



# **WORLD CONFERENCE ON QUALITY & IMPROVEMENT**

## **World Conference on Quality and Improvement Presentation Proposal FAQs**

### **What can I do to increase my chances of being selected as a speaker?**

Although there is no Magic Formula for being selected, here are a few tips you can follow to increase the chances of your presentation being selected:

- Make your presentation unique – New takes on classic tools/topics can be compelling
- Be concise, but complete, in your submission content
- List your learning objectives/takeaways clearly
- Align your presentation outline to the focus area you have selected
- Make sure ideas from your presentation is practical to implement
- Align your proposal with the level you have selected (basic, intermediate, advanced)
- Remember that advanced-level submissions will face the least competition. Consider increasing the learning takeaways and making your topic an ADVANCED topic.
- Incorporate real-life examples, especially first-person examples
- Avoid promoting a commercial product or service through presentation
- Review your spelling and grammar before submitting
- Enlist the sponsorship of an ASQ Division (see below)

### **What is Division Sponsorship?**

The online presentation submission platform asks if your session is sponsored by an ASQ Technical Community (or Division). Sponsorship is different with each Division. Confirm that your division wishes to sponsor your presentation before presentation submission. A Division may choose to sponsor a speaker or presentation by (any or all):

- helping to build or proofread your submission
- offering some funding towards conference travel

- adding some confidence to the submission that the speaker or presentation topic is relatable and relevant to the conference

### **What happens in the Review Process?**

Each presentation is reviewed by several selected ASQ reviewers in a blind (anonymous) review – this means that names and identifiers are not known to the reviewer. The content of the proposal is assessed against a set of criteria (relatable topic, alignment to the conference theme, valid takeaways, audience appeal, etc.)

### **What happens during the selection process?**

Once the reviewer notes are completed, the proposals are presented to the Technical Program Committee for consideration of the program. Clearly the program is limited and must present a balance of focus areas, learning levels, and business sectors. This means that a great topic may be “left on the table” and not included in the program due to the wide number of presentation topics submitted for the focus area or learning level.

### **Why should I consider submitting a topic?**

Presenting at WCQI can be a rewarding experience. As a WCQI Speaker you join an elite group of dynamic quality speakers and build your quality network. Speaking at WCQI may help your standing in the professional community and credibility. Speakers are provided with one complementary registration. One additional speaker may receive a reduced rate. Refer to ASQ for more guidelines.

### **Do I need speaking experience?**

Although speaking experience is requested and appreciated, it is not a formal criterion to being accepted. Hey, we all need to start somewhere, right? So, with this in mind, try to look back on your career. Have you made work presentations? Did you speak at your local section? Have you made presentations at other events? One presenter was an MC for an event aboard the Queen Mary II Cruise Ship. Yep, that’s speaking experience!

### **Am I allowed to use an example from my employer's business project for the presentation?**

It would depend on your organization's policy. Do not use your organization's name in your presentation as it may give an impression of "selling" a product. Speakers are encouraged to obtain approval when using an example from your own organization. Withdrawing your presentation after TPC approval would cause disruption to program planning.

### **Am I allowed to use generative AI to develop my presentation?**

You may use AI tools to stylize, build graphics. However not use to develop contents as this may infringe on copyrights.

### **What if I am not selected?**

Not getting selected can be disappointing. That's ok, the TPC encourages all unsuccessful presenters to reapply next year, after augmenting your proposal submission as outlined in this document and realigning to the conference theme and focus areas. You may be asked if you can be available as a back-up speaker. Often the selected speakers become unable to attend the conference and we need to have additional speakers "waiting in the wings" to be scheduled in their place.

### **I'm selected, great, now what?**

Congratulations! Welcome to the program! Once selected, speakers will be notified via email by ASQ. Each speaker is assigned to a Technical Program Committee Coach. The coach will reach out via email to establish initial contact. It is important to respond to TPC emails throughout the presentation development process. Deadlines are communicated to all speakers. Delinquent speakers may be removed from the program. Remember to book your travel to ensure you arrive well ahead of time and remember to check in at the speaker room well before your presentation.

### **I am unable to meet my speaking commitment. Am I allowed to transfer my presentation to my colleague to present on my behalf?**

Only if the colleague was part of the original submission that was accepted. If this is not the case, notify ASQ and a back-up presenter will be assigned. Speakers are selected

based on their presentation submission and speaking experience, etc. ASQ makes every effort to avoid changes once the selection is complete. Please refer to the speaker guidelines for additional information.