12th International Conference on Workplace Bullying and Harassment

*Developing an Oasis of Workplace Bullying Knowledge and Practice: People, Places, and Perspectives*

**8-11 June 2020 Dubai, UAE**

Guidelines for:

- Abstracts for oral presentations and posters
- Full Papers
- Workshops
- Invited Symposia
Bullying and Harassment are complex interpersonal and social issues that are influenced by organisational and global cultures. It is important to broaden our understanding of workplace bullying and to create a stronger bridge between the disciplines, by spreading knowledge to practitioners, researchers and decision-makers around the world to improve tolerance and sustainability.

The purpose of the conference is to identify where inadequacies and smokescreens exist in global policy versus organisational policy and action, and work toward developing strategies to safeguard our global workforces. In a complex, multi-national environment, it is important to consider the impact on not only employees as targets, perpetrators, and witnesses but also the cultural views of organisations and the regions in which they operate.

Submissions
Abstracts are invited from academics and practitioners. All submissions will be double-blind peer reviewed with accepted abstracts published in the conference proceedings. The conference programme will consist of symposia, workshops, oral presentations and poster sessions.

Submission Deadline: Saturday, 7 December 2019

Notification of Acceptance: From Saturday, 29 February 2019

Handouts: Please note that the preparation and supply of any handouts and materials used in the workshop will be the responsibility of the presenters

Costs: All costs to attend the conference, including the conference registration fee, must be met by the facilitators
The purpose of the conference is to identify where inadequacies and smokescreens exist in global policy versus organisational policy and action, and work toward developing strategies to safeguard our global workforces. In a complex, multi-national environment, it is important to consider the impact on not only employees--as targets, perpetrators, and witnesses--but also the cultural views of organisations and the regions in which they operate.

We welcome submissions for full-papers, abstracts, posters, and workshop proposals within the following themes, from both practitioners and academics:

1. Prevention and Intervention
2. Legislation and Compensation
3. Work Environment
4. Identifying and Measuring
5. Risk Factors
6. Health Effects and Rehabilitation
7. Role of Social Actors
8. Ethics
9. Cyber Bullying
10. Coping
11. Multi-cultural/International Contexts
12. Bystanders and Witnesses
Writing Guidelines for Abstracts for Oral Presentations and Posters

Abstracts are to be written in Microsoft Word (or compatible) formatted according to the instructions below. To facilitate blind review, please ensure that any features that could identify an individual are removed from the submitted abstract.

Formatting Your Abstract

Title

- Sentence case, 14 point Times New Roman, Bold, Centred

Abstract Body

- Sentence case, 12 point Times New Roman, left justified
- Abstracts should be between 350-500 words
- Figures are not permissible
- Headings are permissible – e.g. Aim, Methods, Results, and Conclusions – if relevant
- If empirical research is reported, then please indicate whether qualitative, quantitative or mixed methods

Keywords

- Sentence case, 12 point Times New Roman, Bold, Left justified
- 3-5 keywords that are indicative of the abstract – Sentence case, 12 point Times New Roman, Left justified

Authoring of papers

- Author – (Surname(s) and Name(s) (lower case, 12 point Times New Roman)
- Affiliation(s) – If there is more than one institution, please use superscript numbers to link authors to their affiliation. Include only the institution, city, state (if relevant), and country.
- Presenting author – Surname, name and e-mail address
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Writing Guidelines for Full Papers

- Papers are to be written in Microsoft Word (or compatible) formatted according to the instructions below
- To facilitate blind review, please ensure that any features that could identify an individual are removed from the submitted paper
- Author name(s), affiliation and contact details will be submitted via the online submission form along with the abstract; the full-paper to be submitted to the conference chair(s) direct in pdf format

Formatting Your Paper

- Title – Sentence case, 14 point Times New Roman, Bold, Centred
- Author(s) – (Surname(s) and Name(s). (lower case, 12 point Times New Roman)
- Affiliation(s) – If there is more than one institution, please use superscript numbers to link authors to their affiliation. Include only the institution, city, state (if applicable), and country
- Presenting author – Surname, name and e-mail address, underline presenting author on the cover page

Abstract

- Up to 150 words
- Keywords
- 3-5 keywords, 12 point Times New Roman, Left justified.
- Body
- Sentence case, 12 point Times New Roman, left justified.
- Papers should be between 4000 - 5000 words.
- Figures are not permissible.
- Headings are permissible – e.g. Aim, Methods, Results, and Conclusions – if relevant.
- If empirical research is reported, then please indicate whether qualitative, quantitative or mixed methods

Referencing Style

- APA Style 6th edition
Workshops are interactive sessions in which participants are able to interact in activities or take part in a demonstration of a technique or methodology. While they may include some delivery of content through lecture-style delivery, workshops should have a significant “hands-on” component. This may include, for example, brainstorming, facilitated discussions, reflecting on case studies, simulations or other activities. Workshops would typically be scheduled for no more than 1.5-2 hours*.

Information on proposals

The workshop facilitator(s) should prepare a workshop proposal which includes (see template for details):

- A workshop title
- A brief (100 word) biography of the facilitator(s)
- A rationale for conducting the workshop at the conference
- A description of expected outcomes for participants
- A description of the ways in which the workshop will be interactive (i.e. what type of activities will be used)
- An abstract (300-400 words) which outlines the topic of the workshop, why the topic is important, the contents to be included under the topic, what the participants will have the opportunity to learn, and a brief description of the activities that will be included

Things to note

- Workshops should not be used to promote or sell particular products or services
- Within the workshop, the advantages and disadvantages of techniques or approaches that are demonstrated should be considered within the session
- In addition, consideration should be given to providing a wider context for the focal topic of the workshop (e.g. alternative or contrasting approaches)

*Timing is subject to the schedule of the conference, as arranged by the LOC and the IAWBH board. The actual time allowed for symposia or workshops may change at each conference, depending on the program. Accordingly, the time limits for these sessions need to be advised in the call for abstracts. It is anticipated that this information about the nature and requirements for symposia and workshops would form part of the call for abstracts.
# Workshop Proposal Form

**The proposed title**
Type here

**A brief (100 word) biography of the facilitator(s)**
Type here

**Summary of the workshop objectives and activities (3-5 dot points)**
Type here

A 300-400 word (maximum) description of the workshop for the Conference Abstract Booklet. This should outline the topic of the workshop, why the topic is important, the contents to be included under the topic, what the participants will have the opportunity to learn, and a brief description of the activities that will be included.

**A rationale for conducting the workshop at the conference (100 word maximum)**
Type here

**Names, titles and affiliations of the workshop facilitators**

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**Format of workshop (subdivide allotted time including a 30 minute break) including a description of the ways in which the workshop will be interactive, experiential and hands-on**
Type here

**Targeted attendees**
Type here

**Expected outcomes**
Type here

**Desired AV equipment (The need for any specialised equipment (anything beyond the supplied set-up may require separate funding)**
Type here
Invited symposia consist of a collection of 4-5 (depending on time/structure of the conference sessions) oral presentations on a related theme. An invited symposium chair is chosen jointly by the LOC and the IAWBH board to curate the symposium on a particular theme. Symposia conclude with a discussion session, facilitated by the Invited Symposium Chair, where the audience and speakers discuss issues relevant to the theme and the presentations. Oral presentations in symposia are the same length as oral presentations in other sessions, while symposia are scheduled to last for 75 minutes*.

Information on proposals
The invited symposium chair is responsible for selecting and inviting speakers to participate, and developing and submitting the symposium proposal. The symposium proposal should include (see template for details):

- a symposium title
- a symposium abstract (300-400) which outlines the theme of the symposium,
- provide an overview of the papers to be included, along with their abstracts (abstracts between 350-500 words for each paper)
- a list of presenters, their affiliations and email addresses

Things to note

- Invited symposium chairs (not presenters) would receive a waiver of the conference registration fee. Hence they should be members of the IAWBH.
- Symposium chairs would typically not present a paper in the symposium which they chair.
- Papers within a symposium should include presenters from a range of geographic regions, countries and universities/institutions. Symposia with papers from similar geographic regions will be considered if this is intrinsic to the theme, and justified appropriately in the symposium proposal.

Timing

*Timing is subject to the schedule of the conference, as arranged by the LOC and the IAWBH board. The actual time allowed for symposia or workshops may change at each conference, depending on the program. Accordingly, the time limits for these sessions need to be advised in the call for abstracts. It is anticipated that this information about the nature and requirements for symposia and workshops would form part of the call for abstracts.
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## The proposed title

Type here

## Summary of the submitted research symposium objectives (3-5 dot points)

Type here

## A 300-400 word (maximum) description of the invited symposium for the Conference Abstract Booklet

Type here

## Names, titles and affiliations of the submitted research symposium chair(s) and presenters

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## Format of submitted research symposium (sub-divide depending on allotted time*)

Type here

## Abstracts of each presenter (350-500 words each)

Type here

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## Desired AV equipment (The need for any specialised equipment (anything beyond the supplied set-up may require separate funding)

Type here

## Handouts

Please note that the preparation and supply of any handouts and materials used in the submitted research symposium will be the responsibility of the presenters.

## Costs

All costs to attend the conference, including the conference registration fee, must be met by the presenters. The only exception is the waiver of the conference registration fee for the invited symposium chair.

*60 minutes*