



Asia Pacific Career Development Association

www.AsiaPacificCDA.org

Call for Proposals
2014 Annual Conference
Celebrating Innovative Career Services in
the Asia Pacific Region
May 19 – 21, 2014
Hale Koa Hotel,
Waikiki Beach, Honolulu, Hawaii, USA



APCDA invites you to share and showcase your professional expertise, research, or successful practices. The Asia Pacific region represents diverse nations where career planning services are rapidly expanding. APCDA is seeking topics with special value to this diverse population, targeted at innovative ways of applying career planning practices in local cultures and encouraging local customs to embrace career planning. Please share techniques which have been successful in this region.

The deadline for proposals has been extended until December 31
with the recommendation of your Country Director.
Please see the Conference Flyer for details of the conference.

Submission Instructions:

Proposals must be submitted as a document via email to AsiaPacificCDA.org@gmail.com. Visit our webpage at <http://www.AsiaPacificCDA.org> for more information on the conference. Correspondence regarding program proposal acceptance and confirmation will be made via email.

Official Conference Language: All presentations must be in English. There will be no translation.

A/V Equipment/Internet Connections: The Conference will provide a digital project and Internet access. Flipcharts are available upon request.

Handouts: Presenters are responsible for providing handouts. You will be notified 2 weeks in advance of expected number of attendees. Please prepare handouts in advance of the conference. On-site photocopying is not available.

Program Selection Process: The APCDA Conference Program Committee will review all proposals. Final decisions will be based on quality, intended audience, and relation to the conference theme. The presentation chair will be notified via email of acceptance or rejection of the proposal no later than Friday, December 13, 2013. If you do not receive an email notification of your acceptance or decline from APCDA by December 13, please contact AsiaPacificCDA.org@gmail.com.

Requested Topic: The APCDA Board would like proposals from **discussion leaders** for the topic: Using Happenstance Learning Theory in:

- a. a high school setting
- b. a college setting
- c. a workplace or job placement setting

Discussion leaders with experience using Happenstance Theory in one of these settings will be given priority.

All Proposals Must Include the Following Information:

Submissions should be emailed to AsiaPacificCDA.org@gmail.com as a document attachment in outline form and include all the following items:

1. Title: (100 characters or less)
2. Program Abstract: (50 words or less for the conference program)
3. Detailed Description: (300 words or less)
4. Presenter Contact Information:
 - a. Name, title, institution/organization
 - b. Address, city, state, postal code, country
 - c. Phone, email
 - d. Bio
 - e. Photo
5. Program Length: (choose one of the following)
 - a. 20 minute research summary
 - b. 40 minute presentation
6. Topic category: (choose one of the following)
 - a. Career planning, development, or job placement in a school setting (elementary or secondary)
 - b. Career planning, development, or job placement in a college or university setting
 - c. Career planning, development, job placement, or coaching with adults
 - d. International careers
 - e. Other – please specify

7. Certification of attendance:
(Copy this section to the email when you submit your proposal, and "sign" the email with your name, to indicate your acceptance of these terms.)

- I understand that I, and all other presenters, must register for the Asia Pacific Career Development Association and pay the appropriate conference fee(s) by Sunday, April 20, 2014.
- I understand that I will furnish handouts if I am selected. I understand and commit to present the topic which I have submitted.
- Should my content include resources which are available for sale, I understand I cannot sell items during a presentation and only by the purchase of a vendor table am I entitled to sell resources.
- I understand and adhere to all of the above and should I not adhere to any portion of this statement APCDA has the right to cancel my program immediately.

We look forward to receiving your proposal!

Deadline for Submission: Friday, November 15, 2013. Late submissions will not be reviewed.

