



Conference Presenter Guidelines

2019 AHRD International Research Conference in the Americas

The overall aim of the AHRD conference is to provide a venue for scholars to lead Human Resource Development (HRD) through research. Presentations at the conference are the product and the future of our collective work to continue developing a reflective and relevant HRD 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, Sunyoung Park (sunypark@gmail.com).

Guidelines for Presentation of Refereed Full Manuscripts

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 all registered conference attendees will be able to access and read refereed submissions from the online conference proceedings before the conference begins. Consequently, please do not attempt to present your entire paper and, instead, structure your limited time in a way that invites scholarly dialogue.

Details on How the Individual Symposia were Constructed: Each of the symposia were constructed based on an analysis completed by the conference team of the keywords, the abstract and the track reported by the authors. The submissions were grouped in meaningful ways that linked the content together. In some cases, a strong link is visible, in others, the linkage is not as strong, but does exist. For this reason, authors/presenters will not be permitted to move from their scheduled times. The conference team asks that all authors/presenters respect this decision.

Details for Refereed Full Manuscript Sessions: In most cases, four individually submitted papers were grouped together to share a 90-minute session. Individual presenter(s) will be allocated 10-15 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.

A/V & Computer: Each session room for Refereed Full Manuscript 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.

The Presentation: 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?
 - b. Were there any surprises? 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:

- Try to adhere to the 6 x 6 format – 6 bullet points per slide, 6 words per bullet point.
- 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 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 sentences) 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!*

Guidelines for Presentation of Refereed Posters

Up to ten individually submitted posters will be grouped together to share a 90-minute session. Individual presenter(s) will be allocated 5-7 minutes to present the Poster. A Session Host will be available to direct people around the room however, the presenter must be able to interact with the audience. After each 7 minute block, participants will be encouraged to move to another poster and chat with individual presenters. After 90 minutes, the session chair will formally bring the session to a close. Each poster presenter will be able to display on a poster board (landscape format) with a maximum dimension of 96in wide by 48.25in tall (8' wide by 4' tall or 2438.4mm wide by 1225.55mm tall). Your poster size should be (48" x 36").

- Please prepare all materials in advance. We will not print posters or copy handouts.
- We will provide Velcro double-sided adhesive tape and scissors for mounting posters. If you need other materials to attach your poster, please bring these materials with you.
- Access to electrical outlets will not be available.
- Poster Sessions will be located in the pre-function space this year. Each individually submitted poster will be assigned to a poster board.
- Set-up time for your poster is 20 minutes to your scheduled poster session and immediately tear-down after the session. However, the posters will be available to all conference attendees throughout the conference and after in the e-poster book.

Poster Design Considerations:

- Lettering should be simple, bold, and easily legible from a distance of 4ft (122 cm). Lettering for the title should be at least 1.5in (38mm) high. Under the heading, include the names of authors and their affiliations in smaller lettering.
- In the body text, keep the number of words to a minimum: please remember that this is not a paper. Arrange the elements in a logical sequence: introduction or statement of the problem or issue, objectives of the research or project, methodology used (where appropriate), major findings or outcomes, interpretations or significance of findings or outcomes, and conclusions. Use numbers if necessary to ensure that readers can follow the sequence.
- Illustrations and color will enhance the effectiveness of your presentation. Tables, figures, and photographs are encouraged. While you should consider graphic impact, note that simplicity and legibility are more important than artistic embellishments. The background of the poster may be any color, so long as there is a strong light-dark contrast between background and lettering.
- When working on the arrangement of your display on the poster, be aware that it is preferable to align materials in columns rather than rows. Audience members who are scanning posters have a

much easier task if they can proceed from the left to right rather than having to skip around in the display.

Tips for Your Poster Presentation

- Plan to set up your display 15 minutes before the session is to begin. Your material should be mounted on poster board.
- The presenting author should be available throughout the session and remove the poster no more than 10 minutes after the end of the session.
- Prepare a one to two-minute summary of your research that you could deliver to anyone.
- Do not wait for visitors to ask a question and be an active facilitator; say, “Would you like to hear about my research in about two minutes or less?”
- By asking this question, you can give the visitors time to read and figure your research out themselves.
- Have available a number of copies of your research summary and business card to distribute to interested parties.

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. A separate book will be prepared with abstracts for the Non-Refereed sessions. Participants can access it through the conference website along with the other conference materials.

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 and hosted by a Session Chair who will serve primarily as the Timekeeper. 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.

The Presentation: 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.

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