



2010 CONNSTEP
Manufacturing
& Business
Conference

CALL FOR PRESENTATIONS

APPLICATIONS DUE: July 23, 2010

2010 CONNSTEP Manufacturing & Business Conference
November 11, 2010
Connecticut Convention Center, Hartford

Each year, conference attendees seek real solutions to help their business. The 2009 CONNSTEP conference received the highest ratings from attendees ever! Don't miss the opportunity to be a part of this valuable forum for manufacturers and businesses in Connecticut and the region.

At the 2010 conference, attendees will:

- learn strategies and methods to improve their business;
- attend valuable workshops on a variety of topics;
- network with colleagues facing similar issues;
- learn from and interact with industry experts who will share lessons learned;
- discover innovative ways to grow their companies;
- and most importantly, take home real solutions!

Benefits of presenting

As a presenter at the 2010 conference, you will:

- gain reputation as a leader in your industry and an expert in your field;
- showcase your organization's leadership, progress and successes;
- obtain recognition and visibility through our extensive marketing campaign;
- and receive a free registration to the conference for yourself and for a colleague.

Who attends?

CEO's, executives, managers, engineers, continuous improvement champions and other key players attend this valuable conference representing a diverse range of industries across the state and local region. In addition, representatives from major OEM's participate.

Presenter Qualifications

Potential presenters should be prepared to provide evidence of their presentation skills and the effectiveness of their workshop content, such as:

- References and contact information from recent speaking/presentation/training engagements
- Evaluation results from previous speaking engagements

Opportunities for Presentation

Opportunities for presentation are available during workshops in the morning and afternoon breakout sessions. There are both 75-minute and 90-minute sessions available. Interested parties must submit an abstract and a completed application (includes a presenter bio, contact information and other details) by July 23, 2010. *All information requested is required and late or incomplete submissions will NOT be accepted.*

Workshop Content

Presentations should help participants incorporate innovative and practical solutions into their daily operations.

Workshop content should:

- Include audience participation structured into the workshop such as discussions, hands-on demonstrations, exercises, group activities, etc.
- Have clearly defined objectives and attendee takeaways
- Be relevant for the manufacturing or business community
- Be properly structured for the time allotted (e.g. a 90-minute presentation should reserve the last 10 minutes for Q&A; a 75-minute presentation at least 5 minutes for Q&A)
- Be non-commercial – no infomercials or sales pitches. This is an educational forum.

Review Criteria

The conference committee will review abstracts based on the following criteria:

- Quality and originality
- Non-academic/lecture presentation – very interactive
- Timeliness for the industry and potential for interest
- Clarity of the proposal (description, learning objectives, strategies for participant involvement)
- Usefulness of tools/techniques presented – immediate impact to the attendee with clear takeaways
- Appropriate and relevant for the audience
- Non-commercial; no sales pitches of any kind
- Presentation skills, experience and expertise
- Matches or enhances list of selected program tracks

Program Focus

This year's conference will cover improvement strategies, tools and methods that will help business succeed in the 21st century. 2010 topics include:

- **Sustainability**
 - Continuous improvement (Lean) – basic and advanced
 - Green/environmental management
 - TWI: Training Within Industry
 - Quality management/systems
 - Culture development/culture change
 - Workforce development (strategies for gaining and retaining employees)
 - Supply chain management
 - Technology trends (machining technology)
- **Growth**
 - Strategic planning
 - Strategic marketing
 - Sales
 - Product development
- **Leadership**
 - Leading a continuous improvement organization

Building Your Abstract

When developing your presentation abstract, please answer/address the following points (in addition to the review criteria):

- Summarize the content of your presentation
- Clearly and specifically define objectives
- List the top three learning point for the workshop session
- Define your target audience – who should attend this workshop?
- What are the top three benefits the participants will gain from this workshop?
- What level of material will be presented in this workshop (introductory, overview, advanced)?
- What tools or techniques will the participant be able to take with him/her by attending this workshop?
- How will the participants be able to implement the topic when they return to their companies?

Applicants will be subsequently notified regarding acceptance.

If chosen to present, additional commitments include:

- Submission of high resolution head shot photo (300 dpi resolution required) in .jpg format
- Review descriptive copy for conference brochure
- Use of standardized conference PowerPoint template provided by CONNSTEP upon acceptance
- Periodic communication with CONNSTEP conference coordinator
- Furnishing drafts of your presentation for CONNSTEP review
- Furnishing a copy of your final presentation by due date
- Advance notice of the appropriate equipment and room set-up need for presentation
- Permission for CONNSTEP to distribute .PDF file of presentation to all conference attendees on DVD
- Participation in pre-conference webcasts to promote benefit of attending conference
- Presenter is responsible for bringing own laptop computer and USB drive – both pre-loaded with presentation.
- Presenter is responsible for furnishing any handouts required – *please be considerate of the environment when determining handout type/quantity.*

IMPORTANT DEADLINES

Abstracts & Application	DUE: JULY 23, 2010
Notification of Acceptance	DUE (from CONNSTEP): July 30, 2010
Marketing description review	DUE: August 6, 2010
Draft presentation	DUE: September 10, 2010
Final Presentation	DUE: October 15, 2010

Application

To apply to present at the 2010 CONNSTEP Manufacturing & Business Conference, you must apply on-line at www.connstep.org. Click on the conference logo to be taken to the form.

Questions? Please contact Rebecca Kane Dow at 860.513.3217 or via email at rdow@connstep.org.

