



*Academic Proposal*

**学术提案**

Nov. 15, 2021

2021 年 11 月 15 日

**Hosting the Academy of Human Resource Development (AHRD)  
International Research Conference in Asia [November 16-19, 2022]**

**举办人力资源开发学会 (AHRD) 亚洲国际研究会议 [2022 年 11 月 16-19 日]**

**Goals:  
目的**

To achieve the vision of Urban R2 (Research) School of Kean USA & WKU, two CBPM MGM faculty members (Dr. Jerry Choi & Dr. Chad Chae) wants to host the AHRD International Research Conference in Asia [November 16-19, 2022].  
为了实现美国肯恩大学和温州肯恩大学打造城市研究 2 型学校的愿景，两名商务与公共管理学院管理科学系教师 Choi 博士和 Chae 博士希望于 2022 年 11 月 16-19 日举办人力资源开发学会亚洲国际研究会议。

The virtual conference will invite more than 50 international renowned research presentations and more than 1,000 international participants for three days. Important figures from AHRD that will attend the conference may include Dr. Ronald L. Jacobs, a past president, and Dr. Jie Ke, a board member. As a hosting institution, WKU will emerge as an important Research nexus for the prestigious academic field.  
该虚拟会议为期三天，将邀请 1000 多名国际参与者和 50 余场国际知名的研究报告。人力资源开发学会将委派参加本次大会的重要人物可能包括曾担任学会主席的 Ronald L. Jacobs 博士和现为学会理事的柯洁博士。温州肯恩大学作为举办机构将成为这一享有声望的学术领域的重要研究纽带。

WKU wants to become the Asian hub not only for HRD research but also for Business, Management, Leadership, and Organizational studies with this momentum.  
借助这样的势头，温州肯恩大学希望能成为不仅是人力资源开发研究的一个亚洲中心，而且是工商、管理、领导力和组织研究的中心之一。

**Rationale  
(Background):  
论述  
(背景)**

AHRD is a one of the most prestigious global research communities who lead and set research agenda in the field of human resource development, career development, organizational change and development, leadership development, and workforce development. AHRD research conference in Asia has been hosted in mainland China twice before, one by School of Government Management, Peking University, in 2004, the other by Faculty of Education, East China Normal University, in 2011.  
人力资源开发学会是全球在人力资源开发、职业生涯发展、组织变革和开发、领导力开发和劳动力发展等领域领导并制定研究议程的最富盛名的研究社群。人力资源开发学会的亚洲研究会议此前曾在中国大陆举办过两次：一次由北京大学政府管理学院于 2004 年承办，一次由华东师范大学教育学部于 2011 年承办。

In Nov. 16 – 18, 2021, the AHRD International Research Conference in Asia occur in Malaysia (hosted by Universiti Putra Malaysia) (<http://www.ahrd-aracd.upm.edu.my/>). The 2022 conference that is being planned will mimic the agenda of the 2021 conference. That is, the first day may be devoted to pre-conference workshops, while the rest two-three days will be scholarly speeches and presentations on particular topics.

2021年11月16-18日，人力资源开发学会亚洲国际研究会在马来西亚举行，由马来西亚博特拉大学（Universiti Putra Malaysia）举办（会议官网为<http://www.ahrd-aracd.upm.edu.my/>）。2022年的会议将会模仿2021年会议的议程。也就是说，会议的第一天会是会前工作坊，而主会议的两到三天将围绕大会主旨报告和研究报告分主题展开。

AHRD Chairperson, Dr. Ron Jacobs (Professor of University of Illinois at Urbana-Champaign ([rljacobs@illinois.edu](mailto:rljacobs@illinois.edu))) searches for the next host for AHRD International Research Conference.

人力资源开发学会（AHRD）的领导者 Ron Jacobs 博士是美国伊利诺伊大学香槟分校（UIUC）的教授（[rljacobs@illinois.edu](mailto:rljacobs@illinois.edu)）。他努力寻找 AHRD 下一年亚洲国际研究会议的举办方。

Dr. Xiaoping (Pauline) Tong at Beihang University at Beijing ([txp\\_sibu@buaa.edu.cn](mailto:txp_sibu@buaa.edu.cn)) shared the news with Dr. Jerry Choi at WKU (one of her UIUC HRD PhD Alums) in Nov. 03.

11月3日，北京航空航天大学的童小平博士（英文名为 Pauline, [txp\\_sibu@buaa.edu.cn](mailto:txp_sibu@buaa.edu.cn)）与温州肯恩大学的 Jerry Choi 博士分享了这一消息。两人为 UIUC 人力资源开发博士项目的校友。

Dr. Choi tapped the possibility of hosting the AHRD Asian Conference with WKU ORSP in Nov. 04. Pauline, Jerry, and Jin Chun had a mixed meeting at ORSP office in Nov. 05. All the participants were positive to get the chance in WKU.

11月4日，Choi 博士与温州肯恩大学研究及赞助项目办公室初步探讨了举办 AHRD 亚洲会议的可能性。11月5日，Pauline, Jerry 和金纯在研究及赞助项目办公室进行了一次线上线下混合会议。所有与会人员都对为温州肯恩大学获取此机会持积极态度。

**Current Status:**  
现状

AHRD sent an example of Memorandum of Agreement (MOA), and Dr. Choi amended the document for approval from WKU Academic Affairs as appendix.

AHRD 发送了一份协定备忘录示例，Choi 博士将其修改为适用于温州肯恩大学的版本。在附件中，请温州肯恩大学教务处批准。

If the plan gets approved, WKU will be expected to

- plan, deliver, and provide activities consistent with the Conference purpose
- appoint Conference co-coordinators and Conference Committees

如果该计划获得批准，将期望温州肯恩大学

- 计划、交付和开心与该会议目的一致的活动
- 任命会议联合协调员和会议委员会

Details are available in the MOA document.

详情见协定备忘录文件。

**Action Plan:**  
行动方案

If the MOA can get approved, WKU CBPM will

- appoint three co-coordinators of the conference (Dr. Choi, Dr. Chae)

	<ul style="list-style-type: none"> <li>- form the conference committee by using ‘CBPM Research Committee Representatives (Dr. Liu – MGM, Dr. Salerno – FIN., Dr. Kunsu Park – ACCT) and the 13 committee members.</li> <li>- look for sponsorship; make a website for the conference</li> </ul> <p>如果这份协定备忘录能获得批准，温州肯恩大学商务与公共管理学院将</p> <ul style="list-style-type: none"> <li>- 委任三位会议联合协调员 (Choi 博士和 Chae 博士)</li> <li>- 由商务与公共管理学院的研究委员会代表 (管理科学系的刘博士, 金融系的 Salerno 博士和会计系的 Kunsu Park 博士)和委员会的 13 名成员组成会议委员会。</li> <li>- 寻求赞助; 制作会议网站。</li> </ul>
<b>Financial Support:</b> <b>财务支持</b>	<p>The sponsorship from WKU for the conference will not exceed 60,000 RMB (&lt; 10,000 USD) because the conference will have the Virtual form. Fortunately, WKU CBPM can use the virtual conference room for the virtual conference.</p> <p>由于本次会议采用虚拟形式，本次会议需要温州肯恩大学方面赞助的金额将不会超过 6 万元人民币(&lt; 1 万美元)。幸运的是，温州肯恩大学商务与公共管理学院可以使用虚拟会议室进行虚拟会议。</p> <p>The conference will ask for registration fees from the participants who are mostly professors and graduate students in the field of HRD. These fees will cover the other administration cost of the conference.</p> <p>会议本身将向参会者收取注册费。这些参会者大部分是人力资源开发领域的大学教师和研究生。所收付费将用于覆盖会议管理方面的其它成本。</p>
<b>Manpower Support:</b> <b>人力支持</b>	<p>The conference will need WKU</p> <ul style="list-style-type: none"> <li>- ORSP’s coordination of Marketing, Advertising, and Public Relations.</li> <li>- CBPM two faculty members commitment in planning, organizing, leading, and controlling the conference through the conference period.</li> <li>- CBPM research committee members participation of conference management for three days.</li> <li>- students’ participation in research presentation.</li> <li>- students’ participation in managing the event.</li> </ul> <p>会议将需要温州肯恩大学</p> <ul style="list-style-type: none"> <li>- 研究与赞助项目办公室对营销、广告和公共关系进行协调。</li> <li>- 商务与公共管理学院两名教师在会议期间策划、组织、领导和把控会议。</li> <li>- 商务与公共管理学院研究委员会成员投入三天时间参与会议管理。</li> <li>- 学生参与研究报告。</li> <li>- 学生参与会议事件的管理。</li> </ul>
<b>Persons in Charge:</b> <b>负责人</b>	<p>WKU CBPM Management &amp; Marketing Department:  温州肯恩大学商务与公共管理学院管理科学系:</p> <ul style="list-style-type: none"> <li>- Jeonghwan (Jerry) Choi 博士: <a href="mailto:jechoi@kean.edu">jechoi@kean.edu</a></li> <li>- Chungil (Chad) Chae 博士: <a href="mailto:cchae@kean.edu">cchae@kean.edu</a></li> </ul> <p>Beihang University, Beijing, School of Economics and Management, Leadership &amp; Organization Management Department:  北京航空航天大学经济管理学院领导力与组织管理系:</p> <ul style="list-style-type: none"> <li>- Xiaoping (Pauline) Tong 博士: <a href="mailto:txp_sibu@buaa.edu.cn">txp_sibu@buaa.edu.cn</a></li> </ul>

Appendix:  
附件:

# MEMORANDUM OF AGREEMENT

BETWEEN

THE ACADEMY OF HUMAN RESOURCE DEVELOPMENT

AND

WENZHOU-KEAN UNIVERSITY

This memorandum of agreement is between the Academy of Human Resource Development (AHRD), of Minneapolis, Minnesota, USA, and the Wenzhou-Kean University (WKU), Wenzhou, China.

The purpose of the agreement is to define the scope and responsibilities of planning, organizing, and conducting a professional research conference (Conference) in November during November 2022.

## Article 1. Responsibilities of AHRD

- 1.1. AHRD will define the purpose and scope of the Conference, which will focus on disseminating scholarly research in the human resource development discipline. The brand title of the Conference will be: "AHRD International Research Conference in Asia".
- 1.2. AHRD will identify an AHRD member to serve as Conference Coordinator of the Conference. Exhibit A presents the duties of the individual in this role.
- 1.3. AHRD will appoint a Conference Liaison, who is the Past President or some other individual who is currently serving on the AHRD Board, to support the Conference Coordinator.
- 1.4. AHRD will provide the criteria and milestones for the Conference Process as presented in Exhibit B. The Process will be the basis of a management plan that will be developed by the AHRD Conference Coordinator and WKU counterpart.
- 1.5. AHRD will promote the Conference through interactions with academics and practitioners, dissemination of Conference information on its website, and announcements during its conferences.
- 1.6. AHRD will provide recommendations for the design of the Conference.
- 1.7. AHRD will support the Conference to ensure its success, within the boundaries of this agreement.

## **Article II. Responsibilities of WKU**

- 2.1 **WKU** will be expected to plan, deliver, and provide follow up activities consistent with the Conference purpose.
- 2.2 **WKU** will appoint Conference Co-Coordiators and Conference Committees involving members of the local partner institution(s) working with WKU to sponsor the Conference.
- 2.3 **WKU** will be expected to identify the duties of the WKU Conference Co-Coordiators and the Conference Planning Committee. This information should be provided to the AHRD Conference Coordinator.
- 2.4 **WKU** Conference Co-Coordiators will be expected to communicate on a timely basis all questions, actions, and decisions with the AHRD Conference Coordinator.
- 2.5 **WKU** will identify the Conference location, Conference venue, the Conference theme, and the Conference dates. The Conference is usually held for four days total, one day of pre-conference sessions and three days for the conference, from the first to third week of November. This information will be reviewed and approved by the AHRD Board.
- 2.6 **WKU** will be expected to assume all financial responsibility for the Conference. In any event the financial responsibility of WKU shall not exceed RMB 60,000 ( 10,000 USD).
- 2.7 **WKU** will develop a budget for the Conference. The budget will present the sources of revenue and the expenditures that will be expected. Any profit from the Conference will belong to **WKU**. **WKU** will be responsible for any losses incurred from the Conference. AHRD can provide budget advice upon request. The budget and the Conference final financial results will be shared with the AHRD Conference Coordinator.
- 2.8 **WKU** will provide display space at the Conference for information related to AHRD.

## **Article 3. Duration**

- 3.1 The agreement will begin when AHRD and **WKU** sign this Memorandum of Agreement.
- 3.2 The agreement does not terminate until the completion of the final follow-up activities after the Conference.

#### **Article 4. Suspension**

Each Party reserves the right for reasons of national security, national interest, public order or public health to suspend temporarily, either in whole or in part, the implementation of this Memorandum of Agreement which suspension shall take effect immediately after notification has been given to the other Party through diplomatic channels.

#### **Article 5. General Matters**

5.1 Except in promoting the Conference as described above, neither party may use the name of the other party in any form of advertising or publicity without express written permission.

5.2 AHRD or **WKU** may amend the agreement only in writing and with agreement by the designated signatories of the agreement.

5.3 The signatory of the agreement from AHRD will be the current president with approval from the AHRD Board of Directors. The signatory of the agreement from WKU will be the most senior academic officer who is authorized to approve the agreement.

5.4 Each party represents that the individuals signing this agreement have the authority to sign in the capacity indicated.

for and on behalf of the Academy of Human Resource Development (AHRD)

\_\_\_\_\_ Date \_\_\_\_\_

Name:

Designation:

In the presence of:

\_\_\_\_\_

Name:

Designation:

for and on behalf of the Wenzhou-Kean University (WKU):

\_\_\_\_\_ Date \_\_\_\_\_

Name:

Designation: Vice-Chancellor of Academic Affairs

In the presence of:

\_\_\_\_\_

Name:

Designation:

## **Exhibit A. Responsibilities of the AHRD Conference Coordinator**

The following are the responsibilities of the AHRD Conference Coordinator:

- A. Assist in developing a management plan (timelines, roles, committee responsibilities, resource needs) with the local Conference Committee to implement the Conference Process.
- B. Provide assistance to the local Conference Co-Coordiators on issues that arise throughout the implementation of the management plan.
- C. Assist in the design of the Conference to ensure that it meets the needs of anticipated participants and consistent with the mission of AHRD.
- D. Co-manage the paper review process and identifying reviewers and the proceedings editors. To equally distribute papers to all reviewers local and international.
- E. Ensure communications on a continuous basis with the AHRD Board Liaison.
- F. Provide formal updates to the AHRD Board on the progress of the management plan and any issues that need to be addressed by the Board.
- G. Ensure that marketing information about the Conference is developed and scheduled for publication in the *AHRD Digest* and other AHRD conferences.
- H. Assist in promoting the membership of AHRD and the HRD scholarly community to participate in the Conference.
- I. Facilitate the Best Paper Awards review process in coordination with AHRD journal editors who are in attendance at the Conference.
- J. Provide a final Conference Report to the AHRD Board, including Conference data, list of participants, lessons learned, and budget information.



## **Exhibit B. Conference Process**

### **A. Initial Planning of the Conference (At least 18 months before the Conference)**

1. WKU and AHRD will have preliminary discussions about a conference
2. WKU designates their Conference Coordinator
3. WKU sends Letter of Commitment to AHRD president
4. AHRD Board approves the Letter of Commitment
5. AHRD provides the Memorandum of Agreement to WKU for review
6. WKU and AHRD signatories sign the Letter of Agreement

### **B. Planning the Conference (At least 16 months before the Conference)**

1. AHRD designates the Conference Coordinator
2. WKU identifies the proposed city, venue, and dates of the Conference
3. AHRD Board reviews and approves the city, venue, and dates
4. AHRD assists WKU in identifying the themes of the Conference
5. WKU develops the Conference budget
6. WKU and AHRD identify the tracks of the Conference
7. AHRD and WKU identify the focus of the pre-conference workshops
8. AHRD assists WKU in drafting the submission guidelines for the Conference

### **C. Disseminating Conference Information (At least 14 months before the Conference – before the preceding Asia Conference)**

1. WKU prepares a marketing plan
2. WKU develops the Conference website
3. WKU seeks external sources of funding to support the Conference
4. WKU prepares marketing materials for use at AHRD conferences
5. WKU will appoint an editor of the Conference Proceedings
6. AHRD provides list of potential reviewers for the Conference

### **D. Designing the Conference (At least 12 months before the Conference)**

1. WKU and AHRD will design the daily plan for the Conference
2. WKU and AHRD will seek to identify two local and two international keynote speakers for the Conference
3. WKU will prepare and send letters of invitation to the keynote speakers
4. WKU will identify potential field trip locations
5. WKU will sign contract with the Conference venue, the cultural entertainers, and food providers
6. WKU will begin to plan signage and address other logistics issues, such as transportation
7. WKU will design the Conference registration process

**E. Conducting the Peer-Review Process (At least 12 months before the Conference)**

1. WKU and AHRD will identify the types of papers
2. WKU will disseminate the call for papers
3. WKU and AHRD will generate the draft call for papers
4. WKU and AHRD will generate a list of potential reviewers
5. WKU will prepare an article for the AHRD *Digest*
6. WKU and AHRD will establish a Conference manuscript management system (people and technology) that will:
  - a. Receive the papers from authors
  - b. Send the papers to reviewers
  - c. Receive feedback from the reviewers
  - d. Send feedback to the authors
  - e. Receive back the revised manuscripts from authors
7. WKU and AHRD will send letters of acceptance/rejection to the authors
8. WKU and AHRD will send invitation letters for visa applications
9. WKU and AHRD will send confirmations to facilitators of the pre-Conference workshops

**F. Final Conference Planning (At least 10 months before the Conference)**

1. WKU and AHRD will review and, if necessary, revise the submission deadline
2. WKU will engage the Conference manuscript management system
3. WKU and AHRD will monitor the number and quality of manuscripts received
4. WKU and AHRD will develop the Conference Proceedings
5. WKU and AHRD will activate the Conference registration process in their respective websites
6. WKU will process participant registrations
7. WKU and AHRD will identify papers for each track
8. WKU and AHRD will identify papers for poster sessions (if appropriate)
9. WKU and AHRD will design the pre-conference workshops and innovative sessions, such as panel discussions with senior leaders
10. WKU will set aside registration waivers for participants from least developed countries.

**G. Delivering of the Conference**

1. WKU will appoint a registration team, with a registration team leader
2. WKU will prepare registration materials: name tags, bags, Conference Proceedings (if not posted on the website), Conference handouts, small gifts, etc.
  3. WKU will establish an on-site registration process
  4. WKU will manage the logistics of the Conference: signage, breaks, meals, speaker issues, technology, unanticipated issues, etc.

5. WKU will manage the vendors
6. WKU will manage the relationship with the Conference venue

**H. Following-Up after the Conference (Completed no more than 2 months after the Conference)**

1. WKU and AHRD will draft thank you notes to participants and speakers
2. WKU will send thank you notes to participants and speakers
3. WKU will finalize revenues and expenditures
4. WKU will send final budget information to AHRD
5. WKU will send final Conference information to AHRD, including number of papers submitted, number of accepted papers, list of participants
6. WKU and AHRD will plan a publication from the Conference as appropriate
7. WKU and AHRD will formally close the Letter of Agreement