

Review Process and Speaker Expectations

Review Process

The Technical Program Committee (TPC) of the World Conference on Quality and Improvement provides the following information to help you understand how your proposal will be reviewed. We want to help you develop your proposal in a way that will give you the best chance of receiving full consideration.

- All submissions are received through the World Conference for Quality and Improvement submission site.
- Independent, self-identified subject matter experts review each submission and score it based on the questions in the technical review guide. Please note that this is a blind review process. **Do not include personal information within the presentation summary or presentation description.**
- When completing their review, reviewers use the following criteria:
  - How well does the proposal relate to the overall conference theme and at least one of the identified focus areas?
    - The explanation you provide in the proposal is considered when reviewers answer this question.
    - The proposal should offer a unique perspective or application that adds value for an attendee.
  - Will your proposal attract a diverse and global audience?
    - Identify the best industry match for your proposal.
    - Identify the technical area of expertise which best matches the content of your proposal.
  - Did you address the following areas completely and thoroughly?
    - The proposal demonstrates application of the content.
    - The indicated experience level of the suggested audience matches the depth and/or complexity of the content being delivered.
    - Proposal title matches the content of the presentation.
    - Proposal is free of commercialism.
    - The presentation summary and description will be used in the selection review process.
  - Are the speaker credentials complete?
    - Provide speaking references.

The TPC will look at any available feedback on the presenter from past speaking experiences and may use the references to confirm the presenter's ability to deliver presentations in a professional manner.

- Other areas of selection criteria considered by the TPC include:
  - Alignment to theme and areas of focus
  - Originality
  - Technical content, value, and relevance
  - Timing to cover subject
  - Overlap with other sessions
  - Balance with overall conference program

Submission of a proposal does NOT guarantee acceptance as a speaker at the World Conference on Quality and Improvement. Feedback will be provided to all applicants and will not identify the reviewers.



Speaker Expectations

- If your proposal is selected, you must adhere to the established guidelines.
- Submit your complete and final PowerPoint presentation and optional paper to the ASQ online collection site by the requested due date. Your presentation and paper must meet published specifications and guidelines. You will be required to have your presentation reviewed and approved by a Technical Program Committee (TPC) member before you upload your presentation.
- For those providing handouts, you must provide enough high-quality handouts to meet attendee demand during your session at no cost to ASQ.
- Refrain from any direct marketing of products, services, software, or other commercial ventures in the technical sessions.
- The primary speaker will receive one complimentary registration. Co-speakers will be responsible for paying the co-speaker registration fee.
- Access to session recordings will be available for purchase to all conference attendees. If selected, you will be required to sign a license agreement form stating your copyright preferences.
- Sessions will be audio recorded. You will be asked for your permission for your session to be audio recorded.