



17TH ANNUAL LEAN SIX SIGMA WORLD CONFERENCE

April 3 - 4, 2018; The Venetian, Las Vegas, NV, USA

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SPEAKER INSTRUCTIONS

Location: *The Venetian, 3355 S. Las Vegas Blvd. Las Vegas, NV 89109, USA*

Conference Dates: *April 3 - 4, 2018*

Workshop: *April 5, 2018*

Please do not submit any confidential or proprietary materials!

Summary Information

February 23, 2018	PowerPoint submission deadline
March 2, 2018	Deadline to make your travel and hotel arrangements
April 2, 2018	Speaker Orientation Meeting: 6 PM – 7 PM

The LEAN SIX SIGMA WORLD CONFERENCE has long been recognized as the leading conference on Lean Six Sigma and related process improvement methodologies. A wide variety of papers and workshops are included, with over 50 of the top international experts on these topics.

1) Travel Arrangements

Please note that all speakers are responsible for their own travel arrangements and expenses, i.e., lodging, meals, and incidentals. It is recommended that you make your airline and hotel reservation early. For detailed information on lodging please see the Conference Website.

2) Lean Six Sigma Best Speaker Award

Please note that this year the Conference will present a Best Speaker Award. In order to qualify as a candidate for this award, we must receive your presentation material by PowerPoint submission deadline.

3) Conference Registration for Principal Speakers

Selection of a proposal for the 2018 Lean Six Sigma World Conference entitles the Principal Speaker to one complimentary registration for the Conference at which the presentation is scheduled for. Please use the Registration Code (**LSP1QQP**) when you are registering.

Co-speakers must register as regular attendees.

Your registration includes access to all technical sessions, general sessions, reception, and two lunch tickets. Selection of your proposal does not imply a speaker fee, or reimbursement of any travel expenses. Please use the following link for Principal and Co-Speaker conference registration: <https://www.regonline.com/aqi2018>

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4) Use of the Conference Logo

Please feel free to include the Conference Logo in your PowerPoint presentation for this Conference only. Note that the use of the Conference Logo for purposes other than the Conference materials is subject to copyright laws. You may download a high resolution logo at the following links:

[Lean Six Sigma Conference High Resolution Logo Link](#)

5) Submitting Your PowerPoint Presentation

Please do not submit any confidential or proprietary materials!

Please see the "Summary Information" on page 1 for the PowerPoint submission deadline. All submissions received by the deadline will be included in the Conference Proceedings. If you miss the deadline, please plan to bring at least 100 copies on three-hole punched paper as handouts. All presentation material updates must be completed before the PowerPoint submission deadline. Updates to your presentation cannot be accepted after this date. This includes updates at the conference unless approved in advance.

Please note that only PowerPoint or MS Word Documents are acceptable as the primary presentation material. Adobe Acrobat **PDF submissions are not acceptable** as the primary submission. If you have additional materials or handouts, you may submit those as PDF documents. PowerPoint presentations should be legible and readable from a distance. Select an appropriate font style and size to enhance your presentation. **Note that the number one complaint from our attendees with regard to PowerPoints is the font being too small, or presentation being not readable from a distance.** Please use the following format to name your submission document.

[LSS_###_LastName_Presentation Title \(first 40 characters including spaces\) _PPT](#)

For example, if the presentation number is "LSS-111"; last name of the Speaker is "Rogers"; presentation title is "Using Lean Six Sigma Approaches across the Global Value Chain" and the submission is a PowerPoint (PPT), then the document should be named as follows:

[LSS_111_Rogers_Using Lean Six Sigma Approaches_PPT](#)

You may omit punctuation marks, since they may cause file corruption in file transfer. Similarly, Whitepapers or Handouts (PDF or MS Word) in the above example should be named as follows:

[LSS_111_Rogers_Using Lean Six Sigma Approaches_Whitepaper](#)
[LSS_111_Rogers_Using Lean Six Sigma Approaches_Handout](#)

Please note that PowerPoints are required as the primary presentation material, but Whitepapers or additional Handouts are optional. Furthermore, PowerPoints will be converted to two per-page PDF Handouts for publication as a part of the Proceedings.

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If you submit additional documents and/or photographs, please start the filename with the same format described above. If you are submitting more than one presentation, please add additional qualifiers to the end of the file name such as part 1, part 2, or any other text up to 40 characters with spaces.

6) Uploading Your Presentation Materials

- Please use the document name as described above as the subject line of your email/transmission.
- If your attachments are less than 25 MB, or less than what is permitted by your email service provider, please email your presentation material to: papers@aqi.org
- If the attachment is too large to be transmitted via email, please use the following transmission method:
 - a) Go to: www.hightail.com/login. You do not need to create an account.
 - b) Login using email: papers@aqi.org and password: **Papers2018** (case sensitive password)
 - c) In the "TO" field, enter papers@aqi.org
 - d) In the "SUBJECT" line, enter the attachment name as described above.
 - e) Message is optional
 - f) Drag and drop your files to be submitted. You can upload up to 250 MB, one document at a time.
 - g) Please do NOT check any of the checkboxes for payment, and note that this is a free service to you. You do not need to make a payment to send the attachment.
 - h) Click on the "SEND" button at the bottom.
 - i) Wait until you see green check mark for successful submission.

7) Length and Time of Your Presentation

Technical presentations are typically 35 minutes unless otherwise noted. Please check the conference website for the duration of your presentation, and check the exact date and time of your presentation(s). Please contact your track chair as soon as you arrive and please make sure to arrive at least 2 hours before your presentation.

8) Audio Visual

Every conference room will be equipped with a Laptop Computer, a Microphone, a Laser Pointer, a Screen, and an LCD projector. Flipcharts will be available upon request for workshops only. Flip charts are not suitable for large conference rooms. Therefore, they will not be available for the Technical Sessions.

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9) Conference Policy

Please do not submit any confidential or proprietary materials!

Please note that by uploading your abstract, biography, photograph, PowerPoint presentation, or any other material, you are giving permission to the Conference to condense, edit, or reproduce the information submitted on the Conference Brochure, Proceedings, the Conference web site, or on any other Conference promotional publications.

10) Speaker Orientation Meeting

There will be a Speaker Orientation Meeting on **Monday, April 2, 2018, 6 PM to 7 PM**. Attending the Speaker Meeting is highly recommended. Please note that casual attire is recommended for the Speaker Meeting. Business attire is recommended for the conference.

11) Hotel & Location

The location for the 17th Annual Lean Six Sigma World Conference is:

The Venetian
3355 S. Las Vegas Blvd.
Las Vegas, NV 89109, USA

- Click [here](#) or use the following web address to reserve your room (<https://aws.passkey.com/event/49377417/owner/5590/landing>)
- Phone: (702) 414-1000
- Hotel Reservation Group Code: **ISOLSS**

Room Rates for First 100 Room Reservation

- Run of the Hotel Suite: \$149+ Applicable Taxes
- Run of the Hotel Bella Suite: \$169+ Applicable Taxes
- Resort Fee per Suite \$39+Taxes

After 100 Room are reserved rates will go up to \$189+ Applicable Taxes

- Check In: 3:00 PM
- Check Out: 11:00 AM
- Deadline to take advantage of the group rate is **March 2, 2018**.

Please feel free to contact us at 1 (408) 800-2749, if you have any questions.

Sincerely,



Bonnie K. Stone
Conference Chair
17th Lean Six Sigma World Conference