



Subject: Sponsorship of Presenters at ASQ Conferences

Assigned: Education Chair

Number: 006.01

Date:

Version: 1.0

Purpose: The purpose of this procedure is to provide specific standards for the endorsement and financial support of presenters seeking sponsorship by the HCD for their presentation(s) at the annual ASQ World Conference on Quality and Improvement or other ASQ national conferences where a relationship exists between the HCD and the ASQ group organizing the conference.

Policy: The HC Division Management Committee will promote and endorse up to three presenters and reimburse the travel expenses of those presenters pre-approved by the HC DMC and selected by conference selection committee as a presenter for the ASQ conference.

Scope: This document applies to the sponsorship of presentations at the ASQ World Conference on Quality and Improvement or any ASQ national conference where a relationship exists between the HCD and the ASQ group organizing the conference.

Standards: 1. Qualifications of Sponsored Presenters

- Only current Full, Senior, or Fellow ASQ HCD members will be considered for endorsement by the ASQ HCD.

2. Selection Standards

- Presentations must reflect current or emerging issues in healthcare quality, patient safety, innovation, and/or process/systems improvement.
- Sponsored presentations must be reviewed by the HCD Technical Programs Committee, a subcommittee of the HCD Education Committee, prior to being submitted to the conference review committee for consideration.

Actions: 1. Each year, after the Call for Presentations is issued for the ASQ WCQI conference, the HCD will announce, on its web site, an offer to sponsor HCD members wishing to present at this conference.

2. Parties interested in a sponsored presenter for the ASQ WCQI will forward an application for sponsorship to the Education Chair.

3. Parties interested in being sponsored for other ASQ national conferences will forward an application for this sponsorship to the Education Chair.

4. The application will consist of:

- A speaker biography; and
 - A brief outline of the topic(s) to be covered in the presentation.
 - A description of how the topic will contribute to the objective of improving clinical or operational processes and/or outcomes and improve the safety
-



and/or efficiency of healthcare systems.

5. Only those applications received prior to submission to the respective conference review committee will be considered for sponsorship.
6. The HCD TPC will review the materials submitted and make a recommendation for endorsement to the HC DMC.
7. The selected presenters will be informed of their selection as an endorsed presenter in writing by the HCD Chair and will be eligible to indicate this endorsement when submitting their presentation to the respective conference review committee.
8. The HC DMC will also inform the conference review committee in writing of its endorsement and support of the presenters selected for sponsorship.
9. The sponsorship of the endorsed presenters will be published to the HCD web site upon successful selection as a conference presenter by the conference review committee.
10. Endorsed presenters will be recognized during the Annual Meeting of the HCD held in conjunction with the WCQI.
11. Reimbursement of expenses for the selected presenters will be processed by the HCD Treasurer according to Policy # 004-01 Expense Reimbursements.