2016 Quality Education Conference & Workshop
November 11-13, 2016 ◆ Houston, Texas

Call for Proposals Review Process

The QECW committee 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 must be sent via e-mail to Norma Simons (norma@performance-innovation.com) and Belinda Chavez (chavezb1@peoplepc.com) no later than *May 27, 2016*.

- Independent, self-identified subject matter experts will review each submission and score them based on the questions in the technical review guide. Please note; this is a blind review. Do not include personal information within the presentation summary or presentation description.

- By submitting a proposal for consideration, you agree that if selected, you will be available to present during the 2016 QECW on November 11, 2016 for workshops and November 12 and 13, 2016, for concurrent sessions.

- When completing the review, the reviewers use the following criteria.

  o 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 the basis for this review.

    - The proposal should offer a unique perspective or application that adds value for an attendee.

  o 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.

  o 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.

  o Are the speaker credentials complete?

    - Provide speaking references and/or presentation ratings. (not mandatory)

The Conference Committee will review any available feedback on the presenter from past speaking experiences and may use the references to confirm the presenter's ability to deliver the presentation in an engaging and professional manner.

- Other areas of selection criteria by the committee include
    - Originality
    - Technical content, value and relevance
    - Timing to cover subject
    - Overlap with other sessions
    - Balance with overall conference

Submission of the proposal does NOT guarantee acceptance as a speaker at the Quality Education Conference & Workshop. We will provide feedback to all applicants and will not identify the reviewers.

Proposal Requirements – all sections, 1-10, must be provided

1. **Session Type:**

- **Concurrent Session**: These 75-minute sessions are meant to present real applications, real results, and real solutions based on quality principles or theory that can be implemented immediately. These types of presentations provide a high degree of value to our conference attendees.
- **Workshop:** These are continuous (4 hours) sessions. Workshops should address a topic in a manner that leads participants from an identified beginning point through a logical and clearly identified end point with the expansion of the related body of knowledge. Hands-on learning activities should be presented as part of the workshop to demonstrate and reinforce the concepts presented.

2. **Presentation Title**
Maximum 50 characters, including spaces. This is often the only thing participants use to decide on attending your session. It must immediately communicate the session content.

3. **Presentation Description**
Maximum 500 characters, including spaces. If selected, this will appear in the preliminary program, on-site program, and on the website.

4. **Presentation Summary**
3,000 to 7,000 characters, including spaces (approximately one to two pages, 12 pt. font, single-spaced, standard margins), all text (no graphs, tables, or charts). This is the primary source for reviewer scores and ultimate selection by the QECW Program Committee. It needs to identify the three to four major concepts/ideas you wish to present, along with some practical takeaways for each. Any examples/applications presented must support the theme of the proposal. Relationships between theory and practice should be clearly demonstrated.

At the end of the presentation, what will participants know and/or be able to do? What will participants walk away with? There should be three to five practical takeaways, such as forms, templates, lists, timelines, etc. History tells us that takeaways are one of the greatest benefits participants go home with, so they should be described in your presentation—not handed out during the session.

Note: proposal must be free of any commercialization.

5. **Conference Theme and Focus Areas**

   THEME: *Evolving the Educational Experience*

   FOCUS AREAS:
   - **The Role of Technology in Education:**
     - Distance Learning
     - Games and Simulation
     - Partnerships with Science Centers and Museums
   - **Science, Technology, Engineering & Math (STEM) Focus Area:**
     - Enhancing the STEM Agenda
     - Preparing Pre-school and K-12 for STEM
     - The Leadership Role of Corporations and Hospitals
   - **Quality Management Systems to Improve Processes:**
     - ISO 9001
     - Baldrige Award Criteria
   - **Enhancing the Education Experience through Innovation:**
     - Blended Classrooms
     - Community Collaboration
     - Classroom Response Systems (Clickers)
     - Improving Healthcare Outcomes by Applying New Educational Methods
   - **Educating and Engaging for Lifelong Learning**
     - Engaging Non-traditional Students
     - Enhancing Class Participation
     - The University Experience as a Whole

6. **Presentation Level – please choose the most appropriate**

   - **Basic**: Provides an introduction to a subject, including practical and "user friendly" definitions of terms. The primary focus is to bring an individual who may not be familiar with the area to a level of knowledge that facilitates further learning.

   - **Intermediate:** Assumes some degree of knowledge of the subject. The intent is to build on an individual's knowledge of the subject to a point of greater understanding.

   - **Advanced:** Provides an in-depth and/or up-to-date treatment of a subject. A strong theoretical background and a working knowledge of a subject are expected of those that attend.

7. **Who Should Attend Your Session:**
   What is the audience that you want to reach with your presentation? Identify as many positions as applicable:

   - Administrators
   - Educators/Practitioners
   - Senior/Executive Officer
   - Director/Manager/Supervisor

- Consultant
- Employee
- Student
- Other

8. References:

Have you presented before an audience before? Please list the last two events and the year they took place.

9. Presenter Information

Maximum of three presenters – name, company affiliation, address, phone, email, and ASQ member number. Additional contributors (not presenting) may be listed, as appropriate.

10. Biography

Provide a short introductory bio for each presenter – maximum 1,000 characters, including spaces. This will be read to the audience, so keep it short.

Sessions will be reviewed and selected based on the contents of the entire proposal
Please provide information for all ten areas, above, and align the length of all submissions to these guidelines to ensure that an accurate and complete description of the session can be rendered.