



**International Council for Health, Physical Education, Recreation,
Sport, and Dance (ICHPER·SD)**

1900 Association Drive, Reston, Virginia 20191-1598, USA

Tel: (703) 476-3462 Fax: (703) 476 -9527 E-mail: ichper@aahperd.org Website: www.ichpersd.org

**The 52nd ICHPER·SD Anniversary World Congress
in Doha, Qatar, May 8 – 12, 2010 Website: www.qatarichper2010.com**

Dr. Yang's Personal Office: Tel. (301) 977-3527 Fax: (301) 977-3529 E-mail: djyang@erols.com

M E M O R A N D U M

Date: November 19, 2009

To: ICHPER·SD Members (Individual and *Life*, National, Institutional, International Organization, and Library); Affiliated Members, Associated Members, HPERSD professionals at large

From: Dong Ja YANG, Ph.D. Dr. Adel Elnashar, Ph.D.
President Secretary General

Re: The 52nd ICHPER·SD Anniversary World Congress & Review Processing Procedures for Abstracts and Manuscripts

I trust this memorandum finds you in good health and enjoying peace and prosperity!
Greetings!

Please allow us to start with the opening paragraph from our previous memorandum (#PA06Nov18). “To begin, since we have been busy finalizing the schedules, printing the booklet and finalizing the renegotiation of the 52nd ICHPER·SD Anniversary World Congress, the Council’s usual business has been taking a back seat. Nevertheless, our persistence has rewarded us with enough of an increase to the ICHPER·SD account balance to finally be able to hire our new full-time ICHPER·SD Executive Director, Mr. Charles T.G. Ambrus (E-mail: cambrus@aahperd.org)”.

The 52nd ICHPER·SD Anniversary World Congress

We have finally overcome our mountain of hurdles and actualized the initial organizing tasks for the 52nd ICHPER·SD Anniversary World Congress in Doha, Qatar scheduled for May 8 – 12, 2010. After a number of rescheduling announcements, the Council and the Qatar Olympic Committee together have laid the groundwork for a great World Congress. By this time, you may have already received the 52nd ICHPER·SD Anniversary World Congress Information Booklet which was scheduled to be mailed out on November 12, 2009 by the printer in the U.S.

The Booklet consists of 44 pages of information, pictures and fine graphic design, and we trust that you will enjoy reviewing every page. Please share it with your colleagues in an effort to encourage their participation in our mission and programs, especially at this time for the 52nd ICHPER·SD World Congress.

A. The Website for the World Congress Organizing Committee (WCOC'2010)

Both websites, WCOC'2010 and ICHPER·SD, have posted the entire contents of the World Congress Information Booklet. Please visit the websites and utilize the contents.

WCOC'2010 Website: www.qatarichper2010.com & ICHPER·SD Website: www.ichpersd.org

B. Theme of the 52nd Anniversary ICHPER·SD World Congress

The theme of the World Congress is “*Quality Physical Activity Education and Science for All: A Gateway to Health and Olympic Caliber Performance*”.

C. Important Dates

- | | |
|--------------------------|--|
| <u>February 15, 2010</u> | Deadline for Nominations for the ICHPER·SD Biennial Awards |
| <u>February 20, 2010</u> | Keynote (plenary) session topics and 7 speakers will be announced |
| <u>March 10, 2010</u> | Symposium topics and speakers will be announced as well as workshop/demonstration session topics and speakers/presenters |

November 1, 2009 to March 15, 2010: Submission of *Abstracts*

March 20, 2010: World Congress and ICHPER·SD Membership *Registration* Deadline

March 20, 2010: *Manuscript* Submission Deadline & *Hotel Reservation* Deadline

To facilitate the best organizing/processing service, please submit abstracts and manuscripts, register with the 52nd World Congress and ICHPER·SD, and make your hotel reservations as soon as possible. Please DO NOT wait until the Deadline.

- | | |
|-----------------------|---|
| <u>March 21, 2010</u> | Late Registration Fees will be imposed for all categories of participants |
| <u>March 25, 2010</u> | All officially processed and accepted manuscripts will be forwarded to the printing company for inclusion in the 52 nd World Congress Official Proceedings |

D. Meetings of the ICHPER·SD Executive Committee & Board of Governors

- | | |
|------------------------------------|--|
| <u>May 7, 2010 (09:00 – 13:00)</u> | ICHPER·SD Executive Committee Meeting (EC#1) |
|------------------------------------|--|

May 7, 2010 (15:00 – 20:00)

ICHPER·SD Executive Committee Joint Session with Commissioners, Regional Secretaries, Chairs/Members of the Arabic and English Scientific Committees (EC#2)

May 8, 2010 (09:30 – 12:10)

ICHPER·SD Board of Governors (BOG#1) with Ex-Officio members to BOG

Please review the additional meeting schedules in the Booklet on pages: 23, 24, and 25.

E. Hotel Reservations & Airport/Hotel Pick-Up Service

The Grand Regency Hotel & Convention Center is the congress venue and headquarters hotel. It is a 5-star convention hotel in Doha, combining advanced technology with the highest standards of comfort. Please visit all the designated hotel websites (see the Booklet, p.32) for necessary information including how to make a reservation. The hotel reservation deadline is **March 20, 2010** for all world congress hotels (i.e., Grand Regency, Holiday Villa and youth hostels) selected by the ***Qatar Olympic Committee*** (as the **52nd ICHPER·SD World Congress Organizing Committee**). Please review the relevant data (e.g., room rates & types) for hotel reservations and airport/hotel pick-up service on pages 32 and 33 of the World Congress Information Booklet.

F. Abstract & Manuscript Processing Procedures: Role of Division Commissioners and Members of the Scientific Committee

The World Congress Information Booklet, especially pages 19, 20, 21 and 22 provides accurately and precisely all aspects of the congress programs and guidelines, including official language, sessions (i.e., plenary/keynotes, symposium and workshop, oral and poster, submission of abstracts/manuscripts and mandatory rules, notification of acceptance, world congress and ICHPER·SD membership registrations, official program book and the congress proceedings). Everyone concerned should review the contents as thoroughly as possible.

The ICHPER·SD Organizational Structure (see Booklet, p.13), ICHPER·SD Divisions & Commissions (see Booklet, p. 14), Guidelines for Abstracts (see Booklet, p. 34), Guidelines for Manuscripts and Proceedings (see Booklet, p.36) and the *Publication Manual* (6th Edition) of the American Psychological Association (APA) are very important. All English/Arabic Scientific Committee members and abstract/manuscript submitters are urged to review them thoroughly to have a better understanding of the established reviewing and processing procedures for submitted abstracts and manuscripts.

1. Five Commissioners of the ICHPER·SD Divisions & the English Scientific Committee

The five Commissioners are members of the English Scientific Committee (ESC) and will serve as Co-Chairs representing their ICHPER·SD Divisions. They are **Dr. Mohammad R. Torabi** (Health, Email: torabi@indiana.edu); **Dr. Timothy Henrich** (Physical Education,

henrich@uiwtx.edu); **Dr. Joseph Levy** (Recreation, marathonjoe2003@yahoo.com); **Dr. Thomas Rosandich** (Sport and Olympic Movement, tprosandich@ussa-sport.ussa.edu); and **Dr. Janice D. LaPointe-Crump** (Dance, jancrump@centurytel.net). They are serving along with the other English Scientific Committee (ESC) members that include **Dr. Dong Ja Yang**, Ex-Officio member; **Dr. Thomas H. Sawyer**, Chair of the ESC; **Dr. Yoshiro Hatano**; **Dr. Steven C. Wright**; **Dr. Alberto Calderon**; **Dr. Frank Chin-Lung Fang**; **Dr. Serap Inal**; **Dr. Veronica Igbanugo**; **Dr. Robert Serfass**, and **Dr. Lynette Oberby**.

Health Division: Dr. Torabi, Dr. Igbanugo & Dr. Inal; **Physical Education:** Dr. Henrich, Dr. Igbanugo & Dr. Fang; **Recreation & Leisure:** Dr. Levy, Dr. Calderon & Dr. Henrich; **Sport & Olympic Movement:** Dr. Rosandich, Dr. Hatano & Dr. Wright; **Dance:** Dr. LaPointe-Crump, Dr. Levy & Dr. Lynette Overby (new appointee).

2. English Abstracts and Manuscripts received by ICHPER·SD Headquarters:

- (a) Once abstracts are received, ICHPER·SD Headquarters immediately issues an acknowledgement of receipt with a designated reference number via an e-mail (re: no paper mailing system will be used in the entire process);
- (b) ICHPER·SD forwards each abstract to **one** of the five Commissioners of the ICHPER·SD Divisions in accordance with the division area of each submitter;
- (c) The Commissioner (Co-Chair of ESC) must send each assigned abstract received from ICHPER·SD headquarters to 2 other assigned ESC members for their review within 2 days. The ESC members then send their results to the Commissioner within 3 days;
- (d) The Commissioner integrates the result of his/her review and makes one of the following decisions: 1) Accept the abstract as submitted; 2) Recommend revision and re-submission, or 3) Reject;
- (e) The Commissioner must send an acknowledgement of acceptance, revision or rejection by e-mail directly to the abstract submitter within 7 days of receiving an abstract from ICHPER·SD headquarters and must provide a copy of the acknowledgement to ICHPER·SD headquarters;
- (f) In case of revision, we recommend that the Commissioner extend words of encouragement to the submitter, at the Commissioner's discretion, and offer suggestions and assistance to re-write and re-submit the abstract, especially for those submitters who are non-native English speakers, junior professionals or graduate/undergraduate students. This process should not take more than 2 days;
- (g) In case of rejection, the Commissioner should extend words of appreciation for submitting the abstract along with a brief statement of the reason for the rejection (e.g., usually for not being in compliance with the guidelines for abstracts as established in the World Congress Information Booklet, p.34;
- (h) Once the submitter completes registration for the 52nd World Congress and ICHPER·SD membership and his/her status of membership has been verified, ICHPER·SD Headquarters will send an **"Official Letter of Acceptance"** to the abstract and/or manuscript submitter;
- (i) As a rule, both the English and Arabic Scientific Committees review only submitted abstracts, not manuscripts. No manuscript will be accepted without being accompanied

by the officially processed and accepted abstract with designated reference number and copyright assignment, in full compliance with the guidelines for manuscripts (see the Booklet, p.36-37). There is however the possibility that the Commissioners and other ESC members might occasionally review manuscripts if we are confronted with a large number of submissions;

- (j) Dr. Robert Serfass of the English Scientific Committee (ESC) will be serving as the main coordinator for tasks involving the translation into English of Abstracts written in Arabic in close consultation with Dr. Adel Elnashar, Secretary General and Ex-Officio member of the Arabic Scientific Committee (ASC). Those abstracts that are officially processed will be included in the 52nd World Congress Official Proceedings in English;
- (k) Dr. Thomas H. Sawyer, Chair of the English Scientific Committee, Dr. Timothy Henrich, Dr. Veronica Igbanugo, Dr. Steven Wright and Dr. Dong Ja Yang, President and Ex-Officio member to ESC will formulate the final contents (i.e., the officially processed abstracts and manuscripts) of the 52nd World Congress Official Proceedings in English;
- (l) The ICHPER·SD President will be responsible for the design and printing arrangements for the 52nd World Congress English Proceedings and will ship them to the Qatar Olympic Committee (WCOC'2010) according to the officially established timetable.

3. Arabic Abstracts and/or Manuscripts received by the Arabic Scientific Committee of the Qatar Olympic Committee (WCOC'2010)

Understanding the unique situation of the HPERSD academic and scientific community in the Arabic speaking countries, the Arabic Scientific Committee (ASC) may develop its own review procedures, while incorporating the principles and essential elements in the review process as shown above for the English Scientific Committee. However, please find below for your consideration a guide for the development of the ASC review process.

- (a) The Arabic Scientific Committee (ASC) may issue immediately a letter of acknowledgement of receipt as an e-mail attachment to each abstract or manuscript submitter;
- (b) Dr. Ahmed Al-Emadi, Chair of the ASC, forwards each abstract/manuscript immediately to assigned members of the ASC for review within 3 days time;
- (c) ASC assigned members return the results of their review (e.g., accept as submitted, reject with suggestions for revision and re-submit, or reject when necessary) to Dr. Al-Emadi;
- (d) In case of rejection, Dr. Al-Emadi may extend words of encouragement to the submitter, at his or ASC's discretion, and offer suggestions and assistance to revise and re-submit it, especially for those submitters who are junior professionals, graduate and undergraduate students. This process should not exceed more than 2 days in order to comply with a maximum timeline of 10 days.
- (e) After receiving an email notification that an abstract has been accepted, the submitter must 1) register with the 52nd World Congress; and 2) register with ICHPER·SD or have ICHPER·SD membership status confirmed by ICHPER·SD headquarters in the US, by the Qatar Olympic Committee (WCOC'2010) for Qatari, or by Mosaad S. Ewies for Egyptians. The registrations must be completed before Dr. Al-Emadi will send via e-mail attachment an "***Official Letter of Acceptance***" to the submitter with a copy sent to ICHPER·SD headquarters in the U.S. and to Dr. Adel Elnashar, ICHPER·SD Secretary General.

- (f) References: 1) **Egyptians** will register for both the 52nd World Congress and ICHPER·SD through the Office of Dr. Mosaad S. Ewies, Vice President for ICHPER·SD Middle East in Cairo, Egypt; and 2) **Qataris** may register for both the 52nd World Congress and ICHPER·SD through WCOC'2010 (Qatar Olympic Committee).
- (g) References: 1) Both Dr. Ewies and QOC (WCOC'2010) must transfer or wire registration fees (i.e., World Congress & ICHPER·SD membership) and copies of membership applications every 4 weeks to ICHPER·SD headquarters in the U.S.; 2) Thus, it is necessary to communicate closely on matters regarding a submitter's status. Membership and registration status must be verified through ICHPER·SD headquarters for all participants from Arabic countries except for Qatari and Egyptian submitters. Qatari submitters' membership status must be confirmed through WCOC'2010, and Egyptian submitters' membership status must be confirmed through Dr. Mossad S. Ewies; and 3) All participants from countries in the ICHPER·SD Middle East region other than Qatar must register for both the 52nd World Congress and ICHPER·SD membership through ICHPER·SD headquarters in the U.S.;
- (h) Dr. Al-Emadi, Chair of ASC, will assign ASC members to translate abstracts from Arabic into English and will forward the translated abstracts to Dr. Adel Elnashar. Dr. Elnashar in close communication with Dr. Robert Serfass of the English Scientific Committee (ESC) must review and revise where necessary any translated abstracts and submit them to ICHPER·SD headquarters for inclusion in the 52nd World Congress Official English Proceedings, which will be published in the U.S.; and
- (i) The World Congress Arabic Proceedings, which only includes abstracts and manuscripts in Arabic, will be published by WCOC'2010 in Doha, Qatar.

Having Served as ICHPER·SD President (July 1, 2003 – present) and ICHPER·SD Secretary General (1991 – 2003), I learned how critical the review process for the submitted Abstracts and Manuscripts is. It is one of the paramount factors influencing our membership retention, growth and wellbeing as a leading international organization in the field. The effective, systematic, fair and punctual review process invigorates our members' desire to participate in our scholarly activities at the world class level.

We are therefore proactively publicizing these procedures and disseminating them to each of our members worldwide in addition to the 52nd World Congress Information Booklet.

We thank you for your kind and thorough review!