

Conference Presenter Guidelines

2015 AHRD International Research Conference in the Americas

The overall aim for the AHRD conference is to provide a venue for HRD researchers to lead Human Resource Development through research. Presentations at the conference are the product and the future of our collective work to continue developing a reflective and relevant Human Resource Development profession.

While many of you are experienced presenters, please take a moment to consider this aim and audience in preparing your presentation slides. Please keep in mind that the power of the conference is in the scholarly exchange among attendees—this contributes to the mutual learning of everyone in the room and strengthens the future work of those presenting.



If you require further assistance after reviewing this information please email your questions to the Program Chair, Diane Chapman (diane_chapman@ncsu.edu).

Guidelines for Presentation of Refereed Full Papers and Abstracts

In an effort to enhance the opportunity for vigorous scholarly exchanges and to encourage idea sharing, we ask that all presenters follow the guidelines outlined below. Note that everyone will be able to access and read refereed submissions (Papers and Abstracts) from the online conference proceedings *before* the conference even begins. Consequently, please do *not* attempt to present your entire paper and, instead, structure your limited time in a way that invites scholarly dialogue.

Each session room for Refereed Submissions will come equipped with a standard audio-visual projector that will support a PowerPoint (or similar) presentation and a screen to project on. However, a laptop from one of the presenters will need to be utilized to connect to the projector. Please come prepared with a laptop, or make arrangements with the Session Chair or other presenters in your session to ensure a laptop will be brought to the session.

We encourage each presenter to engage the audience using the six to eight slide format proposed below. For each slide, we offer possible discussion points for your consideration.

1. Title of your manuscript and author(s)
2. What was your main research question?
 - a. Why does this interest you?
 - b. Why is it important for the development of the HRD profession? What is the “gap” in HRD research that this project helps to address?

3. How did you try to answer your question?
 - a. What are the main characteristics of the methodology you used? *Note: Details of the design and data collection should be assembled into a handout*
 - b. What challenges did you encounter while carrying out the research/project?
4. What was most exciting about the information you collected?
 - a. What did you expect to find and what did you actually find? *Note: You can reference tables and other complex information in a handout or refer people to the submission in the proceedings*
5. How does this material (the data collected and analyzed) help you to answer your main question?
 - a. Did you find support for an answer?
 - b. How did aspects of the data collection and analysis affect your ability to answer the research questions?
6. What do you conclude? What limitations apply to the conclusion(s)?
 - a. What would you like your audience to understand about your findings?
 - b. What in your research findings is especially interesting to you?
 - c. To further the area you investigated, what additional research is needed?

Tips for Creating PowerPoint Slides for Your Presentation

- Provide a succinct title for each slide
- Use 32 point font size or larger
- Use upper and lower case letters (not all caps)
- Create clean, concise slides and refrain from using paragraphs
- Stand to one side of the projection screen
- Refrain from reading your slides
- Present to your audience (avoid turning your back to your audience)
- Avoid too many special effects
- Use quality graphics to support your presentation

Prior to the conference, please:

- Create your presentation following the guidelines above
- Provide your Session Chair with a short (3-4 sentence) professional bio
- Read all papers in your assigned session, actively looking for connections between the papers and areas for potential dialogue during the session
- Provide the Session Chair with 1-2 questions related to your presentation and 1-2 questions related to the other presentations. The Session Chair may use some of these questions to spark conversation and discussion.

During the session, please:

- Arrive at the room 15 minutes before the scheduled start time
- Work with the Session Chair to agree on the order of the presentations and format to maximize dialogue/audience interaction
- Stay within your allotted time during your presentation (see below)

- Thoughtfully discuss the papers of other presenters and their underlying theories/issues. *Always remember this is a scholarly exchange—reasoned questioning, doubting, and not knowing are okay and are all a part of the scholarly process!*

Details for Refereed Full Manuscript Sessions: Up to four individually submitted papers will be grouped together to share a 90-minute session. Individual presenter(s) will be allocated 15 minutes to present the manuscript. Two key goals for full manuscript sessions are to (1) allow participants to analyze the information provided by the presentations and (2) engage the audience in the research. Attendees will be encouraged throughout the conference to bring questions, curiosities, and constructive feedback. Session Chairs will facilitate the 90-minute session to ensure there is enough time for attendees to thoughtfully consider the studies, ideas, and implications of the research presented.

Details for Refereed Abstract Sessions: Up to six individually submitted Abstracts will be grouped together to share a 90-minute session. Individual presenter(s) will be allocated 7-10 minutes to present the Abstract. The aim is for these sessions to be more focused on idea generation than idea analysis—and Session Chairs will provide increased facilitation to stimulate dialogue, raise questions, and encourage engagement between presenters and the audience.

Guidelines for Presentation of Non-Refereed Submissions

All non-refereed sessions will be scheduled in the conference program with the title, a brief description of the session, and a list of the sponsors/facilitators/presenters.

There will be no materials printed in the conference proceedings for non-refereed sessions.

Organizers of these sessions are invited to provide handouts (at their own expense) in whatever format they wish during the session at the conference to enable the aims of the session (please honor APA formatting for citations and references).

Details for FOCUS Sessions & Professional Development Workshops: These are scheduled as one 90-minute session that is facilitated by the organizer(s) of the session. Both of these formats offer the opportunity in-depth focus on a specific topic area. The session format should engage the organizers/facilitators and audience in interaction and dialogue as much as possible.

Each room for the FOCUS Sessions and the Professional Development Workshops will come equipped with a standard audio-visual projector and screen that will support a PowerPoint (or similar) presentation. However, a laptop from the organizer/presenter will need to be utilized to connect to the projector.

Details for Interactive Roundtable Dialogue Sessions: The roundtable format is designed for small groups to focus on topics of common interest. Roundtables include 15 minutes of presentation followed by 30 minutes of dialogue and feedback, with author(s) and participants convened around a table. No audio-visual aids are provided for these Sessions, but organizers are welcome to use their own laptop at their assigned table if desired (no screen is available for projection).

The organizer [author(s) of the submission] should frame the topic, pose guiding questions, and

facilitate a dialogue with participants joining the table. Attendees of these sessions will be able to attend two roundtables in one 90-minute session (each 45 minutes in length), and will be actively encouraged by the Facilitator in the room to ask clarifying questions, offer suggestions, and help each other address hidden assumptions and potential challenges with the research/project/ideas.

Details for Food ‘n’ Thought Sessions: Food ‘n’ Thought (FNT) sessions are 60 minutes scheduled during breakfast and lunch times. There are no audio-visual aids (projector or screen) provided, but organizers are welcome to use their own laptop at this session if desired. These sessions are designed to be informal brown bag sessions where participants can engage in thoughtful conversations about topics important to HRD. Session facilitators are encouraged to craft an active and experiential learning space that encourages lively dialogue, networking, and community-building.

Reminder about the Conference Theme—“HRD Research: Gateway to New Frontiers”

St. Louis, Missouri, is home to the internationally renowned Gateway Arch. The Gateway Arch is a monument that recognizes the pioneering spirit of those who ventured into the Western part of the United States in the early-1800s. In the shadow of the Gateway Arch, conference participants will come together to engage in their own discovery and exploration of the frontiers of HRD.

Frontiers are the “outer limits in a field or endeavor, especially one in which the opportunities for research and development have not been exploited” (Dictionary.com). Frontiers offer us the opportunity to move beyond traditional constraints and towards creativity and generativity. They beckon for pioneers to venture into the unknown to open up new areas of thought, research, and development.

Conference presenters are encouraged to integrate this theme in presentations and conversations as much as possible to contribute to the shared expedition of HRD scholarship and practice and explore uncharted areas in need of research/theorizing, unanswered questions, and unaddressed opportunities and challenges. We hope that the conference space will pull us towards conversations and scholarship that are important for the territories that lie beyond and/or ahead as related to workplace and organizational learning, performance, and change. And, in doing so, help us to envision greater things.

