



ISO SPEAKER INSTRUCTIONS

Email your presentation to if less than 10 MB to papers@aqi.org

If larger than 10 MB send via www.wetransfer.com

Conference Dates:	March 13-14, 2023
PowerPoint submission deadline	February 23, 2023
Workshops:	March 12, 2023
Location:	The Hilton Orlando Lake Buena Vista 1751 Hotel Plaza Boulevard Lake Buena Vista, FL 32830, USA

Important Dates and Information

Speaker Discount Code (100% off)	SPEA1100P
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Co-Speaker Discount Code (20% off)	SPEA2020P
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The *Annual ISO 9000 & Audits World Conference* has long been recognized as the leading conference on ISO 9000 and Audits. With sessions planned around the continued improvement of and actual case studies related to the current versions of standards centered on quality management systems and the audit techniques used to assess those standards, this conference will continue to be the leading conference for providing timely and relevant information to users. Your participation as a speaker is key to this message.

1) Conference Registration for Principal Speakers

Please remember to enter your speaker registration fee code, otherwise, you will be charged in full.

Selection of a proposal for the 2023 ISO 9000 & Audits World Conference entitles the Principal Speaker to one complimentary registration for the Conference at which the presentation is scheduled for. Selection of your proposal does not imply a speaker fee, or reimbursement of any travel expenses. Please use the following link to register <https://cvent.me/kV1rrz?RefId=reg2023>

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.

2) Conference Registration for Co-Speaker

Co-speakers will receive a 20% discount for the conference that they are presenting at. If you have a co-speaker and listed his/her name in your abstract submission, please use the above 20% off co-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 %20 off to your registration fee. **Please remember to enter your co-speaker registration fee code, otherwise, you will be charged in full.**

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-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. All presentation material updates must be completed before the PowerPoint submission deadline. Updates to your presentation cannot be accepted after this date.

Please note that only PowerPoint or MS Word Documents are acceptable as the primary presentation material. Adobe Acrobat **PDF submissions are not acceptable.** If you have additional materials or handouts, you may submit those as PDF documents. PowerPoint presentations should be legible and readable. Select an appropriate font style and size to enhance your presentation. 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 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.

- 1) **If your attachments are less than 10 MB**, or less than what is permitted by your email service provider, please email your presentation material to: papers@aqi.org
- 2) **If the attachment is larger than 10 MB**, please use www.wetransfer.com (free service up to 2 GB) to papers@aqi.org.

6) Length and Time of Your Presentation

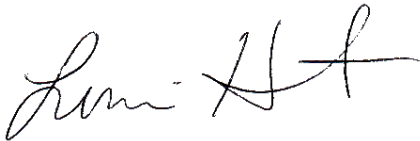
Technical presentations are typically 35 minutes unless otherwise noted. Please check the conference website for the duration of your presentation, and check the exact date and time of your presentation(s). Please contact your track chair as soon as you arrive and please make sure to arrive at least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

7) 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.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Lorri Hunt". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lorri Hunt

Conference Chair

31st ISO 9000 & Audits World Conference