**Speaker proposal template**

**Health Quality & Safety Commission**

**Quality Improvement Scientific Symposium 2023**

Deadline for abstract submission is **Friday 10 February 2023**

Please submit this proposal online at: **events@hqsc.govt.nz**

The submission of a completed abstract form does not in any way guarantee the submitter or presenters a speaking slot on the programme. Furthermore, it is not intended to create a legally binding relationship between the presenters and either the Health Quality & Safety Commission.

Please note that all abstracts are peer reviewed by the Health Quality & Safety Commission nominated persons. Sessions are selected to fit with the annual theme of the conference and the content streams that will be presented each year.

Some presentations may be filmed and broadcast during the event and published online by the Health Quality & Safety Commission – by submitting a proposal you agree for your presentation to be filmed and published in this way.

If your presentation is selected, competing interests must be declared both verbally and on a slide at the beginning of the presentation at the Symposium.

Successful presenters will be notified Friday 10 March 2023. Any changes to speakers after acceptance of a presentation for the Symposium must be agreed in writing with the Commission’s Symposium content team. You can send your notification of a change of speaker to Andrea Woollard, events@hqsc.govt.nz

Funding for travel or accommodation is not provided to general programme speakers presenting at the Symposium.

Please read the **Quality improvement scientific symposium abstract submission guidelines** before completing this form.

**If your session is selected, the information in this proposal will be included in the Symposium information**

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| **Title of session** (12 words max)  | Click or tap here to enter text. |
| *If your session is selected, this will be the title listed on our website and event app, consider making it eye-catching and engaging as well as descriptive of what you will be covering to maximize attendance at your session* |
| **Presenter 1**(primary contact) name | Click or tap here to enter text. |
| **Presenter 1** job title and organisation | Click or tap here to enter text. |
| **Presenter 1** email | Click or tap here to enter text. |
| **Presenter 1** contact phone number | Click or tap here to enter text. |
| **Presenter 1** address | Click or tap here to enter text. |
| **Presenter 2** (if required) name: | Click or tap here to enter text. |
| *Please note, only sessions that are 60 mins or longer will be eligible for a second presenter place* |
| **Presenter 2** job title and organisation | Click or tap here to enter text. |
| **Presenter 2** email | Click or tap here to enter text. |
| **Abstract categories for 2023** | **Please select your category**[ ] Seed[ ] Sprout[ ] Plant |
| **Abstract category based on** **Wai2575 principles:** | **Please identify what principle your submission will be related to**[ ] pātuitanga[ ] active protection[ ] options[ ] tino rangatiratanga[ ] equity |
| **Abstract description** (75 words max) *If accepted, this description will appear in the event brochure – make sure to give a clear, concise and engaging description of what you will be covering and why delegates should attend* | Click or tap here to enter text. |

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| **List three learning objectives** | After this session, participants will be able to: 1.Click or tap here to enter text.2.Click or tap here to enter text.3.Click or tap here to enter text. |
| **Preferred presentation style**  | **Please identify what your preference is (please note we cannot guarantee your preference)**[ ] poster/story-board presentation [ ] rapid-fire presentation |
| **Co-creating our programme with patients –** *Please indicate how you have or will involve patients in the design of your presentation' - for the 2023 Scientific symposium we will have a preference for content that has been co-created with patients or designed with the patient perspective incorporated*. | Click or tap here to enter text. |
| **Biography of each presenter***If accepted, this description will appear in the online event programme* (max 100 words each) | Click or tap here to enter text. |
| **Results and evidence to support the information you are presenting***please include any publications, data or supporting evidence which illustrate your outcomes**Note: proposals with clear data and show robust evidence for improvement are more likely to be accepted* | Click or tap here to enter text. |
| **Are you speaking on behalf of an organisation or institution? If so, please state** | Click or tap here to enter text. |