



Where Leaders Meet

PMO Symposium® | 5 – 8 November 2017

Marriott Marquis | Houston, Texas, USA

PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

PMI® PMO Symposium®

05 – 08 November, 2017

The proposal, presentation and all associated materials (hereinafter "Contributed Work") will be completed in the required format, align to all PMI-provided templates, meet all deadlines as provided, and be ready for presentation at the PMO Symposium® as scheduled by PMI. PMI reserves the right to cancel, at any time, Contributed Works if all conditions herein stated and subsequently provided to the author through normal means of correspondence are not met. Failure to provide any requested session deliverables within the deadlines may preclude your consideration for this and future PMI's events.

1. **A complete presentation submission** please see presentation proposal template for required field
2. **Acceptance to be a Presenter:** by accepting the opportunity to speak at the PMO Symposium, presenters agree to the following:
 - a. Submit draft slide presentation with executive summary and speaker notes no later than **Tuesday, 15 August 2017**
 - b. Submit final draft of presentation with final executive summary and speaker notes **Wednesday, 13 September 2017**
 - c. Should changes be required to the final presentation, the Lead Presenter will notify PMI with changes and obtain approval prior to presenting.
 - d. Participate in Symposium Speaker Webinar(s) which provide effective ways and helpful hints in preparing and delivering an engaging presentation to the target audience at PMO Symposium. It is strongly recommended for new presenters to participate. Dates and times of these events will be communicated to all approved speakers.
 - e. Speakers are expected to arrive in the event city and check-in as a speaker on **Sunday 05, November**
3. **Materials and Equipment:**
 - a. PMO Symposium meeting rooms will be set up with the following:
 - (1) meeting room laptop
 - (1) LCD projector
 - (1) screen
 - speaker microphones on head table
 - (1) wireless lavalier
 - (1) flipchart
 - Theater seating (please keep this in mind when developing activities as the chairs cannot be moved)
 - (1) standing microphone for audience participation
 - b. Internet connectivity may not be reliable in all meeting rooms. Presentations should not be internet dependent.
 - c. Presenters are responsible for handouts, survey tools or any supporting material not outlined above.
4. **Authorization to use Presentation Materials:**

- a. The presenter and co-presenters agree to: Author(s) represents and warrants that either he/she
 - i. is the sole author of the Contributed Work, now owns all rights in it granted hereunder, free of liens or encumbrances and has full power to execute this Agreement
 - ii. or the work is a work for hire and he/she is the sole author of the Contributed work and the employer has granted permission for its use and has granted permission to execute this agreement.
 - b. Author will obtain any permission or clearance required for the subject matter of the Contributed Work by their employer or any other organization or individual prior to submitting the Contributed Work.
 - c. Author represents and warrants that, with the exception of PMI and PMI Component events, the Contributed Work has not been published or presented publicly prior to the date of the PMO Symposium or that the work is in the public domain. Author further represent that the Contributed Work is original, and does not infringe the statutory copyright or common law literary rights of others, or violate the rights of privacy or libel other persons. If the Contributed Work contains copyrighted material owned by a third party, the Author agrees to obtain written permission from the copyright owner to use the copyrighted material in the Contributed Work and shall promptly deliver such written permission to PMI.
 - d. PMI reserves the right to reject presentations concerning PMI products or services that are under development unless the presenter is a current active member of that project's "leadership" team (e.g. guidance, core, etc.) and the content of their paper or presentation has been approved by the relevant PMI Program Director. This policy applies to products or services under development in the areas including, but not limited to, standards, certification and research. This policy does not apply to products or services that are currently available in the market place.
 - e. Author agrees to indemnify and hold harmless PMI, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorney's fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the published paper or its presentation.
 - f. Author hereby grants PMI, its affiliates and subsidiaries, a non-exclusive license to reproduce, adapt, distribute, perform, and display the slide presentation and corresponding paper in any form or medium whatsoever; as well as the right to license others to do so. A copy of this slide presentation will be available for download by registered PMO Symposium participants for a limited time. Author retains the right to use all or part of the paper submitted in future works of his own.
 - g. Author will prepare the Contributed Work and s/he, or designee, will present the Contributed Work at the PMI PMO Symposium.
- 5. Compensation:**
- a. PMI will give the primary Author/Presenter a complimentary full-event registration and hotel lodging for checking-in on 05 November and checking-out on the 08 November.
 - b. PMI does not cover the cost of any travel or additional expenses, or any pre- or post-symposium events.
 - c. Any co-presenter will be responsible for his/her registration, hotel and travel.
 - d. If the presentation is cancelled for any reason, complimentary and hotel registrations will be cancelled. The presenter will be responsible for submitting the appropriate registration fees in order to attend the event.
- 6. Scheduling and Substitutions:**
- a. PMI reserves the right to assign presentation date and times to best fit requirements of the event.
 - b. Requests to alter date/time assignments will not be accepted.
 - c. Presenters must be available to present at the date and time assigned by PMI and notify Symposium personnel if they will be available for each presentation day should a schedule change or additional presentation(s) be requested.
 - d. An individual who cannot appear may provide, with the approval of PMI, a designated substitute. In the event anyone other than the originally scheduled author/presenter presents the Contributed Work at the Symposium, that person shall be bound by all conditions stated herein. In such case, a notification of this substitution must be made in writing to the Symposium Planner and such substitution is subject to PMI

approval.

- e. PMI cannot guarantee that Symposium materials (print or electronic) will include the name or details for substitutions made within 4 weeks of the event. Photography and Videography: Author/Presenter hereby grants PMI permission to photograph me and/or videotape my presentation and/or use my likeness in photography/video (in any format or technology now existing or which may be developed in the future) and to use, re-use such photography/video in its publications, videos, and promotional materials, on its website, or in any other manner at any time and in any medium whatsoever. I acknowledge that my name may be used in connection with the use of such photography/video. I also acknowledge that PMI will own copyright and all other proprietary rights in such photography/video in perpetuity. In consideration of PMI's agreement to use my likeness, I waive any right to compensation for such use and any and all claims, damages, liabilities, costs, or expenses relating to PMI's use of such photography/video. PMI reserves the right to decline to use such photography/video, in its discretion.

7. Communications:

- a. Author/Presenter agrees to visit www.PMOSymposium.org periodically for news, updates and special notices for presenters and keep Symposium personnel apprised of any changes in contact information. All presenters will be responsible for the information provided to them via this site.
- b. All speaker correspondence should be sent to PMOsym@pmi.org

- 8. Cancellations:** PMI reserves the right to modify or cancel the PMO Symposium, if, in its sole discretion, circumstances warrant such action.

- 9. Self-promotion** - Speakers shall not use PMI's events as a vehicle to promote non-PMI services, products, or educational programs. This includes the sale or advertising of non-PMI books, audio or videotapes, CDs, or software by the speaker or his/her agent. If approached privately, speakers may share their contact information. PMI reserves the right to promote its programs, products, and services during webinars. It is agreed that PMI may exercise this right at its discretion.

By submitting a presentation proposal for PMI® PMO Symposium 2017, you agree (and attest on behalf of your co presenters, if any) to the above terms and conditions.