



## SPEAKER RECRUITMENT FORM

The NCARSQA Board of Directors is seeking podium speakers for the 2026 Annual Meeting and Quality College to be held on **November 2-5, 2026, in Frederick, MD**. Speaking is an excellent way to share your individual knowledge with the organization and pass valuable information onto industry professionals. Session/podium presentations will take place November 4-5, 2026 and should be a minimum of **30 minutes and may be up to 90 minutes**, including potential time for questions/discussion.

Key information about this meeting has been provided below for your review. We kindly request that the attached form be completed and returned to [ncarsgabod@gmail.com](mailto:ncarsgabod@gmail.com) by **June 18, 2026**. Should you have any questions/concerns, please reach out at the email address above.

### Key Meeting Details

- Meeting + Quality College Dates: November 2-5, 2026
- Special Event: TBD
- Quality College at NCARSQA (Courses): November 2-3, 2026
- Podium Presentations: November 4-5, 2026
- Meeting Location: Hilton Garden Inn - Frederick, Frederick, MD

### Speaker Incentives and Important Dates

Lunch and snacks provided on scheduled presentation day

SQA RQAP points for presenting and attending!

*Certificate of Attendance presented after the meeting may help count towards continuing education for your employer/resume.*

The speaker recruitment form needs to be submitted to [ncarsgabod@gmail.com](mailto:ncarsgabod@gmail.com) by **June 18, 2026**. If completed, your final presentation may be submitted with this form.

Abstract acceptance emails will be sent out no later than **June 26, 2026**.

Final presentation slide decks must be submitted to [ncarsgabod@gmail.com](mailto:ncarsgabod@gmail.com) by **30 Sep 2026**, if it was not submitted with the completed speaker recruitment form.

*Kind Regards,  
NCARSQA Board of Directors*

## National Capital Area Regional Chapter Society of Quality Assurance

### SPEAKER RECRUITMENT FORM

*Complete and return form by June 18, 2026*

|                     |                              |
|---------------------|------------------------------|
| Speaker(s) Name(s): | List all speakers/presenters |
|---------------------|------------------------------|

|                         |  |
|-------------------------|--|
| Topic to present/Title: |  |
|-------------------------|--|

|                                                                                          |  |
|------------------------------------------------------------------------------------------|--|
| Choose length of time for topic listed above including Q&A (e.g., 30, 60, or 90 min):    |  |
| Would you be willing to present for a different length of time due to abstract comments? |  |

|                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------|--|
| Do you have a preference on the <b>*day and/or time</b> you would like to present (for scheduling purposes)? |  |
|--------------------------------------------------------------------------------------------------------------|--|

*\*NCARSQA will make every effort to accommodate time/day preferences; however, we cannot guarantee slot availability.*

|                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|
| Optional: Brief bios and pictures of all Speakers attached.                                                                 |  |
| Abstract Attached (300-word limit)                                                                                          |  |
| Describe audio and visual needs                                                                                             |  |
| Please indicate if you need any special accommodations to participate fully (e.g., accessible seating, hearing assistance). |  |
| Will handouts be provided?<br><b>If yes, will you need NCARSQA to provide them electronically?</b>                          |  |
| Can the presentation (slide deck) be shared with the attendees after the meeting?                                           |  |
| Please list any additional information that the NCARSQA BoD should be aware of for your presentation/session.               |  |

### Important Speaker Submission Details and Dates

- Speaker recruitment form needs to be submitted to [ncarsqabod@gmail.com](mailto:ncarsqabod@gmail.com) by **June 18, 2026**.
- Abstract acceptance emails will be sent out no later than **June 26, 2026**. Upon speaker acceptance by the NCARSQA BoD, you will receive an email confirmation.
- Final presentation slide decks must be submitted to [ncarsqabod@gmail.com](mailto:ncarsqabod@gmail.com) by **30 Sep 2026**.
- Please submit your presentation in **16.9 (widescreen)** PowerPoint format. No changes or additions to slide decks will be accepted after the submission date listed above.