



CALL FOR PRE-CONFERENCE PROPOSALS

2016

ACADEMY OF HUMAN RESOURCE DEVELOPMENT INTERNATIONAL RESEARCH CONFERENCE IN THE AMERICAS

General Information about Pre-Conferences

The Academy of Human Resource Development (AHRD) is currently soliciting proposals for pre-conference sessions to be offered prior to the convening of the 2016 *AHRD International Research Conference in the Americas*.

Pre-conference workshops provide a tremendous opportunity for deeper learning around a specific topic area and/or for professional development¹ related to scholarship and/or research. These sessions should be highly engaging and interactive sessions with clearly outlined objectives that can be achieved within the time frame of the session. And, they should deliver clear value for participants who attend.

These can be held at the conference hotel or an appropriate off-site location². Off-site visits offer site-specific learning and are designed to take advantage of the city in which the conference takes place. The organizer makes arrangements for a block of structured time to be spent at a site other than the hotel, transportation, and formal/informal learning related to that visit.

AHRD typically offers 1-2 Pre-Conferences each year. They take place during the two days prior to the convening of the conference, and are typically 4-8 hour sessions that can be offered on one day or segmented between the two days (specific days/times to be negotiated with the conference team).

¹ AHRD will not accept proposals for sessions that include descriptions of commercial products that a presenter is marketing.

² If your proposal includes an excursion outside the conference hotel, contact Wendy Ruona, Conference Chair, prior to submitting the proposal. AHRD will be glad to assist in thinking about logistics and costs associated with transportation, etc.

Proposing a Pre-Conference

A proposal for a pre-conference should include:

1. Title of the session
2. Name(s) and contact information of the session sponsor(s)/designer(s) (please designate a primary contact for all communications related to this proposal)
3. Names of additional facilitator(s)/presenter(s)
4. Abstract/description of the session (250 words maximum) and keywords that describe the session (maximum of three) (to be used for marketing, website, etc.)
5. Clearly identified target audience for the workshop, including minimum and maximum number of participants you are comfortable with having in the session
6. Substantiated need for this session for scholars and/or scholar-practitioners
7. 3-5 page overview of the session (clearly outlining what the participants will gain via the learning objectives; outcomes for participants, the session's schedule, flow, and time usage; and the specific ways the session will actively engage participants)
8. Relevant biographical information for session sponsor(s)/facilitator(s), especially highlighting expertise as related to the focus of the session (200 words maximum per person).
9. Outline of expenses associated with the session (so that the Conference Team can work with you to assess an appropriate participant fee that will cover all related expenses).

Details Related to Pre-Conferences

AHRD commits to coordinating marketing, event registration, and other assistance as related to logistics prior to and at the session. As a part of this support, AHRD provides:

- ✓ Meeting space at the hotel
- ✓ Podium, LCD projector, screen, and wireless internet access in the meeting space (*session organizer(s) will provide their own laptop to connect to the projector*)
- ✓ Refreshments for participants during the session (one break for 4-6 hour sessions, two breaks for 7-8+ hour sessions)
- ✓ Copies of participant materials (These must be delivered to the Conference Team three weeks prior to the session. Otherwise, session organizers must make and bring their own copies to the session as AHRD cannot make copies for all participants at the conference site).
- ✓ Space on the AHRD website for electronic sharing of participant materials (due one week prior to the session or can be posted on the website after the conference)
- ✓ A modest honorarium for session designer(s)/facilitator(s)

A participant fee for each pre-conference is set by AHRD in order to ensure these costs associated with the session are covered.

While AHRD works to keep the cost for Pre-Conferences as low as possible, sessions that require a budget to cover more than those resources outlined above can certainly be considered; and the participant fee would be negotiated with the conference team. *Note: Costs for any additional supplies or audio/visual equipment that are required (other than those outlined above) must be included in the proposal (see point #9 in proposal requirements).*

Because participants pay an additional fee for pre-conferences, sessions must be compelling enough to attract the intended audience. *Pre-conferences that do not have the minimum registration required to “break even” on costs associated with the pre-conference will be cancelled; and that decision is made 1 month prior to the scheduled pre-conference.*

Criteria for Evaluating Pre-Conference Proposals

Proposals will be considered using the following criteria:

- Potential for valuable learning for the intended audience
- Relevance of the session (as related to the scholarly development, key trends in HRD, etc.)
- Session is designed to (a) effectively achieve purpose/aims of the session and (b) actively engage participants.
- The probability that the event will meet requirements necessary to be implemented (financial viability, coordination resources of organizing team, etc.)

Submitting a Proposal for a Pre-Conference

Proposals should be submitted directly to Wendy Ruona (wruona@uga.edu) by *Monday, September 14, 2015 (midnight PDT)*. If you submit a proposal and do not receive a confirmation of receipt within 48 hours, please e-mail Dr. Ruona again and also ‘cc the AHRD office (office@ahrd.org) in that follow-up e-mail.

If you would like to explore your idea before submitting a full proposal, contact Wendy Ruona (wruona@uga.edu).

Additional information about registration and membership can be found at www.ahrd.org