

27TH ANNUAL



ISO 9000 & AUDITS WORLD CONFERENCE

The World's Leading Conference on ISO 9000 & QMS Standards

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SPEAKER INSTRUCTIONS

Location: **Hyatt Regency Riverwalk**
123 Losoya Street
San Antonio, TX 78205

Conference Dates: **March 11-12, 2019**
Workshops: **March 10, 2019 and March 13, 2019**

Summary Information

Speaker Discount Code (100% off)	9SPE100P
PowerPoint submission deadline	January 31, 2019
Deadline to make your hotel reservation	February 4, 2019
Speakers' Orientation Meeting	Sunday, March 10, 2019, 6 PM-7 PM

The *Annual ISO 9000 & Audits World Conference* has long been recognized as the leading conference on ISO 9000 and related QMS standards.

This conference will be the largest event in 2019 for the ISO 9001:2015 Standard, featuring the world's leading authorities on the development of Quality Management System Standards.

1) Conference Registration for Principal Speakers

Selection of a proposal for the 2019 ISO 9000 & Audits World Conference entitles the Principal Speaker to one complimentary registration for the Conference at which the presentation is scheduled for. Please use the above 100% off speaker registration discount code.

When you are registering. You will be asked to enter your payment information, after your speaker discount code entered, you will receive %100 off to your registration fee. **Please remember to enter 100% off speaker registration fee code, otherwise, you will be charged full amount.**

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The registration fee 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 Speaker conference registration: <https://www.regonline.com/isolss2019>

2) 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.

3) 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 or low resolution logo at the following links: [ISO 9000 High Resolution Logo Link](#)

4) 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 number one feedback 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.

ISO_###_LastName_Presentation Title (first 40 characters including spaces) _PPT

For example, if the presentation number is "ISO 121"; last name of the Speaker is "Christensen"; presentation title is "Where is QMS Going in Healthcare?" and the

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submission is a PowerPoint (PPT), then the document should be named as follows:

ISO_121_Christensen_Where is QMS Going in Healthcare_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:

ISO_121_Christensen_Where is QMS Going in Healthcare_Whitepaper

ISO_121_Christensen_Where is QMS Going in Healthcare_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 for publication as a part of the Proceedings.

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.

5) 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 *https://www.hightail.com/login_* You do not need to create an account.
 - b) Login using email: *papers@aqi.org* and password: *Papers2019!* (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

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the attachment.

- h) Click on the "SEND" button at the bottom.
- i) Wait until you see green check mark for successful submission.

6) 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.

7) 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.

8) Conference Policy

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.

9) Speakers' Orientation Meeting

There will be a Speakers' Orientation Meeting on:

Sunday, March 10, 2019; 6 PM-7 PM

Attending the Speakers' Meeting is highly recommended. Please note that casual attire is recommended for the Speakers' Meeting. Business attire is recommended for the conference.

10) Hotel & Location Hotel

The location for the ISO 9000 & Audits World Conference is:

Hyatt Regency Riverwalk
123 Losoya Street
San Antonio, TX 78205

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- Please use the following web address to reserve your room:
(https://www.hyatt.com/en-US/hotel/texas/hyatt-regency-san-antonio-riverwalk/satrs?corp_id=G-EQII)
- Phone: 1-800-233-1234
- Run of House(Single/Double): \$209+Applicable Taxes
- Standard internet, valued \$9.95, is included in the group rate
- Check-In: 3:00 PM
- Check Out: 11:00 AM
- Deadline to take advantage of the group rate is **February 4, 2019**

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

Sincerely,



Robert Freeman
Conference Chair
27th ISO 9000 & Audits World Conference