



## **MWCC 2017 Mid-Atlantic Lean Conference Call for Presentations**

### **General:**

The Maryland World Class Consortia will hold its 2017 Mid-Atlantic Lean Conference 14-15 November 2017 at the Sheraton Baltimore North hotel in Towson, just north of Baltimore. 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.

Over the course of two days, the conference will include up to 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 (this includes 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 Thinking and/or the Toyota Production System (TPS). Other process improvement approaches, including Six Sigma, Theory of Constraints, and others are not the primary emphasis of the conference, but proposals for presentations on any of these pure approaches, or lean-blended approaches, will be considered. Presentations may address general aspects of Lean Thinking or TPS, including, but not limited to: examples of continuous improvement tools and principles, progress of organizations and lessons learned on their lean journeys, leadership, people-centric organizations, organizational culture, and new research or novel applications. In addition, presenters may wish to submit papers addressing the dedicated tracks on Lean Healthcare and Lean Government. The theme for this 6<sup>th</sup> annual event will be “twenty-one”, and will commemorate the 21<sup>st</sup> year of the Maryland World Class Consortia and Lean Thinking in the 21<sup>st</sup> Century. This is a loose theme only, and topics or presentation discussion points may or may not reference this theme.

### **Submission Deadlines:**

Sep 29, 2017: Proposal deadline. MWCC will acknowledge receipt of all submissions via email.

Oct 04, 2017: Notification deadline. MWCC will accept/decline all proposals via email.

Oct 18, 2017: 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 MWCC conference organizers.

### Reviewer criteria:

1. Is the content or methods described aligned with accepted principles and methods of Lean Thinking or the Toyota Production System?
2. Does the proposal offer a unique perspective or useful application that informs and inspires attendees?
3. Is the content original material, appropriate, relevant, and timely?
4. Does the proposal demonstrate creativity or innovation in its approach or application?
5. Does the proposal appeal to a diverse audience or the stated needs of lean practitioners?
6. Are results or lessons-learned clearly identifiable?
7. Is the proposal aligned to the overall theme and any dedicated themes of the conference?
8. Does the level of application of the proposal (Basic, Moderate, Advanced) fit in the overall proportion of presentations, and does this proportion meet the expected audience levels of expertise and interest?
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 knowledge in the presentation's identified subject/technical area of expertise?

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 guidelines regarding 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 breaks 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 and to move on to Q&A and timely closure.

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 solicitation requirements. Business cards and marketing literature may be made discreetly available to sessions attendees.
6. The MWCC typically makes video recordings of conference presentations. If we record your session, you will be asked for permission prior to any use of the recording. A copy of your presentation will be available upon request.
7. Your slides will be loaded on a laptop computer for you in your assigned session room. Make no changes to descriptions, content, named presenter substitutions, or slide formatting after your final presentations are submitted to MWCC. Exceptions will be made only on a case-by-case basis with the written consent of the MWCC.
8. Your presentation room will be equipped with a PC-based laptop computer, an LCD projector, screen, and a wireless remote control. The room typically does not include a podium. Room capacity is about 60 people. Sound amplification is generally not required, and a lavalier microphone is supplied solely to get good audio quality on the video recording of your session. Any additional materials you might require must either be supplied by you or must be requested by you in your presentation proposal. Additional materials may include, but are not limited to, computer speakers, flip charts and markers, tape, Post-It Notes, pencils, additional microphones, room internet access, or software (such as a particular presentation software platform, such as Prezi).
9. All accepted presentations will receive room, date, and start time assignments from the MWCC during the month of September, 2017. 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.
10. 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.
11. Presenters are not required to provide attendee handouts. Where presenters choose to do so, they should provide reasonable 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.
12. 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, or if a sanitized version can be provided to attendees with sensitive material redacted.
13. Speaker feedback will be collected from all session participants. You will receive score summaries via email after the conference.