

# Paper Review Process and Criteria

The Technical Review Committee of the Canadian Quality Congress is providing the following information to help authors further understand how the judges review their proposals in order to give them the best chance of receiving full consideration.

Please note that the submission of the abstract and draft paper does NOT guarantee acceptance as a speaker. We do provide feedback to all applicants but we don't identify the reviewers.

The paper and the proposal selection criteria by the Technical Review Committee include the followings:

- Originality of the ideas
- Technical content
- Value and relevance of the topic
- Overlap with other sessions
- Balance with overall conference theme
- Alignment to theme and areas of focus
- Timeliness of the subject matter

The Canadian Quality Congress office will receive papers, abstracts of papers and other proposals via the email prescribed and noted on the Congress website.

Independent, pre-selected subject matter experts review each submission and rank it on a scale of 1 to 5 under the above-noted criteria points, with 1 being least favorable and 5 being most favorable. Two reviewers send their independent reports to the chairman of Technical Committee. When completing the review, the reviewers use the following criteria:

- How well does the proposal relate to the overall theme of the congress and whether at least one of the identified focus areas is relevant?
- Whether the proposal offers a unique perspective or application or technique that adds value to an audience.
- Whether the proposal would attract a diverse or a narrow group of audience?
- Whether the technical area of expertise is identified which best matches the content of the proposal.
- Whether the paper addresses the following areas completely and thoroughly, namely the learning objectives, outcomes, demonstrates the applicability of a new or proven tool or technique.
- Whether the complexity of the content being presented matches the experience level of the suggested audience.
- Whether the paper title resembles the content of the presentation.
- Whether the proposal is free of commercialism and personal praises.

- Whether the proposal abstract, description and learning outcomes are in fact used in the paper discussion to arrive at the conclusions claimed in the paper.

A maximum of four co-authors are allowed per paper, but only one speaker per presentation permitted. The Technical Review Committee looks for any available feedback by the presenter from their past presentation skills from past conferences and may use the references to confirm the presenter's ability to deliver the presentation.

## **Requirements for Paper Submission**

- Invited Presentations (whether your session is an invited presentation by the Congress committee or member of our BoD) your sponsor must let you know about this opportunity and the fact that the approval by Chair of the Technical Committee is a final decision.
- Session Type (Lecture, Interactive, Keynote address)
- Presentation Title (Max 60 characters, including spaces)
- Who will benefit from your lecture session (Describe your ideal audience – max 200 characters)
- Presentation Abstract one page max, 12 pt. font, single spaced, standard margin (approximately 6,000 characters, including spaces).
- Presentation Description (Max 400 characters, including spaces) if selected, this is what will get included in the preliminary and on-site program. It may be refined and/or edited further for clarity of expressions and lack of space.
- Presenter Information (max of four co-authors in one paper but only one presenter allowed – must have Names, Company Affiliations, addresses, phones, e-mails on the paper front cover of each author)
- Biography (short introductory bio – max 1000 characters, including spaces)

## **Speaker Expectations**

- If we select your presentation, you must adhere to the following guidelines.
- Register yourself for the Congress to attend by paying the registration fee.
- Submit your complete and final PowerPoint presentation and final version paper as soon as possible to the Technical Committee by the deadline date mentioned on the website.
- Your presentation and paper must meet published specifications and guidelines.
- You will be required to have your presentation slides reviewed and approved by a member of the Technical Committee before you would upload your presentation upon arrival at the conference site computers.
- You are required to provide enough high-quality handouts to audience at no cost to us or the audience, if possible.
- You must refrain from any direct marketing of products, services, software or other commercial ventures in the technical sessions.
- You must not make any changes to the content, presenters, slides or delivery after the published date.

- If selected, you will be required to sign a license agreement form stating your copyright preferences. We may audio record your session at the conference. If objectionable, you must say that in writing on the Permission Form.

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