



academy of human resource development

## **CALL FOR SUBMISSIONS 2024**

**THE ACADEMY OF HUMAN RESOURCE DEVELOPMENT**

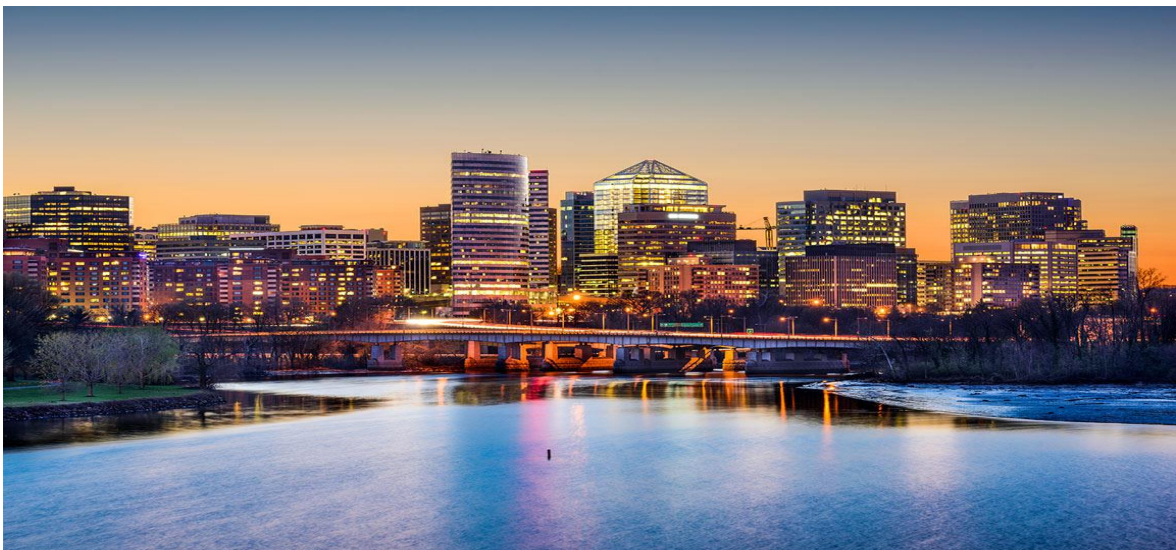
*PRESENTS ITS*

### **31<sup>ST</sup> INTERNATIONAL RESEARCH CONFERENCE IN THE AMERICAS**

**THEME: *BUILDING A BETTER FUTURE OF WORK: HRD's  
ROLE FOR SUSTAINABLE, HUMAN-CENTERED  
WORKPLACE***

**FEBRUARY 21-24TH, 2024**

**ARLINGTON, VIRGINIA**



## Conference Information

The Academy of Human Resource Development (AHRD) exists to encourage the systematic study of Human Resource Development (HRD) theories, processes, and practices; to disseminate information about HRD; to encourage the application of HRD research findings; and to provide opportunities for social interaction among individuals with scholarly and professional interests in HRD from multiple disciplines and from across the globe. AHRD's vision is "Leading Human Resource Development through Research."

### AHRD is celebrating its 31st Annual Conference in 2024!

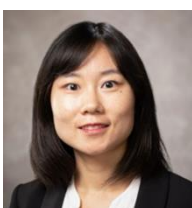
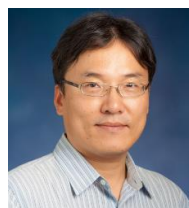
- **Pre-Conference:** February 21 – 22, 2024 (*Wednesday – Thursday*)
- **Conference:** February 22 – 24, 2024 (*Thursday – Saturday*)
- **Location:** Crystal Gateway Marriott  
1700 RICHMOND HIGHWAY,  
ARLINGTON, VIRGINIA 22202

<https://www.marriott.com/en-us/hotels/wasgw-crystal-gateway-marriott/overview/>

The 31st AHRD International Research Conference will include leading scholars and practitioners reporting their cutting-edge research and theories. The program will be comprised of blind, peer-reviewed submissions that offer a diverse range of topics, perspectives, and research paradigms. Additionally, the conference will include other types of sessions that provide excellent opportunities to bring together conference participants for engagement in generative learning through both formal and informal interactions about topics of mutual interest. AHRD is an inclusive organization that invites all those who are interested in the field, no matter where they are on their scholarly or scholar-practitioner journey.

In addition to the information contained in this *Call for Submissions*, important details are found on the *Conference Central* link at [www.ahrd.org](http://www.ahrd.org). The *Conference Central* site will be your go-to location for news about conference updates, registration, and membership. Information about the benefits of AHRD membership—including journals, online networking, Special Interest Groups (SIGS), professional development, awards, and other events—can also be found on the AHRD website.

### Program Committee

|                                                                                     |                                                                                                          |                                                                                           |                                                                                          |                                                                                       |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |                       |        |      |  |
| <b>Lei Xie</b><br><i>Program Chair</i><br><b>Texas State University</b>             | <b>Bhagyashree Barhate</b><br><i>Proceedings Editor</i><br><b>The University of Southern Mississippi</b> | <b>Yuanlu Niu</b><br><i>Associate Proceedings Editor</i><br><b>University of Arkansas</b> | <b>Kristin Scott</b><br><i>Platform Administrator</i><br><b>McNeese State University</b> | <b>Seung Won Yoon</b><br><i>Conference Chair</i><br><b>Texas A&amp;M University</b>   |

## Submission Tracks

The *Academy of Human Resource Development* welcomes submissions from all academic fields and disciplines that focus on workplace and organizational learning, performance, change, and related issues and challenges. We specifically encourage submissions related to the theme **Building a Better Future of Work: HRD's Role for Sustainable, Human-Centered Workplace**. Consistent with AHRD's commitment to antiracism, for the 2024 conference, let's challenge ourselves to increase the number of manuscripts focused on antiracism work and/or racial/social injustice. In addition, consider potential connections between antiracism and the conference theme, along with embedding antiracism themes across all conference tracks. Finally, we encourage submissions across **all** manuscript tracks from scholar-practitioners.

### **Conference submission tracks for this year are:**

- Assessment and Analytics, Evaluation, and HRD Research Methodology
- Critical, Social Justice, and Diversity Perspectives in HRD
- International, Global, and Cross-Cultural Issues
- Leadership, Strategy, Engagement, and Career Development
- Organization Development and Change, Quality of Life, and Performance
- Technology and AI in HRD
- Workplace Learning and Training & Development
- Non-Refereed

## Submission Categories

Within each track, authors will assign their submission(s) to one of the following two categories and five submission types (as described below).

### **Refereed Submissions**

- (1) Refereed Full Manuscript
- (2) Refereed Posters
- (3) Refereed Symposium

### **Non-Refereed Submissions**

- (1) Focus Session
- (2) Professional Development Workshop

The Conference Program Committee reserves the right to reclassify submissions based on reviewer feedback or program time limitations. Examples of submissions for each category can be viewed on the *Conference Central* website ([www.ahrd.org](http://www.ahrd.org)). Each submission must comply with APA **7th edition** and follow the paper formatting requirements for Professional Papers unless otherwise noted. Sample papers are provided for each submission type on the *Conference Central* website ([www.ahrd.org](http://www.ahrd.org)).

## Refereed Submissions

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The three types of refereed session submissions are blind peer-reviewed. **Please be sure to remove all author-identifying information from the uploaded document that is submitted for review, including acknowledgments, since this is the document that the reviewers will be reading.** Submissions are judged based on overall quality, innovativeness, and scholarly/practical contribution. The full criteria that reviewers will use will be available on the *Conference Central* website ([www.ahrd.org](http://www.ahrd.org)).

All manuscripts should clearly address a practical problem (i.e., the problem has some genesis in practice or is a potential/partial solution to a significant challenge). Equally important, submissions must include detailed implications for research, theory, and practice. These implications, where applicable, should be logical in terms of the context of practice and detailed enough to guide practitioners to integrate the recommendations into their practice based on their nuanced understanding of the cultures and needs that comprise the practice, and sufficiently evocative to inspire the practitioner to do so. All submissions will be reviewed using a single review form.

1. **Refereed Full Manuscript** (5,000-8,000 words, including references): This is a fully developed, scholarly product sharing completed empirical studies and/or substantive theoretical/conceptual works. AHRD is committed to papers representing the majority of the submissions on the conference program. Manuscripts should demonstrate theoretical and practical relevance, rigorous methods, and compelling results.

For this category, authors will submit a full manuscript, including an abstract, for peer review. Abstracts must be included as part of the original submission and be 250 words maximum. **Authors will be able to choose whether to publish either the Full Manuscript or an Abstract Only in the Conference Proceedings at the time of submission. This decision *must* be made at the time of the initial submission of the manuscript and CANNOT be changed.**

- **Publication of Full Manuscript in Conference Proceedings:** Authors must submit the full manuscript, including abstract and references, for peer review. Your full manuscript, including abstract, will be published in the Proceedings if your paper is accepted and you comply with the revision process.
- **Publication of Abstract only in Conference Proceedings:** Authors must submit the full manuscript, including abstract and references, for peer review. Once the submission is accepted, the author must resubmit **only** the abstract, with revisions, as needed, for publication in the proceedings. The submitted abstract should have the following components:
  - Title Page: include author(s) names, institutional affiliation, and title of the manuscript.
  - Abstract: provide an overview of your paper, up to 250 words (with revisions as part of the peer review process).
  - Keywords: list three (3) keywords (maximum)

*Scheduling in the Conference Program:* Up to four individually submitted papers will be grouped together to share a 90-minute session. Individual presenters will be allocated 15

minutes as a part of that session. The session will be facilitated with opportunities for question and answer.

2. **Refereed Posters:** Posters are ideal for works in progress and offer the opportunity to present data as well as generate substantive discussions with interested colleagues. Poster sessions afford a synchronous interaction between the poster presenter and interested colleagues. The poster format is available in **Appendix A** of the Call for Submissions and online at Conference Central. Like all other presentations, poster presentations should represent work that has not been previously reported at a conference. All poster abstract submissions will be peer-reviewed.

Submissions should be marked as either a 1) research proposal, 2) work in progress, or 3) completed project and should include the information below.

- Title of the proposed poster
- Abstract of the proposed poster (**no more than 750 words**, excluding references)
- References
- The author's name or other identifying information should not appear on the cover page and abstract narrative when submitted during the initial submission process.

If the poster submission is accepted, authors will resubmit the poster abstract with necessary revisions. The poster abstract must be resubmitted with author information on the cover page. Titles of abstracts for the Poster Session will appear in the Conference program and the 750-word abstracts will appear in the Conference proceedings.

*Scheduling in the Conference Program:* Individually submitted posters will be grouped together to share a 90-minute session. The session will be facilitated with opportunities for question and answer.

3. **Refereed Symposium:** These symposia provide the opportunity for a group of authors to submit a pre-defined group of 3-5 full manuscripts. Each manuscript must be submitted to the peer review process and meet the requirements outlined for that type of submission (see above).

In addition to the 3-5 full manuscripts, the organizer(s) of the session should submit an additional document (**2,000 words maximum**, inclusive of references) that briefly outlines the theme of the session, describes each paper, justifies the relevance or need, and summarizes how the paper/abstract combine to contribute to the advancement of HRD. At the initial submission, the introduction document and the 3-5 manuscripts must be combined and submitted as one document.

Authors will be able to choose whether to publish either the Full Manuscript or an Abstract Only in the Conference Proceedings at time of submission. This decision must be made at the time of the initial submission of the manuscript.

*Scheduling in the Conference Program:* Refereed Symposiums will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session. Whether the session features refereed manuscripts or refereed abstracts will be explicitly specified in the conference program.



## Non-Refereed Submissions

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The following submission types are *not* blind peer reviewed. The reviewers of the proposals for these sessions will see the names of the presenters, participants, and organizers. Proposals are judged based on overall quality, innovativeness, and contribution. Submission samples along with the full criteria the reviewers will use to review these proposals will be available on the *Conference Central* website ([www.ahrd.org](http://www.ahrd.org)).

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 these 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 7th edition formatting for citations and references).

Since these are proposals for sessions (and not manuscripts or abstracts), authors may use business-style formatting for the proposal *or* may format it according to APA 7<sup>th</sup> edition formatting guidelines. Be sure that each of the requested elements for the type of session is addressed in the proposal (headings are helpful with this). Also, if business formatting is used, please use APA 7<sup>th</sup> edition formatting for references and citations.

1. **FOCUS Session:** This format allows the opportunity to offer a session that focuses in-depth on a specific topic area. These sessions may be colloquiums, expert panel discussions, or other kinds of session designs that foster scholarly exploration as related to a specific topic. **All presenters must be listed in the submission.**

Sponsor(s) should submit a proposal that provides:

- a) Title of the Session
- b) Abstract/description of the focus session (**100 words maximum**) and keywords that describe the session (maximum of three). We will use this information to assign reviewers.
- c) Detailed description of the session that will include:
  - Substantiation of the session's need
  - Description of the various perspectives offered by each participant/facilitator that includes an explanation of how their perspectives will add to the discussion
  - Review of the session's purpose, design, and approach that will include an outline of the session's organization and timeline.
  - Description of how the session contributes towards the advancement of HRD (**1,000-2,000 words maximum, including references**)
- d) Relevant biographical information for the sponsor and each panelist, specifically highlighting expertise as related to the focus of the session (**100 words maximum** per person). (This is not part of the word count listed for the description of the session.)

*Scheduling in the Conference Program:* FOCUS sessions will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session.

2. **Professional Development Workshop:** A Professional Development Workshop (PDW) provides the opportunity for colleagues to share knowledge and expertise that fosters professional development of AHRD members around capabilities to support research, theory-building, and/or scholarly practice. Unlike the FOCUS Session, PDWs should be highly engaging and interactive sessions with clearly outlined learning objectives that can be achieved within a 90-minute session. **All presenters and facilitators must be listed in the submission.**

**Note: AHRD will not accept proposals for workshops that include descriptions of commercial products that the presenter is marketing.**

Proposals for a PDW should include:

- a) Title of the workshop
- b) Name(s) of the Presenters and/or Facilitator(s)
- c) Abstract/description of the workshop (**100 words maximum**) and keywords that describe the workshop (maximum of three).
- d) Detailed description of the workshop that will include:
  - Clearly identified target audience for the workshop
  - Substantiated need for this workshop for scholars and/or scholar-practitioners that will reference the appropriate literature as needed
  - 3-5-page overview of the workshop that will clearly outline the workshop's learning objectives, flow, and time usage, and the specific ways the workshop will actively engage participants. (**1,000 – 2,000 words maximum, including references**)
  - Relevant biographical information for each presenter and facilitator, especially highlighting expertise as related to the focus of the workshop (**100 words maximum** per person). (This is not part of the word count used for the detailed description.

*Scheduling in the Conference Program:* Professional Development Workshops will be scheduled as one 90-minute session that will be facilitated by the organizer(s) of the session.

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## Other Formatting Guidelines for Submissions

All submissions must comply with the guidelines outlined in this document to be reviewed for inclusion in the conference. ***Any submissions that are not in compliance will not be reviewed and/or accepted.***

### **Formatting of Both Refereed and Non-Refereed Submissions**

- Submissions must comply with the word limits specified in the guidelines as described in the submission categories (above sections). *Submissions exceeding word limits will not be reviewed.*
- Document is saved as a Microsoft Word document (.doc or .docx). *Please do not submit PDF documents (even for the final submission in November).*
- Document should be formatted for 8 ½ x 11 paper (with 1" margins).

- All submissions must comply with formatting and writing style standards as defined by the *Publication Manual of the American Psychological Association* (7th edition) unless the proposal requirements allow for exceptions.
- Use Times New Roman font (12 pt.) for all submissions.
- In-text citations (accuracy of formatting according to APA 7th edition, remember et al. rules, listing all citations in references, and long and short quotation rules).
- References (accuracy of APA 7th edition formatting, DOI's included, alphabetized, all references cited in manuscript).
- All tracked changes have been accepted, and the document is saved without comments or tracked changes.

### **Additional Formatting Requirements for Refereed Submissions Only**

- All author-identifying information has been removed (including information in document file properties).
- The document should be in Times New Roman font (12 pt.) and double-spaced.
- The running head should be formatted according to APA 7th edition with page numbers in the upper right-hand header.
- Separate title page formatted as outlined in APA (include Title only for blind-review submission – no author identification for manuscripts that will undergo blind peer review).
- Abstract page formatted as outlined in APA—including a succinct overview and keywords (maximum of three). Each manuscript must meet the requirements outlined for that type of submission. Guidelines for refereed full manuscripts and posters, and a non-refereed submission template are available online at Conference Central.
- Headings (level 1, level 2, etc., according to APA 7th edition).
- Tables and Figures (APA labeling format).

## **Rule of Three**

An author can be named **as lead author on no more than three refereed submissions**. The Conference Team recognizes that there are circumstances in which authors collaborate on multiple scholarly projects in a given year. As such, these authors who are listed as co-authors on submissions (typically as second, third, fourth authors), may have interest in submitting their papers to the AHRD Conference in the Americas, because they consider AHRD as their primary academic professional “home.” In cases where a lead author seeks to submit more than three conference submissions, the Conference Team will consider these submissions on a case-by-case basis. The criteria used for decision-making on these special cases can be found in **Appendix B** of the Call for Submission and will be available on the Conference Central website. Only first authors are usually ensured a conflict-free presentation schedule, and even that is not guaranteed pending the number of submissions past three (refereed).



## Awards

Refereed full manuscripts are eligible for the Human Resource Development Cutting Edge Award and the AHRD Graduate Student Outstanding Paper Award based on criteria described below. The two awards maintain separate review and selection processes. Therefore, consideration/selection for one award does not preclude nor guarantee consideration/selection for the other.

### HRD Cutting Edge Award

The Human Resource Development Cutting Edge Awards are given to the author(s) of up to ten outstanding scholarly papers (refereed full manuscript) from those submitted to the annual Conference Proceedings of the Academy of Human Resource Development for the same year. Submissions are evaluated based on the following criteria: new knowledge contribution to the HRD profession, theoretical and/or practical importance of the problem, appropriateness of approaches and/or methods used, extent to which the results justify the conclusions, and quality of reporting. Papers are nominated for the award using a three-stage process including reviewers, track chairs, proceedings editors, and outside reviewers with final decisions made by the Conference Program Team.

### AHRD Graduate Student Outstanding Paper Award

The purpose of this award is to encourage excellence in research by graduate student members of AHRD. Recognizing outstanding research of graduate students acknowledges the importance of the contributions of new scholars to the field of AHRD. Criteria for selection:

1. Award winners must be current members of the Academy of Human Resource Development.
2. Award winners must be enrolled in a graduate program at the time of submission to the AHRD conference.
3. The paper must be a refereed full manuscript submission authored solely by graduate students. It may be co-authored with other, currently-enrolled students (at the time of submission) but cannot be co-authored with a faculty member.
4. The paper must be based on research conducted by the student and have been accepted for presentation at the conference. Award nominees and winners must commit to presenting their accepted papers at the conference.
5. The paper may be conceptual, empirical, theoretical, and/or methodological in nature.
6. Nominees will be evaluated through a committee review process across the following criteria:
  - a) contribution to the field of HRD (25%),
  - b) quality of research (25%),
  - c) quality of writing (25%), and
  - d) potential impact of the applicant's work on the field of HRD (25%).

### AHRD Graduate Student Outstanding Paper Award Selection Process

1. When submitting a full manuscript to the conference, there is an option to indicate that **all** authors are current students and members of AHRD. All full refereed manuscripts which have indicated student member authorship will be eligible for award consideration upon acceptance to the conference.
2. Selection by the current Conference Program Team, AHRD Board Awards Chair, plus two additional AHRD Board Members.

## Presentation Schedule

We ask that you continue to reserve the dates of February 21-24, 2024 to participate in the conference. **Authors must be able to present at any time during the conference.** AHRD will provide additional information regarding exact days, times, and technology in the coming months. The presentation schedule, as well as presentation guidelines, will be available on the *Conference Central* website approximately four weeks before the conference.

## Important Notes, Dates, and Deadlines

|                      |                                         |
|----------------------|-----------------------------------------|
| September 06, 2023   | Submission deadline for manuscripts     |
| October 23, 2023     | Decision notifications to authors       |
| November 14, 2023    | Camera-ready submissions due            |
| November 19, 2023    | Call for Session Chair volunteers opens |
| February 21-24, 2024 | Conference Dates                        |

### Critical Notes

1. All submissions must be submitted online on the AHRD website by the dates specified:
  - **Submission system opening date: July 17, 2023.**
  - **Submission closing date: September 06, 2023 (11:59 pm PST).**These dates are firm, and *no extensions* will be granted.
2. All authors must attest that the submission complies with articles outlined in the *Representation of Authorship and Agreement as to Publication of Materials*. All authors will verify this in the submission system and not on a separate form. The terms of the Representation of Authorship and Agreement as to Publication of Materials is available for review on the Conference Central website at [www.ahrd.org](http://www.ahrd.org).
3. Accepted submissions in the refereed categories will be published online in limited release, and only conference registrants will have access to the conference proceedings.
4. Accepted refereed submissions will be published if and only if both of the following two conditions are met:
  - Acceptance of a final, camera-ready submission by the Track Chair by November 14, 2023. This includes APA 7th edition compliance as well.
  - At least one author of each accepted submission is registered for the Conference by December 14, 2023.

## **Appendix A: Format for Posters.**

Posters offer the opportunity to present data and have substantive discussions with interested colleagues. Posters will be displayed throughout the conference in visible locations. There will also be a designated time for a synchronous poster session in which authors present their posters and exchange ideas with colleagues.

### **POSTER PREPARATION:**

- Each poster presenter will be able to display a poster with a maximum dimension of 36 inches by 48 inches (3 by 3.5 feet).
- Please prepare all materials in advance. We will not print posters or copy handouts.
- We will provide pins for mounting posters. If you need other materials to attach your poster such as double-sided adhesive tape, please bring these materials with you.
- Access to electrical outlets will not be available.
- Please submit a pdf file of your poster (size 36 inches by 48 inches) to [office@ahrd.org](mailto:office@ahrd.org) if you are interested and want your poster to appear in the AHRD Conference e-poster book.

### **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.

### **PRINTING YOUR POSTER:**

- Presenters are advised to print their posters and bring them on the plane in travel tubes. Fabric or cloth poster printing is possible if authors prefer (e.g., <https://www.makesigns.com/>).

## **Appendix B: Policy and Procedures on Requests for Exceptions from the Rule of Three**

A Rule of Three will be enforced for the 2024 conference. No person may be a lead author on more than three refereed submissions for the 2024 AHRD Conference. This rule does not apply to appearances at invited meetings or special sessions, session chairs, or listings resulting from AHRD officer roles. The rule serves as a means to ensure broad participation of members. It reduces the likelihood of the program being dominated by a small handful of people and helps ensure that no first author is committed to appearing at more than one place at a time.

### **Appeal for Exception to the Rule of Three Policy**

We recognize that there are a few AHRD members who truly are highly productive and/or working in a highly collaborative way that can lead to the need for an author to be included on more than two refereed submissions. The values of AHRD seem to be aligned with wanting to affirm productivity and collaboration rather than punish it. While the "Rule of Three" is strictly enforced, we allow for the consideration of exceptions on a case-by-case basis according to the following protocol:

- 1) An Author should submit a brief rationale for requesting an exception to the policy to the appropriate Track Chair Editor.
- 2) Upon receiving the request for exception, the Conference Committee will review it based on the following criteria:
  - a) The space availability for additional papers
  - b) The author is not the manuscript's sole author so scheduling conflicts can be avoided
- 3) Results of the Conference Committee's review will be communicated to the Conference Program Chair.
- 4) The Conference Program Chair will review all available information, including the initial request and may request further information.
- 5) The Conference Program Chair makes the decision to grant or reject the request for exception and communicates that decision to the Conference Committee.
- 6) The Conference Program Chair communicates the decision to the author. This is the final decision.

While this exception process is recommended, the existing policy/practice around scheduling of presentations will remain intact. That is: "However, only first authors are usually ensured a conflict-free presentation schedule, and even that is not guaranteed pending the number of submissions past three (refereed)."

## **Questions? Please contact:**

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