MWCC 2014 Mid-Atlantic Lean Conference
Call for Presentations

General:

The Maryland World Class Consortia will hold its 2014 Mid-Atlantic Lean Conference the week of 20 October, 2014 at the Crowne Plaza Hotel in Timonium, Maryland. The event is expected to attract more than 300 lean practitioners from across the country, with a focus on the mid-Atlantic states of Maryland, the District of Columbia, Virginia, West Virginia, North Carolina, Pennsylvania, Delaware, and New Jersey. Lean practitioners are invited to submit presentations for consideration to be included in the main conference session on Wednesday, 22 October or Thursday, 23 October.

Over the course of two days, the conference will include a total of 32 concurrent presentations. At any time outside of breaks, meals, and keynote addresses, attendees will be able to attend one of four concurrent presentations. Concurrent presentations are 60 minutes in length, including 10 minutes for questions and discussion.

Presentation Topics and Flight Themes:

All presentations should support the conference focus on the principles, methods, and applications of lean production. Other process improvement approaches, including Six Sigma, TOC, and others are not the primary emphasis of the conference. Presentations on blended approaches will be considered. Presentations may address general aspects of lean, including, but not limited to: examples of lean tools and techniques, progress of organizations on their lean journeys, leadership, organizational culture, and novel applications. In addition, presenters may wish to submit papers addressing the dedicated tracks on Lean Healthcare and Lean Government.

Submission Deadlines:

April 30, 2014: Proposal submission deadline. MWCC will acknowledge all submissions via return email.

May 30, 2014:   All session nominators notified via email if their presentation is accepted or declined.

August 1, 2014: Final revisions of presentations (Microsoft PowerPoint format), presentation descriptions, headshot photographs and speaker biographies due to MWCC.

Submission Evaluation Process and Criteria:

Process and criteria information are provided to help you understand how we will review your proposal and to help you tailor your proposal in a way that assures that it will receive full consideration.

Your application and abstract will be reviewed by a MWCC Speaker Review Panel and ranked on a numerical scale.

Reviewer criteria:

1. Is the proposal aligned to the overall theme and any dedicated themes of the conference?
2. Is the content or methods described aligned with accepted principles and methods of lean or the Toyota Production System?
3. Does the proposal offer a unique perspective or useful application that informs and inspires attendees?
4. Is the content original material, appropriate, relevant, and timely?
5. Does the proposal demonstrate creativity or innovation in its approach or application?
6. Does the proposal appeal to a diverse audience or the stated needs of lean practitioners?
7. Are results or lessons-learned clearly identifiable?
8. Does the level of application of the proposal (Basic, Moderate, Advanced) meet the expected audience level of expertise?
9. Do the presenter credentials include previous speaking experiences and/or previous teaching experiences? Do the references contacted verify the capability of the presenter(s)?
10. Does the presenter have significant working experience in the presentation's identified subject/technical area of expertise?

The reviewers may contact references or solicit evaluation feedback on the presenter from past conferences referenced, and they may use the information to confirm the presenter's ability to deliver the presentation in a professional manner.

Expectations of Selected Speakers:

If your proposal is accepted, you must agree to the following terms and conditions:

1. You will submit your draft and final PowerPoint presentations to the MWCC by the requested due dates.
2. Your presentation must meet conference specifications and guidelines. These guidelines will be distributed to you along with notification of your selection to present. Guidelines are provided for length, format, content, and structure. MWCC may insert title or closing slides in presentations to support conference administration.
3. Your final presentation, after any revisions, must substantially match your original proposal provided to the MWCC.
4. Presentations are scheduled in concurrent 60 minute intervals with transit/rest time between. This allows for approximately 45-50 minutes of actual presentation and 10-15 minutes for participant Q&A and discussion. Conference sessions are strictly timed, and room proctors will step in to close a presentation after 55 minutes.
5. Selected presenters must refrain from any direct marketing of products, services, software, or other commercial ventures within the sessions. Consultants and other service providers may co-

present, but should generally not be the primary presenters, and they are bound by the same constraints.

6. Your slides will be loaded on a laptop computer for you in your assigned session room (along with an LCD projector, screen, wireless slide advancer, and microphone/sound system). Make no changes to descriptions, content, presenter assignments, or slide formatting after your final presentations are submitted to MWCC.

7. All accepted presentations will receive room, date, and start time assignments from the MWCC during the month of August. Date, time, and room assignments will be made in a manner which the MWCC feels best balance the flow of the conference and meet the collective needs and convenience of conference attendees. Speaker requests for specific date and time assignments will be coordinated with you on a best effort basis.

8. The Maryland World Class Consortia is a not-for-profit organization supported by the contributions of its members and supporters. The MWCC does not generally provide compensation for concurrent session presenters, and presenters are responsible for the cost of their own transportation, lodging, meals, and other expenses incurred as part of their presentation. As compensation for their presentations, the primary speaker will receive one complimentary conference registration. Complimentary registration is not available for Co-Presenters.

9. Presenters are not required to provide attendee handouts. Where presenters choose to do so, they should provide high quality handouts for all attendees to their session at no cost to MWCC. Upon request, MWCC will provide presenters with estimated session attendance numbers approximately 10 days prior to the conference.

10. Session presentation slides will be made available to all conference attendees in Adobe Acrobat pdf file format. Contact us if you have specific prohibitions regarding distribution of your content.

11. The MWCC may video record conference sessions. If we do, you will be asked for permission to record.

12. Speaker feedback will be collected from all session participants. You will receive score summaries via email after the conference.

MWCC 2014 Mid-Atlantic Lean Conference
Presentation Application Form

Presenter's Name:

Presenter's Title:

Presenter's Organization:

Presenter's Telephone:

Presenter's Email:

Co-Presenter's Name:

Co-Presenter's Title:

Co-Presenter's Organization:

Presenter's Telephone:

Presenter's Email:

Presentation Title (Choose a title that is clear, concise and intriguing. Capture the essence of your topic. Many participants will decide whether or not to attend your session based on the title alone. Consider adding a short tagline to further describe your topic and reveal further what you plan to discuss.):

Track (Lean Government or Lean Healthcare – if applicable):

Presentation Level of Application (Select one or more): ___ Basic   ___ Moderate   ___ Advanced

Presentation Abstract (Your abstract will be printed in the conference daybook, and portions may also appear in online event overview materials. The abstract will help potential participants to assess the overall content of the conference, and attendees to decide which concurrent session they will select once at the conference. Begin with a sentence that describes a key takeaway of your presentation and gives people a reason to want to attend. Next provide a general description. Close with a summary of lessons learned or takeaways. Please limit your abstract to no more than 350 words.):

Presenter's Bio and Headshot (Your bio will be used to introduce you at the start of your presentation session. Include a brief educational and professional history. Please limit your bio to no more than 200 words. Include a separate Co-Presenter bio, if needed. Your headshot will be used in the conference daybook and may be included in online materials. Include a high-resolution (minimum 200 dpi) picture in jpg, bmp, or other standard format. Color is preferred, black and white is acceptable.):

Presenter Experience (Please list the name and date of two or more events at which you have most recently presented or spoken. Provide contact information for the event organizer, if available. You may also list the names and contact information of references who can attest to your presentation experience and abilities.):

You may include your PowerPoint presentation as an email attachment now, and/or submit a final revision no later than 1 August 2014.

Send this form and address questions to:

        Kathleen Menasche, MWCC Associate Director

        Email: kmenasche@comcast.net

        Office/Message (preferred): (410) 857-3854

        Cell: (410) 967-5823

        Mail: The Maryland World Class Consortia

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