



## Asia Pacific Career Development Association

### Officer's Meeting

Tuesday, Jan 13th in the Americas/Wed Jan 14 in Asia

Present: Marilyn Maze, Diana Bailey, Roberta Neault, Cheri Butler, Lisa Raufman, Shelley Tien

1. **2015 Conference Timeline** - please see attached APCDA/IEAVG Schedule
  - a. IAEVG Conference: The IAEVG Call for Proposals is attached. The deadline for proposals is January 31. We brainstormed ideas for presentations we could submit as a group (several members proposing together): High-income careers; career transitions, displaced workers, career planning Issues of Asian women (same as NCDCA presentation)
  - b. IAEVG Registration Rebate: People who register for both IAEVG and APCDA will be given a \$50 rebate at IAEVG registration if they have proof that they registered for APCDA. Marilyn will ask if members of IAEVG also get the \$50 rebate for IAEVG conf registration.
  - c. APCDA Conference panelists: The Officers suggested some people to ask for these panels. Marilyn will follow up.
  - d. APCDA Schedule Additions
    - Informal dinner/drinks meeting for those who arrive on Monday the 14th - ask Japanese hosts where to go for sightseeing, etc.
    - Our attendees need guidance getting from Tokyo to Tsukuba - ask for Japanese guide for Thursday evening and Friday morning
  - e. Other conference details
    - Awards: We need nominations for awards. We need to begin thinking about who we want to honor in Tokyo.
    - Should Board members ask people to propose programs? - we have half as many slots this year as last year (18 instead of 36). Do we want to help people join their presentations together as panel discussions? Officers decided we should wait for proposals, then see if we need to ask some applicants to combine.
    - Career Center Tours: Our Japanese Organizing Committee is having trouble finding career centers who are willing to give us tours. APCDA is not sufficiently well known in Japan. Ideas include asking our members how work at universities to arrange a visit for us, to ask JCDA if they can give us a tour, and to reach out again to Google (a contact who works in Japan and was interested in the Hawaii conference) for a tour of how their technology could assist career planning services.
    - Officers approved providing a tote bag at registration. The tote bags cost approximately \$1.05 per bag.
    - Officers approved giving presenters a small gift (similar to the leis in Hawaii) - We will ask Japanese Organizing Committee to suggest inexpensive Japanese cultural gifts for male and female speakers (about \$5).

2. **2016 Conference in Taipei**

- a. Shelley described three conference locations in Taipei: National Taiwan Normal University (where she works - possibly no charge); Chientan Youth Activity Center; Howard Hotel. The officers asked her to follow up on the free hosting by her university. If that option fails, we would prefer the Chientan Youth Activity Center.
- b. Mark Savickas had promised Shelley that he would be our keynoter, but he has not responded to her letters. The Officers asked her to ask Mark one more time and give him a deadline to respond.
- c. Shelley has been corresponding with Y. Barry Chung, who agreed to come to Taipei if APCDA will pay his expenses. Cheri endorsed this idea and offered to also ask him, if necessary (since she will be President in 2016). Barry has been to Taiwan many times and is a very good speaker. If Mark does not respond by the deadline, Shelley will ask Barry.

### **3. PAC Contract for CDF Certification (See attached Certificate)**

- a. Psychological Assessment Company (PAC) has a contract with NCDA to use NCDA materials for CDF training in Taiwan and China. In March, 2014, APCDA signed an agreement with PAC to provide reviewers for the people training by PAC.
- b. Reviewers need to be CDF-I (certified Career Development Facilitator Training Instructors) and to read Chinese. PAC has completed training of 75 people and has provided an online website so reviewers can easily see the assignments completed by the students and provide ratings of their work.
- c. PAC has prepared a certificate and some of the students have been certified by Shelley and Yu-chen, who is also CDF-I. Shelley suggested that any APCDA member with the necessary qualifications should be considered. The Officers agreed and suggested asking the Board first, then making a more general announcement if more reviewers are needed. We agreed that Shelley's contacts in Taiwan can be given priority as reviewers.
- d. APCDA will be paid about \$31.50 per person by PAC for each review. Officers agreed reviewers should receive 60% of the review fee as an Honorarium. (Using this split, reviewer gets about \$18.90, APCDA gets about \$12.60 per person.)
- e. Shelley will ask if PAC can directly pay the reviewers, to reduce the number of times the money is converted to different currencies.

### **4. 2018 Conference Host**

- a. We have requests from Guam, Singapore, and China to host the 2018 conference. We need to determine the criteria of site selection.
- b. Officers agreed that selection criteria should be based on: Conference location cost, travel cost to country for internationals, potential to get tours of local career centers or other sites of interest, and possibility of sponsorship. We also need to know the preferences of the members.
- c. Marilyn will compose a Hosting Proposal process for review by the Officers.

### **5. Negotiations with Singapore**

- a. Singapore reached out to Marilyn and Shelley asking for help with CDF certification (like PAC model) and help starting a Singapore CDA
- b. Marilyn talked with NCDA re CDF certification options, and is waiting to hear back from Singapore
- c. Shelley offered to help the Singapore CDA get started.

## **6. LinkedIn and PR**

- a. Lisa is trying to make our website and LinkedIn presence more engaging to our members.
- b. She attended a Wild Apricot webinar-which encouraged more member engagement rather than officer driven contributions. She would like to see more country information. Could each country identify a YouTube video?
- c. Very few members have joined the LinkedIn group. The group has not had much conversation at all. Conversations are forwarded to all of the Admins (currently 4 of us), so any of us can monitor the conversations and take down offensive posts.
- d. Lisa suggested dropping the requirement that only members could join the LinkedIn group - if we can get more members of the LinkedIn group to make contributions, it will help to make us more visible. We need to view our LinkedIn Group as an outreach opportunity.
- e. ACTION ITEM: Officers agreed that the LinkedIn Group needs to be opened up, so that it is no longer restricted to APCDA members, and may serve to encourage APCDA membership.
- f. Jessie Niu offered to write a monthly topic for the group and to translate info written in Chinese.
- g. Lisa asked to add these two ideas to the Board agenda:
  - Could each Board member contact a few NCDAs state presidents for enlisting their interest in having a member in their state be a link with APCDA to promote international career development?
  - Any one that sees an "international career development" short story that seems relevant to APCDA can send it to Lisa by email and Lisa will sort out and post on our LinkedIn Page. (Note: Any LinkedIn Group member can post directly to our LinkedIn Group page - but you can send it to Lisa if you do not feel like doing it yourself.)
  - After articles are published in our newsletter, we can move them, one each week, to the LinkedIn Group.

## **7. Each-One-Reach-One Campaign**

- a. Ed Colossi offered to help promote this process. Marilyn has been trying to work on this on the website, but is having problems applying Wild Apricot's options to this issue.
- b. Officers agreed that Ed Colozzi should develop new pages explaining a referral process where current members bring in more new members.
- c. If current members bring in new members, the current member will get some kind of "reward/credit". There will also be credits for presenting APCDA information to others. Marilyn will track the efforts of our members to increase our membership.

## **8. Agenda topics for Board meeting the following week**

- a. Panelists at APCDA Conference
- b. Presentation Topics for IAIEVG Conference
- c. 2018 Conference host options
- d. 2016 Conference plans as of now
- e. Ideas for 2016 conference themes.
- f. Treasurer's report
- g. Topics for LinkedIn discussions
- h. NCDAs presentation?

The online meeting adjourned at 10:30 PM ET/USA

Diana M. Bailey  
Secretary

## APCDA & IAEVG 2015 Conference Schedules

### APCDA Dates to Remember

- Proposal Deadline: February 28
- Earlybird Reg Deadline: April 30
- Pre-registration Deadline: August 14
- Conference: September 15-17

### IAEVG Dates to Remember

- October 15, 2014 - Online Proposal Submission Open
- January 31, 2015 - Deadline for Proposal Submission
- March 31, 2015- Acceptance Notice of the proposal
- January 10, 2015 -Conference Registration Open
- IAEVG Conf: September 18-21

### APCDA Conference

<b>Monday, September 14</b>			
Informal gathering at a restaurant/bar for those who arrive early (meet Japanese hosts and get advice about sightseeing)			
<b>Tuesday, September 15</b>			
<b>Time</b>	<b>KFC Hall Annex</b>		
2:30 PM	Registration		
3:00 PM	President's Welcome, Welcome by Japanese Organizing Committee		
3:30 PM	Developing New Policies and Services for Career Development and Counselling by Structured National and International Co-operation, by Raimo Vourinen		
4:10 PM	Break		
4:30 PM	Panel Discussion: Career Services in Asia. Moderated by Cheri Butler. Panelist Dr. Sung from Taiwan, ? from Singapore, and ???		
5:10 PM	Break		
5:30 PM	Social Needs for Career Counseling in Japan by Meiko (Agnes) Watanabe-Muraoka		
6:10 PM	Reception Sponsored by Kuder		
<b>Wednesday, September 16</b>			
<b>Time</b>	<b>Room 101</b>	<b>Room 102</b>	<b>Room 107</b>
<b>Morning</b>			
8:30	Coffee & Rolls		
9:00	Breakouts 1		
9:40	Travel Break		
10:00	Breakouts 2		
10:40	Coffee Break		

11:00	Breakouts 3		
11:40	Travel Break		
12:00	Breakouts 4		
12:40	Lunch - Box lunch served in Room 103		
<b>Afternoon</b>			
14:00	Breakouts 5		
14:40	Travel Break		
15:00	Breakouts 6		
15:40	Coffee Break		
16:00	APCDA Annual Meeting		
18:00	APCDA Board Meeting & Dinner (until 9PM)		
<b>Thursday, September 17</b>			
<b>Morning</b>			
<b>Time</b>	<b>Room 102 &amp; 103</b>		
8:30	Coffee & Rolls		
9:00	Promoting Social Maturity through Career Counseling, by Ryoji Tatsuno		
9:40	Travel Break		
10:00	Panel Discussion: Workforce of the Future in Asian Countries. Panelists: Han Kok Hwang from Singapore,		
10:40	Coffee Break		
11:00	James Sampson, Cognitive Information Processing Theory		
11:40	Closing Remarks		
12:00	Leave for Career Center Tours		
7:00 PM	One group leaving for Tsukuba (if we can find a guide)		
<b>Friday, Sep 18</b>			
10 AM	Second group leaving for Tsukuba		

### IAEVG Conference

<b>Friday, Sep 18</b>	
1:30 –3:20 PM	Official Opening - Keynote Speech 1 -Keynote Speech 2
3:30 –5:30 PM	ARACD/IAEVG Joint Session , ARACD General Meeting
6 - 8 PM	Reception (Welcome Cocktail)
<b>Saturday, Sep 19,</b>	
8:30 –10:20	Session 1
10:30 –12:20	Session 2

1:30 –3:20 PM	Session 3
3:30 –5:30 PM	Keynote Speech 3, IEAVG General Meeting, JSSCE General Meeting
6 - 8 PM	Optional Washoku (Japanese food) Dinner
<b>Sunday, Sep 20</b>	
8:30 –10:20	Session 4
10:30 –12:20	Session 5
1:30 –3:20 PM	Session 6
3:30 –5:30 PM	Keynote Speech 4, Keynote Speech 5
6 - 8 PM	Gala Dinner (Buffet style)
<b>Monday, Sep 21</b>	
8:30 –10:20	Session 7
10:30 –12:20	Session 8
11:30 –3:20 PM	Session 9
3:30 –5:30 PM	Keynote Speech 6, Conference Closing

# IAEVG Call for Papers

The 2015 Call for Papers (proposal submission) was opened on October 15, 2014. If you wish to submit proposals, please complete the online submission form available in the website before the deadline, 23:59, January 31, 2015(JST).

## Important Dates

- Online proposal submission form opens: October 15, 2014.
- Deadline for proposal submission: January 31, 2015
- Acceptance notice of the proposal: March 31, 2015

## Submission Procedure

Those who are interested in presenting papers should input the necessary information on the online submission form.

1. Formats of the session
2. Corresponding authors name, country, institutional affiliation, email address and postal address and so on
3. Presenting authors name, country, institutional affiliation, email address and so on
4. Title of the proposed paper
5. Maximum 5 key words that best indicate the key concerns of the paper
6. "Thematic streams", corresponding to your abstract topic
7. Abstract (less than 350 words)

## Submission Guidelines

- Abstract must be submitted in English. It is the author's responsibility to submit a correct abstract.
- Abstract is a paragraph in not more than 350 words summarizing the main findings and the argument of the proposed paper, and its significance.
- Abstract can include maximum 5 references cited in the paper
- The submission fee is free but the participants should complete the registration.

## Formats/Styles of the Session

There are three formats of the session. Please select one for each proposal.

1. Paper sessions: Presentations of 30 minutes (including discussion time) grouped by the scientific committee under the same domain of communication or theme.
  2. Poster sessions: A round of individual conversations, which is an in-depth discussion guided by a presenter(s) and the participants.
  3. Symposiums: Sessions of 90 minutes or 180 minutes which examine one topic in depth from different perspectives.
- Oral presentations may be in English, Japanese, Chinese, Korean, French and Spanish.



- Posters can be submitted in *English only*.

## **Nine Thematic Fields**

- Delivery Systems for Lifelong Career Guidance to All Citizens
- Career Counseling Approaches to Empower People who are Discouraged and Disenfranchised
- Public Policy for Diversity
- Education: Pathways that Lead Individuals to Construct Career and Life
- Call to Action: Addressing for People who are Socially Isolated, the Needs of NEETs, and Youth Unemployment
- Community Action: Collaboration Among Stakeholders in Building Partnerships
- Assessment, Measurement, and Evaluation: What We Know Works
- Professional Development: Preparation and Training for the Career Teacher and Practitioner
- Restructuring Careers under Promising Practices



National Career Development Association  
**CAREER DEVELOPMENT ADVISOR**



*Certificate of Completion*

**CHOU, FENG-YING**

**HAS SUCCESSFULLY COMPLETED THE NCD A CAREER DEVELOPMENT  
FACILITATOR TRAINING AT LUNGHWA UNIVERSITY OF SCIENCE AND  
TECHNOLOGY (CHINA)**



*Authorized by NCD A (Grand China)*

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