UFHRD2019 Doctoral Symposium Submission Information and Formatting Guidelines

Contents

1. Introduction

The Doctoral Symposium is held on Monday, 24th June 2019 in conjunction with the 20th Anniversary University Forum for Human Resource Development (UFHRD) Conference at Nottingham Business School, Nottingham Trent University, on June 24-26 2019.

Running the fourth largest DBA programme in the UK (107 students; 135 completions), as well as a growing PhD student community, NBS is delighted to invite you to join us for an invigorating and thought-provoking dialogue through various networking events and workshops with academics and other doctoral students across the globe. This is a unique vantage point to explore beyond established, taken-for-granted assumptions about research and knowledge in a supportive and friendly environment.

A key element of our strategic remit is to develop doctoral students. Thus, the goal of the Doctoral Symposium is to provide a supportive atmosphere for doctoral students to showcase and receive feedback on their ongoing work. Doctoral students at different stages in their research will have an opportunity to discuss their problem statements, goals, methods and results. The symposium aims to provide participants with useful guidance on various aspects of their research from established researchers and other fellow students working in relevant research areas. The symposium also aims to enable doctoral students to interact with other participants and potential collaborators in order to stimulate an exchange of ideas, suggestions and experiences towards the development of their scientific curiosity.

Full doctoral symposium package (£280) includes conference and symposium participation, yet the conference dinner is not included (additional charge applies). To participate solely to the doctoral symposium, a rate of £90 is required.

2. Eligibility

The Doctoral Symposium welcomes submissions from all PhD/DBA students. Doctoral students at the beginning stages of their doctoral work are particularly welcome when they have a well-defined problem statement and some ideas about the solution that they would like to explore. Others in a more advanced stage of their work should still have a sufficient time before completing their dissertation to be able to benefit from the symposium experience.

3. Submission Guidelines and Stages

Stage 1: Abstract Submission
For Doctoral Symposium submissions, there is a need to submit a short abstract of 1000 to 1200 words. This abstract should include a **short description of the research**, **key objectives**, **methodology**, **practical implications**, **contribution,** and **conference stream** to which your research fits.

Research problem	Describe the core problem of your PhD/DBA research project
Key objectives	Outline your research objectives and questions relevant to your research
Methodology	Sketch the methodology that is (or will be) adopted and, in particular, the approach to be taken for evaluating the results of the work

Practical Implications	Describe the practical implications of your project (highlight the expected ones if you are at an early stage of your studies)
Contribution	Highlight the academic/managerial contribution of your research
Conference stream	Indicate to which of the conference streams your abstract fits

The conference streams, and a short description of each, are available on our website www.ufhrd2019.com

You may submit your abstract by visiting the Ex Ordo abstract submission system (you will be required to setup an account first): https://ufhrd2019.exordo.com/. The final date for abstract submission to the Doctoral Symposium is **28 April 2019.**

General inquiries could be forwarded to: Dr Fotios Mitsakis (fotis.mitsakis@ntu.ac.uk), Dr Pedro Mendonca (pedro.mendonca@ntu.ac.uk), and Catherine Abe (catherine.abe@ntu.ac.uk).

Stage 2: Poster Submission
Upon acceptance of your abstract, you are required to submit a **poster** to visually support your abstract and present your work. Posters offer the opportunity to present data in an illustrative format to engage into substantive discussions with interested colleagues. There will also be a designated time for a synchronous poster session (research conversation) in which authors discuss their posters and exchange ideas with colleagues.

As part of the doctoral symposium, an e-Poster book will be produced (it will include both your abstract and your poster to inform other participants). You will be asked to specify whether you wish your poster to appear in the e-poster book in the final submission. **You are strongly advised to include your poster on the e-poster book to allow other delegates to review your work and return feedback.**

Each poster must include text in a large enough font (20 point font) to be read easily by delegates. Lettering on illustrations should be large and legible. Photographs should be a minimum of 5 x 7 inches. You are allowed to use any type of software to produce the poster. 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.

Tables, figures, and photographs are encouraged. While you should consider graphic impact, note that simplicity and legibility are more important than artistic embellishments. 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. Readers of

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

Please submit your poster through the Ex Ordo abstract submission system (you will be required to setup an account first): https://ufhrd2019.exordo.com/. **Please, remember that you need to print you poster as we cannot print that for you.**

The deadline for submitting your poster is **Monday 3 June 2019.**

4. IMPORTANT NOTICE

Doctoral students are also highly welcomed to submit a full/working paper on a respective conference stream following the academic submissions guidelines provided.

For full/working paper submissions, please visit the Ex Ordo submission system (you will be required to setup an account first) to submit your work: https://ufhrd2019.exordo.com/. Further information is also available on our website www.ufhrd2019.com