http://pacificclimatechange.net/index.php/pccr

2. When applying - Presenters are required to submit the following:

- Prepare and send a presentation/paper concept to the name below (Use the Sample format as displayed below).
- Name of the authors/presenters
- Name of the organization

Sample format

ABSTRACT HEADING

Name of the Session

in capital in Bold face font

Font and size – Arial 11

Abstract text

Font and size – Arial 11 and Justified

A short abstract (**400 to 500 words maximum**) in a single paragraph and justified. This is to outline the focus of the topic and any lessons learned with recommendations to the integrated strategy in the Pacific and in the context of the session theme.

Contact details

Font and size – Arial 9 and Align Left

Name

Organisation

Postal Address

Email

3. Selection

A Session Coordinator selected from the **PCCR steering committee** will lead on every session. If your paper is selected for presentation, the Session Coordinator will contact you for the following:

- to work with you to facilitate group discussions in relation to the paper presented
- to work with you to finalize the key messages for the session

Please note:

- That selection of papers will be made by the Steering Committee.
- All papers submitted will be circulated electronically regardless of whether they were presented or not. .

Power Point Presentations

- **Font:** Use at minimum size 24 so that it may easily be read from across the room. Avoid *italics* and ALL CAPS for more than a few words as they are difficult to read.
- **Bullets:** Limit yourself to at most 6 bullets per slide and 10 or so words per bullet. Describe details verbally and use the bullet points to provide an outline of key concepts.
- **Number of slides:** A rough rule of thumb is to prepare no more than one slide for every two minutes you will be presenting. This is an upper-limit. The slides are an aide, not the presentation itself.
- **Ensure** that while the paper may cover a range of information, the presentation should focus on new or emerging issues or matters that require action by countries and organizations
- **Acronyms:** As far as possible try to avoid all but the most common acronyms
- **Illustrations and photos:** are encouraged

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