

QUOTE(S) OF THE MONTH FROM ASQ QUALITY :

"INVEST A FEW MOMENTS IN THINKING; IT WILL PAY GOOD INTEREST." UNKNOWN

**INSIDE THIS ISSUE:**

<b>History of the Chapter</b>	2-5
<b>Letter from the Chair</b>	6
<b>Program</b>	7-8
<b>Meeting log on/registering info</b>	9-10
<b>Senior leadership and contact information</b>	11-12
<b>Message from the nominating committee</b>	13
<b>Request for Speakers / articles</b>	14
<b>My ASQ INFO</b>	15-16
<b>2024 Leadership Meeting</b>	
<b>Training Information</b>	17
<b>Certification Information</b>	
<b>Scholarship Update</b>	18
<b>Upcoming Meeting Schedule</b>	18
<b>Tours</b>	18
<b>Upcoming ASQ events</b>	19-21
<b>Newsletter Chair</b>	

**Paul Suffredin**

**We will be hosting the May General meeting as a Virtual meeting**

**Please REGISTER on our website for the May Meeting: <https://asq-foxvalley.org/meetinginfo.php?id=>**

**Important Notes regarding Registration: It will Close at midnight on Sunday May 5th in order to give section volunteers enough time to prepare.**

**\*Please note: – Attendees will earn RUs. Note: RU letters are issued during on-site meetings and via e-mail, normally the next day for Virtual meetings. If the letter does not arrive the next day. Members should contact us right away and not wait until recertification deadline to request the letters. You must attend a minimum of 50% of the meeting to receive your RU credit.**

The May Senior Leadership meeting as of this printing is scheduled to be on line on May 21st..

Please see the History on our chapter starting on page2.

**Tuesday May 7th 2024 program**

**Please see pages 2&3 information on tonight's speaker.**

Presentation 1



**Section Scholarship Awards**  
 Renee Webb  
 Chair, Section Scholarship Committee

Presentation 2

**Negotiate Like A Pro In Any Business Scenario!**

Lauren Milligan  
 Career Advancement Coach, ResuMAYDAY



Editor note:

Starting on this page is the History of our Chapter .

Thankyou to Mohammad for putting this article to together.

## **Fox Valley Section – History, Accomplishments and Leadership**

**By: Mohammad A. H. Khan**

**Fox Valley Section Member - April 1976 to Present**

### **History**

The American Society for Quality (ASQ) was established on 16 February 1946 in Milwaukee, Wisconsin. Its Fox Valley Section (# 1208) was formed / created in 1957. Per Ralph Haertel, a long-time member of Chicago Section (Section # 1201), Fox Valley Section was sponsored by the Chicago Section and Christopher B. Wyatt was elected Chairman, Alfred F. Zornow, Vice Chairman and Harry E. Jahns, Secretary-Treasurer.

The Fox Valley Section was formed / created to facilitate convenient gathering / assembling / networking for the large number of Quality Professionals living in the suburbs of Chicago, especially the Western, Far Western, Southwestern and Northwestern Suburbs.

Some of the pioneers of the Fox Valley Section were Christopher B. Wyatt, Alfred F. Zornow, Harry E. Jahns, Albert Stoltz, Loren M. Walsh, Ralph E. Wurster, Charles W. Gaw, Joseph E. Archie and Richard A. Maass.

In the past, new ASQ sections were created / formed when a group of dedicated and sincere quality professionals, in an area far away from an established ASQ Sections, needed a section of their own. These quality professionals approached the nearest established ASQ section and asked for their sponsorship. If the established section was willing to sponsor the new section, it would provide seed money and all the necessary

professional help to establish and operate that new section. The sponsoring section monitored the new section and provided the help needed until the new section is self-sufficient. In the past, Fox Valley Section sponsored the Heart of Illinois Section (Section # 1211) and, possibly, the Illiana Section (Section # 1213).

## **Accomplishments**

### **Professional Development:**

Until 2020, when the pandemic forced changes, the Fox Valley Section provided eight (8) monthly face to face professional meetings on various quality related topics from various experts in the field of quality and related professions. These professional meetings normally had two related presentations covering the subject's basics and an in-depth view of the topic. Attendees earned recertification units (RUs). Between the two presentations was an optional dinner for a nominal charge. These monthly meetings provided a chance for attendees to network and socialize before and after the presentations and during dinner. Also, in some months, Fox Valley Section provided Plant Tours of local companies in lieu of a dinner meeting, to observe and provide feedback on their manufacturing processes and quality practices.

During the pandemic, the Fox Valley Section switched to virtual meetings for its eight (8) monthly professional meetings. The Fox Valley Section currently offers a mix of virtual and face-to-face professional meetings and plant tours.

## **Educational Courses:**

Each year Fox Valley Section provides preparatory courses for various ASQ Certifications like CQE, CQA, Six Sigma Belts, CME, and CRE.

Earlier, in the 1970's and 1980's, Fox Valley Section provided eight-week evening courses in various quality related topics like Statistical Process Control, Six Sigma, Black Belt, Geometric Tolerance and Reliability Engineering.

## **Scholarships:**

The Fox Valley Section offers two scholarships each year.

### **1. Richard A. Maass Memorial Scholarship:**

Since its inception in 1990, the section awards the Richard A. Maass Memorial Scholarship annually to a selected candidate (nominee), from the invited, local High School Graduating Seniors and / or from first year of local Community College students, pursuing college education next academic year at an accredited University or Four-Year Degree College. Invitations and Application Requirements for scholarships are mailed to approximately 104 local High Schools and Local Community Colleges every December.

### **2. ASQ Fox Valley Section # 1208 Scholarship:**

Since 2000, the section has awarded the ASQ Fox Valley Section # 1208 Scholarship. This scholarship is awarded to a selected candidate (nominee) from the Children and / or Grand Children of Section # 1208 Active Members who are High School Graduating Seniors and / or from undergraduate College students attending accredited University or Four-Year Degree College or Local Community College.

## **Conferences:**

From 1998 to 2012, when the Northern Illinois Quality Conference (NIQC) ended, the Fox Valley Section and four other, local ASQ sections planned, organized, funded, and staffed the fifteen (15) two or three day NIQC conferences. The four other local sections that participated were Chicago Section (Section # 1201), Heart of Illinois Section (Section # 1211), Illiana Section (Section # 1213) and Northeastern Illinois Section (Section # 1212). The Steering Committee for the conference was formed from the representatives of the five sections. The Steering Committee planned, organized, acquired speakers and instructors for the conference, and executed conference logistics. All fifteen conferences were successful and well received.

## **Leadership**

The successes, accomplishments, and longevity of the Fox Valley Section, since its formation in 1957 to the present, are due to the dedicated, sincere, and hard work of the Section Leadership Committee (SLC). Every year, since 1957, these individuals planned, executed, and monitored the broad and minute details of providing professional development for the quality community. Following is the list of Fox Valley Leadership names provided by ASQ, for recognition. There are many more people whose names are not mentioned in this list who should be recognized and thanked.

Editor note:

I apologize ,I could not include the list of names that Mohammad has put together in this newsletter. I plan to send the names out in the near future.

Letter from the Chair

May 2024

Fox Valley Section 1208 Members,

As we near the end of the school year it's time to recognize our scholarship recipients. The section grants two scholarships each year – the Richard A. Maas Scholarship via the local high schools and a section scholarship to a graduating high school child or grandchild of an active section member. We are excited to introduce our exceptional recipients in the first part of the May 7 meeting. The scholarship recognition will be followed by a presentation by Lauren Milligan on how to Negotiate Like a Pro in Any Business Situation. Life is full of situations where we need to negotiate to reach acceptable results. This is a great opportunity to learn some tips to improve your negotiating outcomes. Come support the scholarship recipients and gain some valuable insight on negotiating.

We also want to recognize one of our section members, Chair-Elect Mike Vella, who gave a recent talk on Introduction to Statistical Decision Making for the ASQ Inspection Division. Missed Mike's talk but still want to check it out? No problem! There is a recording on the Fox Valley Section myASQ site. Look under Member News or in the Library to find the recording. Haven't checked out myASQ yet? Now's the time. Join the "Fox Valley Section" community to join the discussion and access section information.

After a busy spring we'll take a break for the summer, but look for more exciting meeting topics in the Fall. And if you know of anywhere that would do a tour, let us know; we'd love to add that to the schedule!

Hope to see you online at the May meeting.

Dani Hestermann



## Speaker Biography

We are pleased to introduce Lauren Milligan, a career coach, employer, and career instructor at College of DuPage. Her clients come to her for resume development, LinkedIn profile creation, networking and interview skills coaching, crafting a multi-tier job search campaign, and corporate outplacement.

Lauren has worked with thousands of professionals in all stages of career advancement for the past 19 years. Lauren leads a multitude of workshops and presentations throughout the Chicagoland area and has been interviewed by The Washington Post, CNET, Forbes, Fast Company, CNN, and dozens of others. Simply put, when it comes to getting your next job, Lauren knows what you need to do to get there.



Presentation 1

**Section Scholarship Awards**  
Renee Webb  
Chair, Section Scholarship Committee

For more than two decades, the ASQ Fox Valley Section has awarded scholarships to deserving, high performing, college-bound, high-school students. The Scholarship Committee has once again succeeded in this comprehensive search to determine this year's nominees. Renee Webb, Chairman of the Scholarship Committee, will present a brief overview of the selection process and, more importantly, give us a chance to meet the nominees and to hear some excerpts from their essays on *The importance of quality products and/or services to the future of our country*.

Presentation 2

**Negotiate Like A Pro In Any Business Scenario!**  
Lauren Milligan  
Career Advancement Coach, ResuMAYDAY

Whether we realize it or not, in business and in life, we're always negotiating. Because we do it more than we realize, we should know how to do it well, right? This fun and interactive presentation will shed light on the most successful negotiating tactics. Attendees will explore the different types of negotiations, the 3-step process to a negotiation, what to do when problems arise, and when to walk away. Everyone will then put this new information to the test with an effective and challenging, yet friendly role-playing exercise.



# Virtual Member Meeting

## Information

There is no charge for this on-line meeting. Registration is limited to 75 people and a wait list will not be available. Email with a link to the meeting will be sent to all registrants, so it is critical that your registration includes an email address that you check regularly. The system will generate a confirmation message with the meeting link. If you are registered and do not get a confirmation message within 24 hours, please check your spam folder before contacting [help@asq-foxvalley.org](mailto:help@asq-foxvalley.org). If you register a guest, please provide their email address to ensure they receive the link to the event, or forward the message you get to them.

You can test your computer or mobile device in advance at <https://www.webex.com/test->

### Schedule

05:45- 06:00 Test connection and join meeting

06:00-06:30 Scholarships Presentation

06:30 - 07:45 Presentation and Q&A

Please indicate any needs in the answer section of the first question on your registration ticket.

Cost: No charge

**Notes:** Registration closes at end of day (midnight), May 5, the Sunday before the meeting, in order to give section volunteers enough time to prepare. If you do not see the Register Now button, registration has been closed for the meeting. You must be registered to attend the meeting. When registering, please use an email address you check regularly as the meeting link will be mailed to that address. Friends and colleagues are always welcome. If you register a guest, please provide their email address to ensure they receive the link to the event, or forward the message you get to them.

While you will gain benefit from attending even a portion of the meeting, you will need to attend at least half to earn recertification credit.



# Virtual Member Meeting Information

## Join from the meeting link

<https://asq.webex.com/asq/j.php?MTID=m60f882f3e325f84c2040e27b52780d62>

## Join using the meeting number

URL: <https://webex.com> or [asq.webex.com](https://asq.webex.com)

Click *Join meeting*. Enter meeting number: **2553 958 0654** in the *Enter meeting information* field  
Enter the meeting password: **SWbS3erwY36** in the *Enter the meeting password* field and click *OK*. If the meeting bridge has been opened by the coordinator, the *Join meeting* button will not be greyed out and you can click the button to join the meeting. Otherwise you will need to try again later, generally 15 minutes or fewer before the meeting.

## Tap link (mobile device) or copy (mobile or land-line)

[1-877-668-4490,,25539580654###](tel:1-877-668-4490,,25539580654###) Toll-free (US/Canada - attendees only)  
[+1-408-792-6300,,25539580654###](tel:+1-408-792-6300,,25539580654###)

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

## Join from a video system or application

Dial [sip:25539580654@asq.webex.com](tel:sip:25539580654@asq.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to <https://help.webex.com>

# Leadership

To learn more about any officer committee role, click the link in the role title.

## Chair

**Danielle (Dani) Hestermann**

[chair@asq-foxvalley.org](mailto:chair@asq-foxvalley.org)

Oversees the management of the section and presides over Section Leadership Committee meetings.

## Chair-Elect

**Mike Vella**

[chair-elect@asq-foxvalley.org](mailto:chair-elect@asq-foxvalley.org)

Assists the chair in leading the section. The chair-elect generally assumes the role of Chair when the Chair's term ends.

Works with the SLC to develop, implement, manage, and report on the Process Excellence Program (PEP) business plan and budget for the section.

Identifies section award candidates and develops methods to recognize section members and others who have contributed to the section, ASQ, or Quality as a whole.

## Secretary

**Wayne Tollefsen**

[secretary@asq-foxvalley.org](mailto:secretary@asq-foxvalley.org)

Records and maintains all meeting minutes.

Schedules SLC meetings and reserves conference bridge as needed.

## Treasurer

**John Goerner**

[treasurer@asq-foxvalley.org](mailto:treasurer@asq-foxvalley.org)

Oversees section funds. Maintain accurate section financial records. Reports on financial condition of the section at times directed by the bylaws and policies and procedures.

## Arrangements

**Jeff Seyl**

[arrangements@asq-foxvalley.org](mailto:arrangements@asq-foxvalley.org)

Oversees arrangements for all regular meetings of the section and other special programs and conferences as assigned by the Section Leadership Committee (SLC) or other committee chairs.

## Chair-emeritus

**Mohammad Khan**

[chair-emeritus@asq-foxvalley.org](mailto:chair-emeritus@asq-foxvalley.org)

As the most senior member of the Section Leadership committee, advises the SLC chair, leadership committee, and other offices and chairs as requested.

## Education

**Charles Gates**

[education@asq-foxvalley.org](mailto:education@asq-foxvalley.org)

Creates and oversees all education related activities.

## Immediate Past Chair

**Bob Kutter**

[past-chair@asq-foxvalley.org](mailto:past-chair@asq-foxvalley.org)

Assists the incoming chair.

Leads ad-hoc committees as assigned.

## Internet

**Alan Berow**

[internet@asq-foxvalley.org](mailto:internet@asq-foxvalley.org)

Designs, implements, and maintains the structure of the section on-line services within limits set by ASQ and service providers.

Maintains credentials and access control for section's on-line assets

Maintains on-line content as directed.

Trains other SLC members in developing and maintaining content for section's on-line assets, and acts as their backup

## Membership

**Mohammad A. H. Khan**

[membership@asq-foxvalley.org](mailto:membership@asq-foxvalley.org)

Drives section recruitment and retention efforts. Develop and implements plans to maximize membership renewal and encourage interested persons to join ASQ. Upholds Society bylaws, policies and procedures, and section operating agreement.

Newsletter

**Paul Suffredin**

[newsletter@asq-foxvalley.org](mailto:newsletter@asq-foxvalley.org)

Creates and delivers the section newsletter. Establishes and adhere to a publication calendar for the newsletter and share this information with other volunteers who will need to submit content throughout the year.

**Chris Gay**

Nominations

[nominations@asq-foxvalley.org](mailto:nominations@asq-foxvalley.org)

Bob Kutter

Identifies candidates for elected positions, manages the election process, and assists in identifying candidates for committee chairs and members in conformance to the ASQ Section Operating Agreement.

**Open**

Programs

[programs@asq-foxvalley.org](mailto:programs@asq-foxvalley.org)

Chris Gay

Works with the section leadership committee to set goals/metrics to support the section's management process as they relate to soliciting speakers to match topics, and scheduling/planning of programs, events and activities.

Publicity / Social Media

**Craig Heinze**

[social-media@asq-foxvalley.org](mailto:social-media@asq-foxvalley.org)

Promotes ASQ and other quality-related events in value-added media venues. Manages section's social media programs and presence. The goal is to promote awareness and draw new members. This includes scholarship opportunities and recognition, an area typically underutilized by the population at large.

**Renee Webb**

Scholarship

Bob Kutter

[scholarship@asq-foxvalley.org](mailto:scholarship@asq-foxvalley.org)

Mohammad A. H. Khan

**Student Branch Counselor**

**Charles Gates**

[student-branch@asq-foxvalley.org](mailto:student-branch@asq-foxvalley.org)

Facilitates student organizations in the creation and operation of ASQ student branches associated with the section. Voice of student branches to the SLC. Coordinates activities between student branches and the section.

Voice of the Customer

**Thomas Kozlowski**

[voc@asq-foxvalley.org](mailto:voc@asq-foxvalley.org)

Collects and analyzes voice of the customer data to recommend section programs and services.

## ***Pay It Forward or Pay It Back***

*Recently, several Fox Valley section leadership committee chairs and members left the section leadership committee (SLC) due to relocation, health, or family needs. Those positions must be filled by you, our section members, for us to continue to provide programs and services. Without your involvement and support, we risk having to reduce or drop some of our services and offerings.*

*This is the time to pay it forward or pay it back to your peers in the section. Without regard to your unique interests, skills, available time, and experience, you can be a member of the SLC. Some roles are member-facing; others work in the background. The necessary tasks require a few hours a month. If you see an opportunity to help us improve existing services or create new ones, you can in this leadership role. We are depending on you for the future of the chapter.*

*Benefits to you include seeing your ideas become real, learning, networking, working with a great group of people, expanding your resume, and earning recertification units.*

*A current list of committees and officers is on the [leadership page](#). If you would like to learn more or would like to sit in on a (virtual) leadership committee meeting, please contact the , section chair, at [chair@asq-foxvalley.org](mailto:chair@asq-foxvalley.org).*



## Call for Speakers

Our section is actively seeking speakers/presenters for our dinner/meeting programs and we need your help. If you have:

A success story, case study, or new technique in the field of Quality

A failure story with analysis

Practical application and technical implementation of quality tools, methodologies, and techniques

Strategies for building and sustaining a culture of quality

Real applications, real results, and real solutions based on quality principles or theory

.....we want to hear from you!

We are seeking speakers/presenters to share their knowledge and experience in any area of the *Quality Body of Knowledge* (QBOK), including quality principles/tactics, technical topics, standards, real-world case studies, “war stories”, successes/failures, examples/stories, application of tools and hands-on experience. Other topics and subjects could be in the area of personal/professional enrichment and development, insights and subject matter relevance.

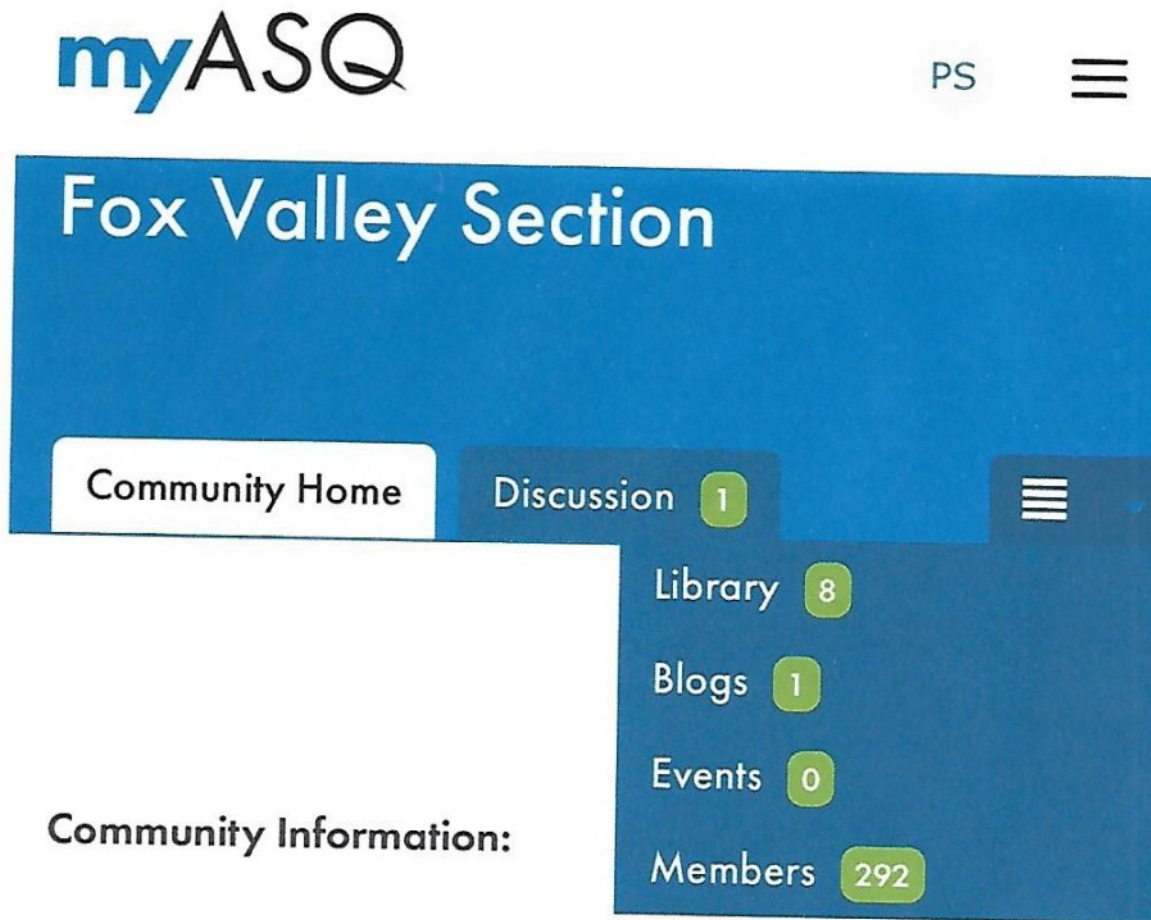
If you are interested, please submit your name, contact information and topic. If you know of a colleague or someone who is a “subject matter expert”, recognized as an industry leader, or has knowledge of a subject/topic our members would be interested in, please submit their name, contact information, and their topic or subject knowledge.

Submit all suggestions via our website, at <http://asq-foxvalley.org/>

We seek articles members may have written for a magazine or journal. If a member is making a presentation at a seminar or conference, we would like to list it. They can be forwarded to : [newsletter@asq-foxvalley.org](mailto:newsletter@asq-foxvalley.org)



Items can be found in the Fox Valley section of “My ASQ” .



Section 1208 includes the western, southwestern, and northwestern suburbs of Chicago, Illinois.

For more information about this section, please visit <https://asq-foxvalley.org>.

To get a glimpse of what our section members are doing to contribute to their geographic and professional communities, visit our [Section Members in the News](#) library.

# Workshops, Certificate Programs, and Certification Prep Web Interactive

## ASQ Fox Valley Section Web Interactive Exam Preparation Courses

This is still the perfect time to receive customized, flexible, and virtual ASQ Training for your next certification! More and more people are getting ASQ certified in the Fox Valley Section! Now may be a great time to invest in your career development with a flexible Prep Course taught by our own Education Chair, Chuck Gates. Chuck brings over 40 years of experience in various quality management roles, and he teaches Quality Management and ASQ Certification courses to several colleges and businesses in Illinois. Reach out to the Education Chair for more details.

**Please review the Training Catalog on our website -<https://www.asq-foxvalley.org> and select the Education tab for more information regarding the schedule of courses and workshops.**

**Web Interactive Courses can be scheduled on flexible dates and times. Participants must purchase the study materials and pay for Certification Exams.**

**The Fox Valley Section of ASQ welcomes you and anyone interested in volunteering their time, to attend one of our Section Leadership Committee (SLC) meetings. It is during these meetings where decisions and updates are managed for the section. All feedback and participation are appreciated. For more information or if interested in attending a meeting, please contact [help@asq-foxvalley.org](mailto:help@asq-foxvalley.org).**

## Fox Valley Leadership page

Currently updating this page and have listed all Senior Leaders and contact information on pages 11&12

Date 2023 6:30pm	Location
May 21	webinar
Aug 20	TBD
Sept 17	
Oct 15	
Nov 19	
Dec 17	



# UPCOMING CERTIFICATION EXAM DATES

Please check exam dates & deadlines carefully as we will not make exceptions for late applications. All deadlines are at 11:59 p.m. US CST on the date specified.

## Computer-Based Testing Dates

ASQ certification examinations are delivered by ASQ's testing partner, Prometric. The examination scheduling instructions in your eligibility letter will direct you to a section of Prometric's website, where you can select and schedule your examination date and location.

### DD-MONTH EXAMS

[CQT](#), [CQI](#), [CRE](#), [CFSQA](#), [CMDA](#), [CMQ/OE](#), [CSSBB](#), [CSSYB](#), [CSQP](#)

Testing Window	Application Deadline
July 1-31 ,2024	June9th,2024
September 1 - 30, 2024	August 11, 2024
November 1 - 30, 2024	October 13, 2024

### EVEN-MONTH EXAMSEVEN-MONTH EXAMS

[CQA](#), [CQE](#), [CQIA](#), [CSQE](#), [CSSGB](#), [CQPA](#), [CCT](#), [CPG](#)

Testing Window	Application Deadline
June1-30,2024	May 12,2024
August 1-31	July7th,2024
October 1 - 31, 2024	September 8, 2024

Contact our Education Chairperson –Charles Gates for training classes. Please review the

Training Catalog on our website -<https://www.asq-foxvalley.org>

[select education tab](#)



## 2024 Future Meeting Dates and Locations

DATE	Location	Speaker	Topic
May 7th	Virtual	Renee Weller /Scholarship committee. Lauren Milligan	Present Scholarship's ResuMayDay Career Advancement Coach
September 5th	TBD	Sean Wetherell Chief Product Officer –Intellect.com	TBD
October 1st	TBD	Mary Erian President -Peak Development Strategies	GenZ –Our next Generation in the work place.
November 7th	TBD	Andrew Niess	History of AI and it's Impact/ Opportunities for Quality Professionals.
December 3	TBD	Mathew Kroll	TBD

### Section Scholarship: The Big Day has arrived.

The Scholarships will be awarded at the May meeting.

Watch the future unfold with these two wonderful winners.

Fox Valley ASQ Section 1208 is looking for opportunities to sponsor Quality Tours

Fox Valley ASQ Section 1208 is looking for opportunities to sponsor Quality Tours. Please contact [help@asq-foxvalley.org](mailto:help@asq-foxvalley.org) for more details and assistance to pursue this opportunity.

**What are we looking for?**

Companies that would like to have 25-30 pairs of Quality eyes visit their operations for networking and dialogue on Quality applications, tactical ideas and new exposure of the great companies in the Fox Valley Area.

**What do we need?**

Fox Valley Section members that can sponsor a tour at their company or business site.

**What is our goal?**

Provide a Quality networking and educational event that is a win-win opportunity for both Fox Valley ASQ Section 1208 membership and companies in the Fox Valley Area.

**What is our target area?**

Most of our section's members work or live between Elgin to the north, Yorkville in the south, Maywood to the east, and Dekalb to the west. We believe we will get the best turnout for a tour in this area.

**What is needed for a tour?**

Tours are most productive when there are Quality contacts working at the company to assist with completing the details. It is best if it is an area that doesn't require extensive safety gear or high security restrictions. New projects, new ventures, new equipment and continuous improvement implementations are great opportunities for Quality feedback and networking exchanges. Early evening tours allow for good participation for our membership who work during the day.

**What is the suggested layout of a tour (actual time frame is determined by the companies needs)**

- 15 minutes introduction with organizational staff.
  - 45 minutes of guided tour through the areas to be reviewed.
  - 30 minutes for snacks and networking.
- 30-60 minutes of questions and dialogue on quality ideas and suggestions.  
Contact [help@asq-foxvalley.org](mailto:help@asq-foxvalley.org) to pursue this opportunity.





ASQ

# WORLD CONFERENCE ON QUALITY & IMPROVEMENT

MAY 12 - 15, 2024 | SAN DIEGO, CA



## CREATE LASTING SOLUTIONS

### MAKING THE BUSINESS CASE TO ATTEND WCQI

**Put your business case in writing. Use this letter and email template to help your boss understand why WCQI is the most valuable conference for you to attend. Customize the letter based on your specific goals and relevant projects. Consider providing a post-conference briefing to your team to share your learnings and demonstrate the value of your attendance.**

## World Conference on Quality & Improvement Suggested letters for approval to attend

Dear [\[Insert Manager's Name\]](#),

community's leading event, WCQI connects professionals at *all* stages of our careers to the processes, technologies, and experts that can deliver

I'm writing to seek your approval to attend the American Society for Quality's (ASQ) [2024 World Conference on Quality & Improvement](#) (WCQI), scheduled for May 12-15 in San Diego, CA.

With more than 70 years as the quality sustainable results for our organizations.

Through WCQI's immersive workshops, expert speaker sessions and Q&As, and case studies, which include basic, intermediate, and advanced levels, attendees will dive into such topic areas as:

### **Transforming Leadership**

Learn how to hire, develop and be part of a strong quality team and communicate the value of quality across your organization. Discover how to leverage quality and quality professionals to prepare organizations to be resilient to the ever-changing environment organizations are tackling now and in the future.

### **Shaping Processes**

Effective processes are critical to the success of any initiative and organizational KPI. Learn how to select the right processes for your organization's goals.

### **Tools and Beacons**

Experts will provide guidance for how to take advantage of the classic tools and be ahead of the curve on the new technologies coming to the market.

Discounted hotel room rates starting at \$259 a night (excluding taxes) are in effect until April 19<sup>th</sup>, or sold out. Factoring in airfare of [\[estimate\]](#), my attendance would cost an estimated [\[total\]](#).

The conference offers significant return on investment – for example, I can see an opportunity to apply what I will learn on [\[describe project or goal here\]](#).

Furthermore, the benefits of fostering a work culture where employees have opportunities to upskill are plentiful. According to [LinkedIn Learning](#), providing these opportunities make employees 3.5 times more likely to believe that their company can help them meet their career goals, contributing to employee retention as well as an energized and engaged workforce. Upskilling is also widely reported to boost employee productivity, according to a [PwC survey](#).

Thanks for considering my request. If able to attend, I'll be sure to share key takeaways, best practices, and tangible ideas to apply what I've learned in order to help our team meet present and future challenges with customized and sustainable quality solutions.

Sincerely,  
[\[Your name\]](#)

**Subject line:** The world's leading quality conference

**Body of email:**

Dear **[Insert Manager's Name]**,

I'm writing to seek your approval to attend the American Society for Quality's (ASQ) [2024 World Conference on Quality & Improvement](#), scheduled for May 12-15 in San Diego, CA.

As described in the attached letter, quality professionals at all career stages have attended this conference for more than 70 years—making it an exceptional opportunity to build connections and to explore the proven processes, technologies, and experts that can deliver sustainable results.

I'm confident my participation will allow me to bring back proven solutions for our unique organizational needs, helping our team meet the challenges of today and tomorrow.

After reviewing the attached letter, please let me know if you have any questions or if we can discuss further.

Thank you for considering my request,  
**[Your name]**