



academy of human resource development

Call for Submissions 2025

**The Academy of Human Resource Development
presents its**

32nd International Research Conference in the Americas

Theme:

***Envisioning HRD's legacy in 2055:
Advocacy, leadership, and sustained change***

February 19-22, 2025 | 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."

Envisioning HRD's legacy in 2055: Advocacy, leadership, and sustained change

The theme for the Academy of Human Resource Development's 2025 International Research Conference in the Americas invites the HRD community to contribute to a strategic vision for the future of scholarship and scholarly practice. In 2023, AHRD reached its 30th year. The 2025 conference offers a platform to honor this milestone while looking ahead to the next 30 years (and beyond). The year 2055 serves as an anchor point for reflecting on the importance of advocacy, leadership, and sustained change for the next generation.

Some questions for consideration include: What emergent technologies and evolving organizational structures should or will be at the forefront? How will the interplay between global political dynamics, local cultural values, and challenges like climate change impact the field? Who will have a say in shaping a collective future, ensuring that efforts are guided by diverse perspectives and a strong ethos of collaboration?

Dates and Location

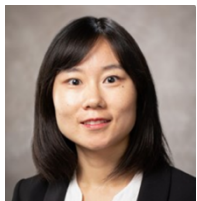
<u>Pre-Conference:</u>	February 18 – 19, 2025 (Wednesday – Thursday)
<u>Conference:</u>	February 19 – 22, 2025 (Thursday – Saturday)
<u>Location:</u>	Crystal Gateway Marriott 1700 RICHMOND HIGHWAY, ARLINGTON, VIRGINIA 22202

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

The 32nd AHRD International Research Conference in the Americas will feature prominent scholars and practitioners who will share their latest research and developments in both theory and practice. The program will include a selection of blind, peer-reviewed contributions that cover a broad spectrum of topics, perspectives, and research paradigms. The conference will also offer various sessions designed to foster generative learning and facilitate both formal and informal discussions on subjects of shared interest. As an inclusive organization, AHRD welcomes all individuals engaged in the field, regardless of their stage in their scholarly or scholar-practitioner journey.

Additional important details can be found on the *Conference Central* link at 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

				
Bhagyashree Barhate <i>The University of Southern Mississippi</i>	Yuanlu Niu <i>University of Arkansas</i>	Amin Alizadeh <i>The University of Southern Mississippi</i>	Kristin Frady <i>Clemson University</i>	Joshua Collins <i>University of Minnesota</i>
Program Chair	Proceedings Editor	Associate Proceedings Editor	Platform Administrator	Conference Chair & AHRD President-Elect

Conference Guidelines on Responsible Use of Artificial Intelligence

The Academy of HRD aims to embrace the integration of technology in HRD research and practice. Recent developments in Artificial Intelligence (AI), including generative, natural, and large language processing tools and models, warrant the attention of the field as scholars and practitioners seek guidelines for using AI responsibly. As the AHRD community continues to adapt to the rapidly changing landscape surrounding AI, the following guidelines are intended to **assist** authors in the development, understanding, and implementation of responsible AI usage as it relates to submissions for the annual conference. These guidelines are **developmental, advisory, and flexible**, and should not be interpreted as definitive constraints. These guidelines are also informed by prevailing expectations for originality, transparency, proper attribution (see APA 7th edition), and [AHRD Standards on Ethics and Integrity \(2nd Edition\)](#). Given AI use is evolving, it is up to the contributor to remain current with APA style requirements. Anyone using ChatGPT or similar should review APA guidance on how to properly [cite AI tools](#).

Transparency, attribution, and acknowledgement

- Disclose how AI was used in your research, including the precise AI tools used and their roles. Provide citation or attribution where appropriate.
- Include a descriptive statement in the body of the manuscript if your submission utilizes AI-generated, or significantly modified, content.
- Provide attribution for AI-generated content. Ensure that any text or data substantially produced or altered by AI is clearly marked in your submission. Another example is an AI generated image, which should be sufficiently identified as an AI product in the figure description.
- Remember: Current [APA guidance](#) disallows the naming of AI as an author or co-author of a manuscript and encourages full disclosure of any AI use in research.

Integrity and verification

- Do not rely on AI for factual accuracy. Always supplement and support AI-generated content with verifiable evidence and reputable academic sources.
- AI does not understand the output it generates and so it is not capable of original insight and scholarly synthesis. AI is typically considered a tertiary source and thus lower on the hierarchy of knowledge claims ([learn more here](#)). Authors should craft their contributions with this understanding.
- Engage in deliberate fact-checking of all AI-generated statements and claims, including reviewing original and secondary sources used by AI to create output.
- It is essential to ensure that HRD research does not perpetuate existing biases and contributes to fair and unbiased academic contributions. As such, authors should take proactive steps to identify and mitigate potential biases in AI-generated content.
- Remember: Most AI tools do not and cannot currently provide accurate references or citations.

Human-centered AI use

- Consider research that focuses on AI use to enhance human skills and organizational practices.
- Ensure your own perspectives and intellect are the foundations of your research. AI should always complement, rather than overshadow, human insights.
- Remember: AHRD's mission is to lead HRD through research. Consider focusing on how AI can enhance individual learning and organizational outcomes, integrating technology thoughtfully within the human-centered context of the field.

Ethical editing and content creation

- Use AI responsibly in editing and language processing to refine grammar and style without compromising the originality of the content.
- Personally edit and expand upon AI outputs, ensuring that submissions reflect thoughtful [prompt engineering](#) and intellectual effort.
- Recognize that AI assistance may put you in jeopardy of plagiarism, and it is advised to run your manuscript through an originality check prior to submission (e.g. turn-it-in, Safe Assign etc.)
- Remember: Ensure that final discussions, conclusions, and recommendations are drawn from and supported by personally validated primary sources and human interpretation, rather than relying on AI output.

We hope these guidelines will serve as a helpful framework for authors considering the responsible use of AI tools. This is not meant to be an exhaustive listing of considerations, and we encourage continued individual learning and understanding of AI applications in research. Should any concerns arise regarding AI usage in a conference submission, the Program Committee may initiate a dialogue with the author(s) to better understand the context and possibly suggest modifications or further review.

Guidelines on Authorship Limits

AHRD is committed to providing a balanced and equitable platform for all scholars to present their work. To ensure a wide representation of ideas and fair access to presentation opportunities at the AHRD Conference in the Americas, the following policy updates have been implemented (previously known as “rule of three”):

- An individual may serve as the **lead author on no more than three refereed submissions**.
- In addition to the limit on lead author submissions, an individual may be listed as a **co-author (second, third, fourth, etc.) on up to three additional refereed submissions**. This brings the total potential involvement to a maximum of six refereed submissions per author (three as lead and three as co-author).
- Only the first three refereed submissions by a **lead author** may secure a conflict-free presentation schedule. Additional accepted submissions may face scheduling conflicts due to the logistical complexities of accommodating numerous presentations.
- Exceptions to maximum refereed submissions will **not** be considered by the Program Committee under any circumstances.

These updates are designed to promote a variety of academic contributions while managing the practical limitations of conference scheduling. We appreciate the ongoing engagement and dedication of our members and look forward to a rich exchange of knowledge and ideas at the conference.

AHRD's Commitment to Antiracism

The Academy of HRD Antiracism Committee, formed in response to urgent societal calls for justice marked by the murder of George Floyd in 2020, is a cornerstone of AHRD's commitment to combatting racism and racial bias, as well as other interlocking systems of oppression. The committee's mission is rooted in the dismantling of racist practices and ideologies, to normalize racial equity through rigorous research, ongoing dialogue, and actionable policies. The Antiracism Committee advocates for the elimination of white supremacy by working to embed antiracism across the organization. The Antiracism Committee embodies AHRD's dedication to creating an inclusive conference experience. By fostering environments for antiracist learning and unlearning, the committee seeks to address immediate concerns and promote frameworks for sustainable change. The AHRD's proactive approach to advancing antiracism via a permanent Antiracism Committee underscores its enduring dedication to these values, reinforcing the importance of this work in shaping future leaders who prioritize inclusivity and equity. In further alignment with AHRD's Standards on Ethics and Integrity (2nd Edition), AHRD's commitment to antiracism emphasizes the importance of competence, integrity, professional responsibility, respect for people's rights and dignity, concern for others' welfare, and social responsibility. AHRD members and conference participants should be "aware of and respect cultural, individual and role differences, including those based on age, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and consider these factors when working with members of such groups. HRD professionals try to eliminate the effects of biases based on those factors on their work, and they do not knowingly participate in or condone activities of others based upon such prejudices" (p. 10). Accordingly, any forms of discriminatory behavior will not be tolerated by the AHRD community. The Program Committee is committed to exploring options for ensuring accountability and addressing any reported instances of discrimination or incivility.

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 highly encourage submissions from scholar-practitioners across all conference submission tracks. We also specifically wish to invite submissions related to the theme:

Envisioning HRD's legacy in 2055: Advocacy, leadership, and sustained change.

Consistent with AHRD's commitment to antiracism, for the 2025 conference, we aim to increase the number of manuscripts focused on antiracism work and/or racial/social injustice. In addition, we encourage all submissions to consider potential connections between antiracism and the conference theme and to embed antiracism themes and implications across all conference submission tracks.

Conference submission tracks for this year are:

- Assessment, Analytics, Evaluation, and HRD Research Methodology
- Workforce Diversity, Critical, and Social Justice Perspectives in HRD
- International, Global, and Cross-Cultural Issues
- Leadership, Strategic HRD, and Career Development
- Organization Development, Change, and Performance
- Workplace Well-being and Engagement
- Virtual HRD, Technology, and Artificial Intelligence
- Workplace Learning and Training and Development
- HRD Curriculum, Student Engagement, and Faculty 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). 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).

Refereed Submissions

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).

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 the 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 the 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 the 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

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).

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 7th 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 7th 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.**

3. **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.

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 PDF (.pdf).
- 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).

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, 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 19-22, 2025, 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 8, 2024	Submission deadline for manuscripts
October 20, 2024	Decision notifications to authors
November 10, 2024	Camera-ready submissions due
November 18, 2024	Call for Session Chair volunteers opens
February 19-22, 2025	Conference Dates

Critical Notes

1. All submissions must be submitted by the dates specified:
 - **Submission system opening date: July 15, 2024.**
 - **Submission closing date: September 8, 2024 (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.
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 10, 2024. This includes APA 7th edition compliance as well.
 - At least one author of each accepted submission is registered for the Conference by January 1, 2025.

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 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 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/>).

Questions? Please contact:

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