

# CALL FOR SPEAKERS & STORYBOARDS



*Refine And Evolve Your Toolbox*



**April 21 – 23, 2020  
Fredericton, New Brunswick**

## Summit Overview

The 2020 Canadian Lean Summit will be hosted in Fredericton, New Brunswick from Tuesday, April 21<sup>st</sup> to Thursday, April 23<sup>rd</sup>. This event will bring together a network of individuals, organizations and companies from both the public and private sector from across Canada and beyond. This year's Lean Summit theme is "**Refine And Evolve Your Toolbox**".

The Summit will showcase how Lean Six Sigma tools and practices are being leveraged by practitioners in both the public and private sector to improve services to their customers, achieve efficiencies, increase effectiveness and add value to their business processes. Participants will interact with subject matter experts and fellow practitioners to find out how Lean Six Sigma has made a positive change in organizational culture, service delivery and the bottom line. This year's Summit will place greater emphasis on helping participants grow their skills and knowledge of these strategic tools to enhance their continuous improvement journey.

The 2020 Canadian Lean Summit is seeking speakers to present to the Summit. We are looking for interesting and interactive presentations connected to the theme "**Refine And Evolve Your Toolbox**" as it relates to Lean Six Sigma in the following categories:

- **Breakout Session** - The allotted time for each session will be 60 minutes, the Q&A at the end of the session is included in this time. We want participants to take away real-life tools, practices and examples that they can apply in their workplace.

If you are interested in presenting in a Breakout Session, please submit your proposal on the form attached (**Appendix 1**) and e-mail it to **Stacey Murray, Event Coordinator**, at [info@cdnleansummit.ca](mailto:info@cdnleansummit.ca) by Friday, November 1<sup>st</sup> at 4:00 p.m. AST.

Those chosen as Breakout Session presenters will receive a free conference registration (\$600 value).

- **Rapid Fire Session** - Presenters will have ten minutes to present 20 slides, 30 seconds per slide (auto-timed). The presentation will focus on a project or improvement initiative, the results, and how they achieved them. Each presenter will have up to 5 minutes for Q&A.

If you are interested in presenting in a Rapid Fire Session, please submit your proposal on the form attached (**Appendix 2**) and e-mail it to **Stacey Murray, Event Coordinator**, at [info@cdnleansummit.ca](mailto:info@cdnleansummit.ca) by Friday, November 1<sup>st</sup> at 4:00 p.m. AST.

Those chosen as Rapid Fire Session presenters will receive a discounted conference registration of \$250.00 + HST.

- **Storyboards** - The Canadian Lean Summit will host a Networking Break on April 22, 2020 at 10:00 a.m. to 10:45 a.m. During this break twelve Storyboards of Lean Six Sigma projects will be displayed. The team member(s) of the Storyboard are asked to stand next to their Storyboard during the 45 minutes Networking Break to answer any questions delegates may have.

If you are interested in submitting a Storyboard, please create your Storyboard following the guidelines in (**Appendix 3**) and e-mail the Storyboard to **Stacey Murray, Event Coordinator**, at [info@cdnleansummit.ca](mailto:info@cdnleansummit.ca) by Friday, November 1<sup>st</sup> at 4:00 p.m. AST.

The Storyboard will be printed at the expense of the Canadian Lean Summit. Each Storyboard will be set up on an easel, and the team member(s) will have access to a table to provide more information to delegates.

Note: We ask that you refrain from any direct marketing of products, services, software or other commercial venture within your presentation.

For questions related to program content, please contact:

Stacey Murray, Event Coordinator  
Email: [info@cdnleansummit.ca](mailto:info@cdnleansummit.ca)  
Telephone: (506) 261-3534

**2020 Canadian Lean Summit**  
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**Appendix 1 – Breakout Session Proposal Requirements**

Please provide the following information to help us evaluate your proposal. **Submit one form for each Breakout Session** on which you would like to present. You can insert your information within this document.

1. What Lean Six Sigma topic do you wish to present on?
  2. Your Name: *(You may partner with another speaker(s) to present a session or workshop.)*
  3. Your Job Title:
  4. Your Organization:
  5. Your Address:
  6. Your Contact Information (E-Mail and Telephone Number):
  7. Title of your Breakout Session:
  8. Please provide a typed abstract/summary of your presentation, including the key benefit to participants (limit of 75 words). If your proposal is selected, this abstract/summary will be the description included in the Canadian Lean Summit Program.
- As noted in the “Summit Overview”, we want Summit participants to come away with practical advice, real-life examples and tools/techniques they can take back to their offices.
9. Please provide us with more detailed information on your proposal as follows. This description should not be longer than 1 typed page.

- a. A detailed description of your session, i.e. describe the content and what concepts/terms/topics are covered.
  - b. The format, i.e. PowerPoint presentation, case study (a practical application of Lean in the field); interactive; video/film presentation, etc. We suggest you leave 5 or 10 minutes at the end of your presentation for a question and answer session.
  - c. What knowledge or skill will the participants take away from your session/workshop?
10. Please include your biography and a professional photo. Include information on past presentations that you have made on this subject and to what audience. Please limit your "bio" to 150 words. If your proposal is selected, this photo/bio will be included in the Canadian Lean Summit Program.
  11. Session presentations will be made available to attendees on the Summit web site immediately following the Summit. Please let us know if you approve of having your presentation posted, and please inform us of any copyright issues.

A review of proposals will be completed by November 15<sup>th</sup> and those who have been chosen to present will be contacted after that date.

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**Appendix 2 – Rapid Fire Session Proposal Requirements**

Please provide the following information to help us evaluate your proposal.  
**Submit one form for each Rapid Fire Session** on which you would like to present. You can insert your information within this document.

1. What Lean Six Sigma improvement do you wish to present on?
2. Your Name: *(You may not partner with another speaker(s) to present a Rapid Fire Session)*
3. Your Job Title:
4. Your Organization:
5. Your Address:
6. Your Contact Information (E-Mail and Telephone Number):
7. Title of your Rapid Fire Session:
8. Please provide a typed abstract/summary of your presentation, including the key benefit to participants (limit of 75 words). If your proposal is selected, this abstract/summary will be the description included in the Canadian Lean Summit Program.

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  - b. What knowledge or skill will the participants take away from your session?
10. Please include your biography and a professional photo. Include information on past presentations that you have made on this subject and to what audience. Please limit your "bio" to 150 words. If your proposal is selected, this photo/bio will be included in the Canadian Lean Summit Program.
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**Appendix 3 – Storyboard Guidelines**

**Storyboard Guideline:**

Storyboard Size - Legal (8.5 inches wide and 14 inches long)

Storyboard Font Style - Arial

Please include the following information on the Storyboard:

**Project Title:** Provide the title of the improvement project.

**Problem Statement:** Identify or define the problem and/or process pain point.

**Picture or Graphic:** This section is where you can display graphics and/or photos from the project. You may use more than one photo or graphic; however, they must fit within the space provided.

**Executive Summary:** A brief explanation of the project (process, etc.).

**Team members:** Identify the team.

**Lean Tool(s) Used:** Identify the Lean tool(s) used for this project.

**Process Innovation:** List 3 to 5 highlights or project outcomes. For example: How did the project improve the process? How did the project save staff time? What were the savings identified either hard savings or building capacity. Did the project improve customer service and/or employee satisfaction?

**Contact Information:** Provide an e-mail address if people have other questions.

A review of Storyboards will be completed by November 15<sup>th</sup> and those who have been chosen to be printed will be contacted after that date.