



HRD in Practice Forum **Submission Information and Formatting** **Guidelines**

1. Introduction

The HRD in Practice Forum is held on Tuesday, 25th June 2019 in conjunction with the 20th Anniversary University Forum for Human Resource Development (UFHRD) Conference at Nottingham Business School, Nottingham Trent University.

The scope of the forum is for practitioners and organisations to showcase their work-based projects, experience and insight with other delegates. We welcome submissions from practitioners, with or without academic affiliations, who would like to help to bridge the gap between scholarship and practice in the field of HRD. There is broad scope for submission relating to any of the other scholarly streams. Submission themes may relate, but are not limited to: employee engagement initiatives; innovative approaches to workplace learning, training and development; collaborative approaches to learning in SMEs; overcoming cultural challenges; maximising diversity through HRD. In the true spirit of HRD we also welcome the submission of projects that have not been successful by way of reflectively sharing lessons learnt.

Full HRD in Practice package (£80) includes keynote speakers, presentations, professional workshops and hospitality. More information about registration and payment, please click on the link: <https://onlinestore.ntu.ac.uk/conferences-and-events/nottingham-business-school/events/the-university-forum-for-hrd-20th-anniversary-celebratory-conference>

We welcome a wide range of contributions including case studies, organisational practices, policy based assessment, action projects, educational programmes and innovative practices. We are interested on your current work and ideas on HRD in practice.

2. Submission Guidelines and Stages

Stage 1: Complete Online form

You need to complete the online survey providing key information about the scope of your work including a **short description of the project, key objectives, , practical implications, contribution, and conclusions.**

<i>Introduction</i>	State the main problem that you have addressed and the aims of your project.
<i>Process</i>	Explain the methods used and the approach you took to address the problem.
<i>Results</i>	Explain the outcome and impact of your project
<i>Conclusion</i>	Summarise the learning opportunities and potential for future development.

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

You may submit your abstract by visiting this link: <https://ntusurvey.onlinesurveys.ac.uk/hrd-in-practice-forum> .

The final date for submission to the HRD in Practice Forum is **31 May 2019**.

General inquiries could be forwarded to ufhrd2019@ntu.ac.uk

Stage 2: Poster Preparation and presentation

Upon acceptance of your project, you are required to prepare a poster presenting 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 in which they will discuss their posters and exchange ideas with colleagues.

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.

Important note:

HRD practice will start with a keynote speaker at 9:30 followed with the presentations. Lunch will be provided. The afternoon session will be dedicated for the professional workshops. HRD in Practice will finish around 17:00 with a plenary session.