



CAREER DEVELOPMENT  
ASSOCIATION OF AUSTRALIA

2018 CDA NATIONAL CONFERENCE

# INSPIRING EXCELLENCE IN CAREER DEVELOPMENT

## 2020 VISION

Career Adaptability and Meaningful Futures

Hotel Grand Chancellor Hobart  
2nd – 4th May 2018

### Call for Abstracts

- Pre-Conference Workshops
- Conference Concurrent Presentations



## Invitation from the National Conference Committee Chair

The 28<sup>th</sup> Annual National Conference of the Career Development Association of Australia (CDAA), will be held from 2 - 4 May 2018 at the Hotel Grand Chancellor Hobart.

On behalf of the Conference Committee it is my pleasure to invite colleagues to share their experience and expertise with the career development community at the Conference, where we will be meeting as a broad profession to collectively consider career development towards 2020.

As with previous years, the Conference aims to be both for practitioners and by practitioners: a sharing of knowledge and expertise. We challenge our presenters to bring ideas and strategies that are “real and ready” for application in the varied sectors our delegates work in. You are invited to participate in the Conference by submitting an Abstract for a workshop or concurrent presentation.

The theme is ***Inspiring Excellence in Career Development: 2020 Vision - Career Adaptability and Meaningful Futures***

*In the current environment of unpredictable and constantly evolving work futures, how can we empower our clients to develop appropriate skills which will enable them to adapt successfully to change throughout their careers?*

*The world of work for our clients is rapidly changing – what about our world as career development professionals?*

The 2018 Conference Strategic Goals are:

- To provide delegates with a forward looking, informed and relevant professional development opportunity.
- To align conference sessions with CICA Professional Standards for Australian Career Practitioners enabling delegates to understand the purpose of each session.
- To facilitate an inclusive conference where all delegates feel they have had a professionally useful experience.
- To encourage delegates to consider their own personal career development and encourage cross-sector understanding.
- To ensure that all presentations are aligned to the conference theme and title.
- To create social events that foster opportunities for relaxed discussion between delegates.
- To promote CDAA as an association to be valued by its members, fostering a feeling of collegiality and common purpose between members.
- To attract non – CDAA delegates working in allied fields as new members.
- To showcase Tasmania as a great place to live, work, study and visit!
- To ensure the conference is evaluated in terms of its impact, relevance and benefit to members and guests.

This Call for Abstracts is for both Pre-Conference Workshops and Conference Concurrent presentations.

The Conference Committee has made changes for 2018, in response to delegate feedback in 2017 and to best accommodate people getting in and out of Hobart for this valuable and exciting event.

A limited number of interactive Pre-Conference Workshops will be available on the morning of Wednesday 2 May. Pre-Conference Workshops will be 2 hours in length. This means a **strict maximum of one hour and 45 minutes of interactive content**, to allow for formalities and questions.

Concurrent Presentations will be scheduled during the Conference from mid-day on Wednesday 2<sup>nd</sup> to mid-day Friday 4<sup>th</sup> May. Concurrent Presentations are 40 minutes in length. This means a strict maximum of 30 minutes of content, to allow for formalities and questions.

Conference delegate feedback consistently highlights the value of learning from peers. I encourage you to please consider how you can contribute to this experience, so that delegates leave Hobart with ideas, tools and strategies they can use with their clients and communities.

Wanda Hayes  
Conference Committee Chair and National President  
Career Development Association of Australia

*Experience Hobart 2018 to focus your 2020 vision.*

## **Important Dates**

**Abstracts for Conference Presentations are due by**  
Friday, 3<sup>rd</sup> November, 2017

**Presenters will be advised of the outcome of their submission by**  
Monday, 27<sup>th</sup> November, 2017

**Full Conference Program published on Conference Website by**  
Friday, 1<sup>st</sup> December, 2017

**Audio Visual Presentations due by**  
Monday, 24<sup>th</sup> April, 2018

# Call for Pre-Conference and Concurrent Presentations

## Conference Program

### Pre-Conference Workshops

A limited number of interactive Pre-Conference Workshops will be available on the morning of Wednesday 2 May. Pre-Conference Workshops will be 2 hours in length. This means a **strict maximum of one hour and 45 minutes of interactive content**, to allow for formalities and questions.

If you have a workshop of longer duration, feel free to make a submission and indicate the length of that workshop, should we be able to accommodate as part of the program.

### Concurrent Presentations

Concurrent Presentations will be during the Conference from mid-day on Wednesday 2<sup>nd</sup> to mid-day Friday 4<sup>th</sup> May. Concurrent Presentations are 40 minutes in length. This means a **strict maximum of 30 minutes of content**, to allow for formalities and questions.

## Presentation Categories

Presentations are to fall into one of two categories:

- PRACTICE: Career Development in Practice, or
- RESEARCH: Applied Research in Career Development

PRACTICE	RESEARCH
<p><b>Workshops</b> must be oriented toward professional practice and include practical activities to enhance the audience’s experience, engagement and learning.</p> <p><b>Concurrent Presentations</b> can be targeted at any of the four pillars of excellence:</p> <ul style="list-style-type: none"><li>• Practice: tools, strategies, templates - career development programs that deliver results</li><li>• Research: ideas, theories, knowledge - developing an evidence base to inform practice</li><li>• Leadership: how to market, influence, and sell your value proposition</li><li>• Policy: business practices that support service delivery; corporate policy that embraces career development across the life-span; and governmental policy that drives career development service delivery for all.</li></ul>	<p><b>Applied Research &amp; Development (R&amp;D)</b> abstracts must identify if the presentation is conceptual/theoretical (e.g., literature review) or empirical in the form of the results of (a) an evaluation of a program/product, or (b) an investigation using a particular research method (e.g., interviews, focus groups, survey).</p>

## Presentation Criteria

All presentation submissions must clearly identify which sector(s) of the professional they will target.

All presentation submissions must clearly relate to at least one of the [four pillars of excellence](#).



For continuing professional development purposes, all presentation must align with at least one of the **CDAACategories of Professional Development Activity**:

**Professional Identity** – links to Ethical Practice, Professional Practice and Diversity Standards and includes activities such as supporting, representing and promoting the Association and the Career Development Profession, leadership activities, writing articles, formal learning activities and research;

**Career Development Practice** – links to Career Development Practice, Advanced Communication Skills and Labor Market Standards and includes academic study professional reading, conference and workshop attendance and research;

**Career Development Skills and Knowledge** – links to Career Development Theory, Advanced Communication Skills, Information and Resource Management and Labor Market Standards and includes academic study professional reading, conference and workshop attendance and research.

**Please note** the following important information prior to submitting your abstract:

- All presenters will retain the intellectual property of their presentation.
- Each presenter must make their PowerPoint available prior to their presentation and agree for it to be uploaded to the CDAA Website Member Resources Section.
- The presenter(s) grants GEMS Event Management Australia and CDAA the right to use any images taken at the Conference for the purposes of future publications conducted on behalf of CDAA. This includes, but is not limited to, publication on websites, electronic and print journals, and trade and non-trade publications. GEMS/CDAA claim copyright of any image and may 'alter' any image for the lawful purpose of GEMS/CDAA and the presenter/s release GEMS/CDAA from all claims and liability relating to any images taken or used.
- All concurrent presenters are required to register as paying delegates for at least the day of which they are to present at the Conference.
- Self-promotion and Commercial promotion in workshops or concurrent presentations is unacceptable.

## Submission of Abstracts

Submissions open on **Monday 28<sup>th</sup> August** and close 5pm Friday 3<sup>rd</sup> November, 2017.

All abstracts are to be submitted online through the Conference [Abstract Submission Portal](#) and must include:

- Presenter details
- Presenter brief biography
- Presentation experience
- Pre-Conference workshop or Concurrent presentation
- Category – Practice or Research
- Target audience
- Relation to Pillars of Excellence
- Presentation title
- Presentation description
- Relevance to Conference title & theme
- Theory/evidence base
- Original ideas or materials
- Key learning outcomes

Presentation descriptions should be no more than **300 words in length**. Abstracts exceeding this limit will not be considered.

Abstracts that do not follow the Submission Format will not be considered.

To assist you with your submission, guidelines for writing abstracts can be found online as follows:

- [6-Step guide to writing an abstract](#)
- [How to write an abstract for a conference presentation](#)
- [Writing a structured abstract](#)
- [Is your presentation going to educate and engage?](#)

## Review of Abstracts

All Abstracts will be blind reviewed and evaluated by Life, Fellow or Professional Members of the CDAA to determine suitability for the conference, as per the Evaluation Criteria. Presenters may be asked to make amendments to their abstracts and proposed presentations as suggested by the reviewers.

Contributors will be provided with advice of acceptance or rejection of their submission by Monday 27th November 2017. The Committee reserves the right to accept or reject any submissions.

## Abstract Evaluation

Abstracts will be evaluated on the following criteria and scale

Criteria	Scale			
	Poor	Acceptable	High	Outstanding
The topic and content are relevant to the Conference title and theme				
The category of Practice or Research is identified				
Presentation title is clear and concise				
Target audience is clearly identified and presentation will be of interest to the identified audience				
Learning outcomes are clearly identified and consistent with the title and content description				
The theory or evidence base for the presentation is clear and valid				
Original ideas or materials will be presented				
Relationship to the Pillars of Excellence is apparent				
Presentation aligns with at least one of the CDAA categories of Professional Development Activity				
Workshop submissions identify methods or activities to interact with the audience				
Presenter's experience is appropriate for a large conference				
Presenter is respected and recognised by the profession				
It is likely that the identified information can be well delivered in the time allowed				

## Further Information

Should you require any clarification of this Call for Abstracts, please contact:

### **Peter Mansfield**

National Manager

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Should you require any assistance in submitting your abstract via the online system, please contact:

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