



## Useful Instructions to Help You in the Abstract Submission Process

1. Create a profile that will allow you to add and edit your abstract submissions. No more than two abstracts accepted from the same person.
2. Select the audience level: Basic (requires little or no experience in the topic); Intermediate (requires moderate experience, Advanced (calls for solid knowledge of the topic) or All Levels.
3. Provide learning objectives: Three to four bullet points describing what other can take back to their facility from your experience such as content, methods, tools and techniques, results noted to date, lessons learned, etc.
4. Select a topic:
  - Lean & Operational Excellence
  - Six Sigma, Big Data, and Data Science
  - Embracing Technologies for Digital Transformation
  - Leadership in the Future of Work, Culture & Training
  - Innovation, Engagement, Environmental Governance
5. Enter the title for your presentation and/or paper: Your title should communicate the program content and capture the reader's interest. **Do not exceed 10 words.**
6. Create an overview of your abstract that represents your talk in a way that drives interest to the attendees. This description is used in the promotional literature and viewed by attendees. **Do not exceed 200 words.**
7. Provide a brief bio for speaker one and/or two: Include name, title, company, location, education, etc.
8. Session time slots: **20 or 30 minutes**  
Combined sessions without a break to form a single 60-minute presentation, are limited to special talks, featured speakers, and panel discussions.

9. Submit abstract by April 1, 2022 or sooner: That's all for now. Notifications of acceptance will start April 11, 2022 and additional information will follow. LSSDS accepted presenters will then have the opportunity submit a paper.

### **Writing a Good Abstract**

Good conference presentations tell a story. They begin by presenting a problem to be solved and making a case for why the information being shared is important to the audience. The speaker then presents the solution through storytelling. An abstract is the same approach but in short form.

Good abstracts should concisely define a problem and briefly outline the story that presents the solution. The brief story outline should be composed in such a way that readers can quickly understand the main points they will take away from the presentation. The goal is to convince the reader why the presentation is worth attending (or even being included in the conference).