Call for Workshops & Learning Sessions
2019 Lean Systems Summit & Pre-Summit

COLLABORATION, INNOVATION, AND USE OF CONTINUOUS IMPROVEMENT IN ACHIEVING EXCELLENCE

August 8-9, 2019 Portland, Maine

If you are interested in presenting a session at the 2019 Lean Systems Summit and/or Pre-Summit, please complete and return the following workshop and/or learning session proposal(s) electronically by Friday, March 15th, 2019 for consideration by the Continuous Improvement Lean Collaborative’s Summit Planning Team.

As you do this, please keep in mind the Operational Excellence, Collaboration, and Innovation goals of the Summit, as well as its focus on sustainment, creativity, innovation, coaching, and essential Lean principles, tools, and methods. However, don’t feel restricted to these -- out-of-the-box is fine.

Included, for your information, is a summary page about the Collaborative and Summit. Note especially that the Collaborative’s Summit is a meeting and collaboration point, focused on bringing the private and public sectors together.

The Friday, August 9th Summit Learning Sessions are seventy-five (75) minutes long. The more in-depth Thursday, August 8th Pre-Summit Workshops can be of variable length – typically one-half or full day.

The spaces within this proposal form should expand as you type. Simply send/forward your completed proposal back to us electronically (Word preferably or PDF) as noted in the instructions at the end of the form.

Be certain to carefully read the Summit/Presenter Logistics information at the end of the form.

We hope you’re interested in participating and look forward to receiving your proposal.
The Continuous Improvement Lean Collaborative (CILC)

The Continuous Improvement Lean Collaborative (CILC) is a multi-state network of public and private individuals, organizations, and companies interested and involved in continuous improvement. Its goal is to bring together and provide a forum for organization and practitioner learning, active collaboration, and sharing of knowledge, experience, and resources across all private and public sectors.

The Collaborative’s Leadership has included representatives of State/Provincial governments of Maine, New Hampshire, New Brunswick, and Connecticut; Lonza Rockland; Infinite Services, Inc.; Jotul North America; VIP Group; New Futures-NH; MaineGeneral Health; and Lean Capitol LLC.

This coming August is the Collaborative’s tenth annual *Lean Systems Summit*.

### 2019 Lean Systems Summit

**Where Government, Services, and Manufacturing Meet**

**Goal:** Achieving Operational Excellence and Value through Collaboration, Innovation, Continuous Improvement, and Respect for People.

**Purpose:** Bring together private and public leaders, organizations, and individuals to learn, collaborate, and innovate in the use of continuous improvement/Lean concepts and methods to achieve operational excellence and value for customers, staff, and stakeholders.

**Keynotes:** TBA

**When:** August 8-9, 2019

Pre-Summit Workshops - Thursday, August 8th 8am-5pm  
Networking Session - Thursday, August 8th 5pm-7pm  
Lean Systems Summit - Friday, August 9th 8am-4:30pm

The Friday Summit includes Keynote speakers and 15 informational learning sessions across healthcare, services, government, education, manufacturing, finance, and other businesses on how Lean leaders and practitioners are using Lean to change their culture and improve their way of doing business. The Thursday Pre-Summit’s diverse ½ and full-day workshops provide more focused, in-depth learning opportunities.

**Where:** Holiday Inn by the Bay, 88 Spring Street, Portland, Maine - [http://innbythebay.com](http://innbythebay.com)

**Number of attendees:** 150

**For Information:** Lita Klavins  
John L. Rioux  
btc.imp207@gmail.com  
Jrorty0@gmail.com

**Website:** [2019 Lean Systems Summit](http://2019leansummit.org)  
*Detailed information about the 2019 Summit will be posted as it is finalized.*
Call for Workshops/Learning Sessions
2019 Lean Systems Summit & Pre-Summit

COLLABORATION AND INNOVATION IN ACHIEVING OPERATIONAL EXCELLENCE THROUGH LEAN CONTINUOUS IMPROVEMENT

August 8-9, 2019
Portland, Maine

Workshop/Learning Session Title

Pre-Summit Workshop or Summit Learning Session
Indicate/check which day you propose for your session: Pre-Summit or Summit
For the Pre-Summit workshop give the length of time you would need for your session. You may submit separate proposals for both days.

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<tr>
<th>August 8th Pre-Summit Workshop</th>
<th>August 9th Summit Learning Session</th>
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<tr>
<td>Please select your preference:</td>
<td>(75 minutes)</td>
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<td>_____ Half-Day    or _____ Full-Day</td>
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Abstract – Summary  (275 words or less--this will be the basis for the Program description.)

Presenters
Names of who will be presenting the workshop/learning session. Attach a bio & photo for each presenter with your submission. Proposals without these attached will not be considered.

Context
Describe the strategic context for your Lean topic.

Workshop/Learning Session Description
Describe the content (no more than 500 words)

Results
Expected results of the session for the attendee: benefits, impact, advantages/disadvantages, lessons learned, key success factors, recommendations, perspectives, sustainability, understanding of transferability, etc.
**Workshop/Learning Session Format**  
Briefly note the format (panel, small group discussion, presentation, simulation, roundtable, world café, etc.) of your workshop/learning session.

**Lean Knowledge-Practice Level & Participant Prerequisites**  
Is this workshop/learning session for Lean beginners, intermediates, advanced? Identify any knowledge or skill prerequisites for participants to be able to benefit from your session. For example, should they have already conducted improvement events, read certain books or articles, or have a certain level of knowledge and experience in Lean?

**Materials, Tools, Publications?**  
Are there any materials related to this session and/or your work that attendees should access beforehand? Keep in mind that if you wish to distribute any materials, you will be responsible for these.

**Audio-Visual Equipment Use**  
The expectation is that you will bring your own laptop with VGA capability or an adapter. A projector (VGA connection), screen, flipcharts & easel, tape, and markers will be provided. The hotel does have Wi-Fi. Please identify any additional audio-visual equipment, such as speakers, that you will need for your presentation, video, etc.. The breakout rooms do not have sound systems; however, we do not anticipate that you will need amplification equipment for yourself.

**Room Layout**  
Describe how you want your room to be set up (theatre, classroom, round tables, U-shape, etc.) and any special arrangements you would need. Be specific. Attach a floor layout drawing if necessary. Keep in mind that classroom style, round tables, etc. take up more room than theatre style and decrease the capacity of the room. We cannot guarantee but will do the best we can to provide the layout you’ve requested.

**Presenter(s): Contact Information**

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* If there are any additional Presenters, please attach the same type of contact information as above for each additional presenter. **Remember to attach a bio and “headshot” photo for each presenter.**
Summit Logistics

**Proposal Submission**

For the proposal to be considered, all sections of the proposal must be completed and must be accompanied by a bio and photo for each proposed presenter. Each bio should not exceed 225 words, and the photo should be a “headshot” in .png or .jpg format.

**Submit the completed proposal electronically to**  –  btc.imp207@gmail.com

All submitters will receive an e-mail acknowledgement of the receipt of their proposed workshop/learning session. Acceptance by the Collaborative’s Summit Planning Team will be based on relevance to the themes of this year’s Summit and to the order of submission, as well as its “fit” within the overall context of the Summit. You may submit more than one proposal.

**Submission Deadline: Friday, 3/15/2019**

The deadline for the submission of these workshop and/or learning session proposals is **the close of the business day Friday, March 15, 2019**.

**Language:**  English

**Summit Learning Sessions & Pre-Summit Workshops**

The Friday Summit Learning Sessions are 75 minutes long.

The Thursday Pre-Summit Workshops are typically one-half or all day long.

Your session can present Lean/continuous improvement concepts and approaches and/or provide your practical/hands-on experience using Lean principles or methods -- at the Beginner, Intermediate, and/or Advanced levels (or useful to all levels). These sessions can be from any private and/or public sector: Health, Manufacturing, Government, Finance, Technology, Services, Construction, Information Technology, Human Resources, Hospitality, Education, Retail, etc.

**Possible topic areas include, but are not limited to the following. A more detailed, descriptive list is available on 2019 Lean Systems Summit.**

- Continuous Improvement/Lean Integration (public:private sector, overlooked fields/sector, etc.)
- Virtual & Millennial Lean:
- Lean Leadership/Management & People Development:
- Lean Essentials: The Concepts, Methods, and/or Tools (Understanding and becoming skilled with CI/Lean tools and methods AND understanding the principles underpinning them. Hands-on, experiential where possible and appropriate.)
- Your Lean Journey (So others can learn from your experience whether successful or not.)
- Lean Development & Administration:
- Other
Your workshop/session design and methodology should keep in mind adult learning principles – that is, they should reflect a learn-and-do experiential approach as much as possible and appropriate. Avoid straight lectures and/or “reading” a slide presentation. In case you will use a slide presentation, a few tips on effective slide presentations are available on request.

*** Do not “market” yourself, your organization, services, products, or any commercial venture during your presentation. Limit this to, at most, a slide at the end of your presentation with your contact information or using hand-outs at the end of the session or distributing business cards. Keep in mind that the lunches and the Thursday networking session are good opportunities for this.

### Registration Costs, Travel, Lodging, and Reimbursement

- **Up to two Presenters do not have to pay a registration fee for the day of their session.** Any additional Presenters will have to register at regular Summit costs.
- **Presenters who also wish to attend the other day of the Summit/Pre-Summit may do so at a special discounted rate.**
- **Each presenter will have to register him/herself for the Summit.** Upon approval of the submitted session, the link and appropriate Promo Code will be provided for use in registration.
- **Reimbursement of Expenses for Hotel only:**
  - As a completely volunteer organization, CILC funds available for reimbursement are, understandably, extremely limited. As a result, the Summit may reimburse, with accompanying invoice and receipt **only** the hotel room lodging cost required for the presentation of the Summit workshop/learning session. Other expenses will **not** be reimbursed (e.g. travel, meals, movies, room service, taxi/Uber, etc.). The hotel does have an airport shuttle.
- **Each presenter is responsible for making his/her own travel and lodging arrangements.**
  - Make your room reservations early directly through the Holiday Inn by the Bay itself and note that you are asking for the Collaborative’s Lean Systems Summit block room rate ($214). (1-800-345-5050 —or— 207-775-2311)
  - The block of rooms at the Summit room rate will fill up quickly, so it is important to reserve your room early. Simply note that you are requesting the Lean Collaborative’s Lean Systems Summit room rate. The special room rate will end July 8, 2019.
  - It is possible that you may be able to get cheaper rates online, even though it is high season.
  - However, keep in mind that any difference over the Summit block rate will not be reimbursed.

### For Information Contact:

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