



Abstract Submission Guidelines for the 2016 EMEA Regional Conference

The 2016 EMEA Regional Conference will be held in Barcelona, Spain, 20-22 June 2016. The following information will help you as a potential presenter prepare a presentation abstract for submission to the EMEA Leadership Team.

To ensure a smooth submission process, please read the following guidelines before attempting to complete the online submission form.

- **Overview:** There are four sections of the abstract submission form. After each section you will be given the opportunity to continue with the submission process or to save and continue later. Submissions should be in text only. **IMPORTANT** - Once submitted, the form may no longer be changed. If you need to return to a previous page in the abstract form, do not use the “Back” button in your internet browser, instead click “Save and Continue Later”. Then return to the BPC Abstract Home page to edit your submission.
- **“Next” button** – Takes you to the next section of the input form. If the form does not advance, see the warning messages at the top of the form as certain fields are required. Do not click the Next button more than once as this may cause the form to advance through multiple pages. When reviewing the summary on page 4 of 4 of the abstract submission form, if you notice blank fields, click “Save and Continue Later” to save and then return to edit your abstract submission.
- **“Save and Continue Later” button** – This saves your work and allows you to come back and modify at a later time.
- **“Submit BPC Abstract” button** – On the last page of the form, this finalizes the abstract. Once submitted, the form may no longer be changed.
- An **Abstract ID number** will be included in your confirmation email and visible on your BPC Abstract Home web page. Please reference this number in any correspondence.
- If you have questions or need assistance, please contact bpc@questforum.org

Submission Information

- Abstract submissions will be accepted until **29 February 2016**.
- **Only online submissions will be accepted.** To access the online submission form, go to [online submission](#).
- Presenters may submit more than one abstract for consideration. A separate online submission form must be completed for each abstract submitted (different login/email address required).

Presentations will be evaluated on the following criteria:

Demonstration of measurable results; transferability of practice to other organizations; creativity and innovation; ability to meet/exceed customer and/or stakeholder expectations; maturity of project -- deployed, integrated, measured, and improved; overall usefulness to conference audience; and relevance/fit within panel format.

Process Steps and Important Dates

- Step 1 29 February 2016** Deadline for presenters to submit completed abstract via online Web submission form.
- Step 2 16 March 2016** QuEST Forum Abstract Selection Team will review abstract submissions and make selections based on 2016 best practices review criteria.
- Step 3 17 March 2016** Presenters will be notified if selected for Regional Conference. Non-selected applicants will also be notified.
- Step 4 28 March 2016** Presenter RSVP due back confirming acceptance of invitation and corporate approval to speak.
- Step 5 28 March – 6 June 2016** Coaches will be assigned to work with each presenter regarding presentation contents, format, timing and other material in the speaker's package
- Step 6 6 May – 6 June 2016** Presenters will submit draft and final MS PowerPoint® materials. The Selection Team will request revisions, as needed.
- Step 7 20 – 22 June 2016** The 2016 EMEA Regional Conference, Barcelona, Spain (Presentations 21-22 June)

Presentation Parameters

- Presenters should receive corporate approval to speak prior to submission (conference fees are complimentary but travel expenses are the responsibility of the company/presenter.)
- Presentations will be limited to 30 minutes per presenter. **Limit one presenter per paper.**
- Presentations will follow this format: (1) description of the condition/problem; (2) description and deployment of the best practice; (3) explanation of the outcome and results; and (4) lessons learned.
- Presenters are often grouped into panels, and present sequentially.
- Panels will be introduced and facilitated by a moderator and include a short question and answer period following each panel session.
- Presenter agrees to allow presentation to be posted to the QuEST Forum Members-Only Web site in a protected (PDF) form after the conclusion of the conference.
- Presenters are asked to accept questions and inquiries from companies who wish to request specific information about their best practices topic.
- Presenters will receive a token of appreciation for participation at the conference. Their company will be listed in appreciation press releases issued by QuEST Forum.

Presentation Topics – Theme:

“Balancing Disruptive Innovation, Customer Experience and Quality”

How to Prepare Your Abstract

The following information will be required on the online submission form. For longer text items, be prepared to type or cut-and-paste your answers into the submission form text boxes. Be sure to follow the maximum word count (check your word total in MS Word® by highlighting the text and clicking on Tools, Word Count). Click here to see a [sample abstract](#) submission.

Presentation Subject Matter Area

Select the single category in which your presentation best fits (see presentation [topics](#)).

▪ Presentation Title *

Insert a relevant presentation title that is no more than 10 words (or 200 characters) long (including spaces and punctuation). *Titles longer than this may be subject to edit.*

▪ Target Audience

Select one or more job functions that will benefit from your presentation: Operations, Engineering, Quality, Supply Chain, Customer Service, Finance, IT, Manufacturing, Service Provider, Liaison, Marketing, Field Service, and/or Product Development.

Define the job level (Executive, Management, Individual Contributor, or Other) for which your presentation has the most relevance, and note the maturity level of the audience (Beginner, Intermediate, and/or Advanced) that will most benefit from your presentation.

▪ Presentation Summary *

Insert a 100 words or less summary of the problem or condition, how it was resolved and/or improved, and the impact of the resolution. This is an overview version to be used, for example, in the conference program.

▪ Presentation Description *

Insert an approximately 200 word detailed description of your presentation that covers these points, best practices example:

1. Problem or Condition

What was the problem or condition that was affected by the implementation of the best practice?

- The 'before' state or problem may be described in terms of performance results, a potential problem, or a qualitative description of the condition.
- A condition may be a satisfactory or strong process that was able to see further improvement as a result of the practice.

2. Best Practice: Description and Deployment

What was the best practice? How was it deployed?

- The major steps of the practice and how it was implemented
- How tools were used (if any) e.g., SPC, Six Sigma, etc.
- How creativity and innovation were demonstrated through the adoption of new ideas, processes, technologies, or products
- How the practice can be adopted by other organizations

3. Outcome and Results

What happened? What were the outcomes and results of implementing the best practice?

Describe any **measurable results** that were realized as a benefit of implementing your best practice. (Example: \$2 million cost savings, 20% cycle time reduction, increase in customer satisfaction, etc.)

4. Lessons Learned

What was learned during the process or as a result of implementing the best practice?

Lessons learned may include elements that worked particularly well or actions that would be changed for future deployments.

Personal and Contact Information

In addition to completing presenter and contact information, confirm your permission for QuEST Forum to post your presentation on the Member-only Web site.

Questions

If you have any questions, please contact us at: bpc@questforum.org

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