



**Annual Bank Conference on Development Economics (ABCDE) 2007**  
**Bled, Slovenia**  
**May 17-18, 2007**

**Parallel session proposal form and guidelines**

## **GUIDELINES FOR THE ORGANIZATION OF PARALLEL SESSIONS IN THE ABCDE**

**THE THEME OF THE WORKSHOP MUST PRESENT RECENT WORK ON AN  
EMERGING TOPIC RELATED TO DEVELOPMENT.**

### **A) FORMAT**

The total duration of the session is **1h 15 mins.**

The two standard formats for workshop sessions at the ABCDE are the following:

<b>Format 1</b>	<b>Format 2</b>
Chairperson's presentation: 5 mn <b>2 papers:</b> each 15 mn 1 discussants: 10 mn Floor discussion: 30 mn	Chairperson's presentation: 5 mn <b>1 paper:</b> 20 mn 2 discussants: 10 mn each Floor discussion: 30 mn

Although most breakout sessions included in the final agenda of the conference will follow the above mentioned 'academic' formats, the organizers will consider suggestions for different formats, such as debates or roundtable as possible alternatives to the usual panel discussion cum presenter and discussant.

The final decision on the selection of a workshop will be made by the ABCDE Executive Committee.

### **B) ORGANIZATION OF THE SESSION**

1. The session organizer (or co-organizer) can either be an individual (one of the panelists) or an organization. The session organizer might serve as a speaker, discussant or chair in the session. S/he will also be entitled to participate as either speaker or discussant in the session s/he will be chairing.

The session organizer will:

- ❖ Identify and invite speakers and discussants so as to reflect the diversity of opinions on the topic;
- ❖ Ensure the workshop is jointly co-organized by one organization based in a developed country and one based in a developing country. Furthermore, among the members of the panel, there should be, at least, one representative from a developing country, and fair gender equilibrium (at least one woman in the panel);
- ❖ Include in the panel representatives from different background (academics; think tanks; NGOs; trade unions; policy makers; private sector; etc.);
- ❖ Provide a final written outline of the session (one paragraph), with the key topics and questions that will be raised during the session and the title of the session not later than March 31, 2007. This will be used for communication and outreach materials (e.g. conference website, etc.)

The final setting of the panel will be subject to a common agreement between the session organizer and the Executive Committee in charge of the organization of the conference.

2. A selection of workshop papers might be published in the conference proceedings (see next page for information about the papers which will facilitate post-conference editing and review). The session organizer will write a 2/3 page report highlighting key issues brought up during the floor discussion.

3. The organizers of the conference will cover travel costs in economy class and hotel expenses for **up to 3 (three) individuals (including the chair and the panelists)**, unless otherwise prearranged. Staff from multi/bilateral organizations will not be covered, unless a different agreement has been previously determined with the organizers of the conference. There is no per diem allowance.

4. The official program of the Conference will mention the name of the person (if applicable) and the organization of affiliation of the session organizer/co-organizer.

## C) SUBMISSION AND SELECTION OF PROPOSALS

### 1. Submission of Proposals

Please use the attached form to submit workshop proposal(s) by COB **January 15, 2007**.

Please return the completed form via email to the ABCDE Slovenia 2007 secretariat (ATTN. Ms. Anna Kuznicka, [akuznicka@worldbank.org](mailto:akuznicka@worldbank.org)).

**It is highly recommended to describe clearly in the submission form (cfr. question #5 in the form) the main focus and issues addressed by the paper that will be presented in the workshop session as well as tentative speakers (question #6).**

### 2. Selection of Proposals

The ABCDE Executive Committee looks forward to receiving innovative, thoughtful proposals for workshops to be included in the agenda of the ABCDE Slovenia 2007. It will review the proposals and will select the most appropriate and relevant for the 2007 conference. Proposals will be selected by the end of February.

### 3. Contact Information

We hope 2007 will be another successful year for the ABCDE. We look forward to working with you to achieve this goal. Should you or your colleagues have any questions, please contact

**Anna Kuznicka**

ABCDE Slovenia 2007  
Development Policy Dialogue  
The World Bank

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## WORKSHOP PROPOSAL FOR THE ABCDE SLOVENIA 2007

Please fill out the following form and return it to the ABCDE 2007 Secretariat by e-mail:

ATTN Mr. Anna Kuznicka (akuznicka@worldbank.org)

**Deadline: January 15, 2007**

(One proposal per form)

**1. Title of the proposed session** \_\_\_\_\_  
\_\_\_\_\_

**2. Objective(s) of the Session** \_\_\_\_\_  
\_\_\_\_\_

### 3. Target audience

Private Sector       Government Policymakers       Civil Society       Academics

Expected "take aways" for the specific audience:

\_\_\_\_\_  
\_\_\_\_\_

### 4. Preferred format

- Workshop (academic format)  
 Debate  
 Roundtable  
 Other (please specify)

**5. Brief description/abstract of the main paper (please include title) that will be presented plus 3 "burning" questions that it will address.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6. Tentative speakers for the proposed session

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 7. Designated session organizers

**Main organizer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**This proposal is submitted by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Papers**  
**(for speakers and discussants)**

Length: For speakers, the paper should be no longer than 40 pages, double spaced - in Times New Roman 12-point type - including any appendixes and references. For discussants, the paper should be around 10 pages.

Accessibility: Bear in mind when preparing your paper that the intended audience, both at the conference and in the readership of the conference volume, is fairly broad – non-specialists, policymakers, and professional economists - and is not confined to those involved in academic research. If your comments are too specialized, they will require significant revision.

References: The back-and-forth on references is time consuming - and avoidable. Please ensure that all references cited in the text are listed at the end of the paper and that all references are complete (see attached). References are cited in text by author and date, with no comma in between (Adams 1987).

Format: We can accommodate files created using Word for Windows 2.0 and above, graphs have to be done in Word or Excel (specific programs are not accepted). Please specify on the diskette which format you have used.

If the speakers or discussants need any special equipment during their presentation (such as an overhead projector, transparencies, or whiteboard), please let us know in advance.

For speakers, the deadline to hand in the paper is April 20, 2007. For discussants, we need to receive your draft comments immediately after your presentation. Please make sure you leave a paper copy and an electronic document with your comments with our staff at the World Bank secretariat in the conference venue.

The organizer has to make sure that the World Bank receives the speakers' and discussants' revised paper by September 4, 2007.

\* \* \*

For any clarification and/or further inquiries regarding proceedings, please contact:

**Leita Jones**  
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Development Economics  
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## Style Guidelines for References

### Order:

Full name(s) of author(s).

Year of publication.

Complete title.

Journal articles should list journal title, volume, issue, and page numbers.

Books should list city of publication and name of publisher.

Chapters or contributions to an edited volume should say "In" followed by the name(s) of the editor(s), noted as "ed(s)." The title of the work, city of publication, and name of the publisher should follow.

Institutional reports, unpublished works, and dissertations should list identifying number of publication (if applicable), issuing institution, and city of issue.

### Examples:

Article:

Auty, Richard M., and Alan H. Gelb. 1986. "Oil Windfalls in a Small Parliamentary Democracy: Their Impact on Trinidad and Tobago." *World Development* 14(9): 1161-75.

Book:

Hoover, Edgar M., and Raymond Vernon. 1959. *Anatomy of a Metropolis*. Cambridge, Mass.: Harvard University Press.

Chapter:

Katz, Michael. 1987. "Pricing Publicly Supplied Goods and Services." In David Newbery and Nicholas Stern, eds., *The Theory of Taxation for Developing Countries*. New York: Oxford University Press.

Published report:

Trairatvorakul, Prasarn. 1984. *The Effects of Income Distribution and Nutrition on Alternative Rice Price Policies in Thailand*. International Food Policy Research Institute Research Report 46. Washington, D.C.

Processed paper:

Nehru, Vikram. 1993. "How International Economic Links Affect East Asia." Policy Research Working Paper 1127. World Bank, Office of the Regional Vice President, East Asia and Pacific Region, Washington, D.C.