



International Society for
Performance Improvement

**2017 Call for Papers
75-Minute Presentation**

**THE Performance Improvement Conference 2017
Le Centre Sheraton Hotel | Montreal, Canada
April 30 - May 2**

These educational sessions are the backbone of the ISPI Conference. This 75-minute format gives you the time you need to fully explore a case study, a set of tools, or a methodology, and allow time for your attendees to discuss and to apply.

A. Session Demographics

Part A is critical to putting together the conference program but is not rated or assigned points.

A1. Contact Information

Provide complete demographic information. If your session includes a co-presenter(s), please provide the name and complete contact information for each presenter. *Note: Session format is either single speaker, two [2] speakers or a panel with a moderator and up to three [3] panelists. Panels greater than four [4] will not be accommodated.*

Lead Presenter		Co-Presenter 1	
Name	<input type="text"/>	Name	<input type="text"/>
Title	<input type="text"/>	Title	<input type="text"/>
Organization	<input type="text"/>	Organization	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
State/Province	<input type="text"/>	State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Zip/Postal Code	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Co-Presenter 2 (only if panel)		Co-Presenter 3 (only if panel)	
Name	<input type="text"/>	Name	<input type="text"/>
Title	<input type="text"/>	Title	<input type="text"/>
Organization	<input type="text"/>	Organization	<input type="text"/>



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Address	
City	
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Lead Presenter: Are you a first-time ISPI presenter? Yes No

If yes, provide the name and contact information for three references who have heard you present recently.

Name	Phone	Email

A2. Presentation Level

Please indicate below the level with which your presentation best aligns:

1. Beginning
2. Intermediate
3. Advanced

A3. Conference Areas

Your session topic must align with one of these areas. Tracks will be put together by the conference committee based on submissions in these areas. Choose the area you think BEST fits your proposal. Please select only ONE area.

1. DEVELOPING PERFORMANCE IMPROVEMENT (PI): INNOVATION AND THE FUTURE OF WORK



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- a. **FutureLab**
(area emphasizes innovation and prepares members for upcoming changes in their work, presentations are only 20 min.)
- b. **Innovative Research**
(contemporary, futuristic topics, new approaches, creative solutions, tentative results)
- c. **Innovative Developments in Performance Management (PM) and PI**
(new approaches in practice, (partly) not research based, might trigger new research)
- d. **New Technologies that support PM and PI**
(technology-based solutions, technical challenges facing practitioners and showcase innovative technologies, advanced research and development in emerging technology)

2. APPLYING PI

a. PI in Management

- i. Research to Practice
(proven approaches, research informs practice)
- ii. Applied PM
(practical case studies of rigorous application of PI models, systems, tools in organizational management)
- iii. Performance Management in Challenging Contexts
(small or large scale, high complexity, developing countries, or specific organizations like schools, administration, government, etc.)
- iv. Skill Builder
(tools, models, software, games, Apps, hands-on application, exercises, or demonstrations)

b. PI in Learning and Instructional Design

- i. Research to Practice
(proven approaches, research informs practice)
- ii. Applied PI
(practical case studies of rigorous application of PI principles in instructional design)
- iii. PI in Challenging Contexts
(PI principles in instructional design beyond Western Europe and North America)



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- iv. Skill Builder
(tools, models, software, games, Apps, hands-on application, exercises, or demonstrations – do they all work in the developing countries?)

c. PI in Specialist Functions (like Personnel Development, Finance, Procurement, Asset Management, IT, etc)

- i. Research to Practice
(proven approaches, research informs practice)
- ii. Applied PM and PI
(practical case studies of rigorous application of PI models, systems, tools in managing different types and sizes of organizations)
- iii. PM and PI in Challenging Contexts
(small or large scale, high complexity, developing countries, or specific organizations like schools, administration, government, etc.)
- iv. Skill Builder
(tools, models, software, games, Apps, hands-on application, exercises, or demonstrations: do they work the same for different sizes and types of organizations)

3. MAVERICK

Presentations that feature out-of-the-box, forward-thinking approaches to PI or do not come out of the field but contribute new ideas and approaches that can inspire developments in PM and PI

B. Proposal Section (100 pts)

Use this section to fully describe the learning and application experience you envision for session participants. This description will help the reviewers determine if your proposed session will create interest and motivate people to attend. All of these sections must be completed in order for your proposal to be considered.

B1. Session Title (5 points)

Your title should relate to the main topic of the presentation and catch the attention of conference participants. It should be no more than 7 words.



B2. Session Description (10 points)

Briefly describe your session in no more than 75 words using clear, conversational language. Include how and why participants will benefit from your session, or how the knowledge/skills they learn will add value to their clients. If the description is too long, it will be truncated to fit into our printed materials.

B3. Session Objectives or Benefits (10 points)

List up to five learning objectives that clearly identify what participants will get from your session; include only objectives that can be achieved within the session length.

Your objectives should finish the thought: *Participants will be able to...*

1.	
2.	
3.	
4.	
5.	

B4. Presentation Design and Format (40 points)

ISPI will provide you with a meeting room of sufficient size to accommodate your participants including seating and tables. You will be provided with an LCD projector, screen, and a flipchart. If your session requires additional accommodations, please indicate below.

Provide a half to full page detailed description of how you will deliver your presentation. Since ISPI audiences prefer sessions that are practical and/or interactive, be sure to describe how audience members will be engaged.

Evaluation criteria:

- Provides enough detail for reviewers to visualize the presentation delivery
- Maps presentation objectives to the description and includes a timeframe for each section
- Provides content of value (direct practical application, emerging technologies, or theoretical foundation) to PI PI practices
- Content relates to Conference area chosen



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- Explains instruction/presentation method for each topic (e.g., lecture, discussion, activity), choosing methods appropriate for the topic, associated learning objective, and audience
- Requires participants to engage with the content at the level stated in the objectives
- Is achievable in the time allotted

Enter your Presentation Design and Format here:

Estimated Time:

Topic:

1.	
2.	
3.	
4.	

Methods:

1.	
2.	
3.	
4.	



Learning Objectives/Expected Outcomes:

1.	
2.	
3.	
4.	

B5. Participant Materials (10 Points):

Provide a 1-3 sentence description or outline of your participant materials or key takeaways. Share samples if you have them developed at this point.

Participant Materials:

Preliminary Session Design Documents and Presentations

Not required. If it helps convey your session design for the reviewer, feel free to submit up to three copy documents. (100 mb file size limit)

B6. Link to Research and Business Results (10 points)

Research is the backbone of all the new developments and practices in the field. Sessions should include examples, case studies, descriptions, and so forth of how the research can lead to documented performance improvement in the worker, work, workplace, and society.

Evaluation criteria:

- Directly links application of concept, principle, practice, or model to documented performance improvement
- Provides specific example, case study, description, etc.

Describe in a paragraph how your session relates in this area.



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B7. Research Bibliography (10 points)

Provide a paragraph that describes the ideas or research underlying your presentation. Include a list of scholarly resources to demonstrate your presentation is founded on relevant work in your topic area.

Evaluation criteria:

- Paragraph describes link to theory, recent research, or industry-wide practice
- Reference list identifies sources of ideas or research, for example, articles from peer-reviewed journals or business and professional journals, conference proceedings, interviews, books, or web-based citations

NOTE: References must include more than works by the presenter and from at least two different sources.

B8. Presenter Experience/Biography (5 points)

Describe your expertise and background in your chosen area and your ability to relate to the session audience. It should be no longer than 75 words per speaker biography.

Evaluation criteria:

- Demonstrates expertise in session content by citing relevant personal research, writing, education, or firsthand experience
- Demonstrates experience presenting to ISPI or similar audience
- Provides professional biography of each speaker
- Is within the 75 words per biography limit



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Lead Presenter	
Co-Presenter 1	
Co-Presenter 2 (Panel Only)	
Co-Presenter 3 (Panel Only)	

If your proposal is accepted, ISPI will:

- Ask you to accept terms in a Speaker Commitment Letter
- Require you to register for the conference (*NOTE: All presenters must register for the conference by the deadline and provide their own travel and lodging expenses.*)
- Send regular electronic communication requiring speaker communication and response regarding setup (including audiovisual needs), preparation, and support leading up to the conference
- Ask that you upload an advanced electronic copy of your handout(s) and presentation for attendees
- Ask you to contribute a short article to ISPI's online newsletter, www.PerformanceXpress.org
- Ask you to market your participation to your clients and colleagues

Terms & Conditions for Speakers

ISPI strives to maintain the highest level of credibility for education sessions.

- NO SELLING of any kind can occur. However, speakers may offer business collateral to interested parties after their session and contact them at a later date.
- Education Sessions are NOT to be used as a sales platform for any speaker's company, products, or services.
- ISPI does NOT pay speakers, pay their registration fees, or reimburse for travel expenses (this includes flight, hotel, ground transit, meals etc.). Experience has proven that participation in ISPI conferences has often provided enormous positive exposure for presenters.