



PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

PMI® EMEA Congress | 13-15 May 2018 | Dublin, Ireland

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 PMI® EMEA Congress 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/presenter through normal means of correspondence are not met. Failure to provide any requested deliverables within the deadlines may preclude your consideration for this and future Congresses.

1. Acceptance as a Congress Presenter

By accepting the opportunity to speak at PMI® EMEA Congress, Presenter(s) agree to the following:

- Registration – Presenter(s) must be registered and settled in advance of programme agenda confirmed in order to be eligible to present. Registration includes payment (if any) and associated taxes (i.e., VAT) that may apply. **(10 weeks)**

Unlike previous years, Presenters will not be required to provide a white paper. An emphasis will be placed on the actual preparation of the speaker presentation versus efforts in delivering a white paper.

- Submit draft outline of presentation and script (storyboard), no later than **13 weeks prior** to Congress
- Submit draft PowerPoint presentation with references and participate in virtual practice/coaching with a member of Toastmasters International, no later than **6 weeks prior** to Congress
- Submit final PowerPoint presentation no later than **4 weeks prior** to Congress

Detailed instructions and guidance will be provided to guide Presenters in the development of their presentation.

- Presenters are expected to arrive in event city and check-in as a speaker at least one (1) day prior to the scheduled presentation date. Individuals failing to appear without at least 48 hours' notice may be suspended from presenting at future PMI Live Events. Any and all decisions by PMI are final.
- Congress sessions are evaluated by registered attendees and audited by PMI staff. Evaluation feedback and data collected will be used for future Congress development purposes.
- Additional presentation-based deliverables, not listed above, may be assigned upon or after the proposal has been accepted. PMI will notify Presenter of the change.

2. Materials and Equipment:

- a. Meetings rooms will be set up with the following:
 - (1) laptop (Windows-based) with audio sound (Presenters may not use their own equipment in meeting rooms)
 - (1) LCD projector
 - (1) screen
 - Appropriate speaker microphones on head table
 - (1) wireless lavalier
 - (1) flipchart
 - (1) wireless microphone for audience participation
 - (1) wireless mouse
 - Theater seating
- b. Internet connectivity is not available. Presentations should not be internet dependent.
- c. Presenters are responsible for handouts, survey tools or any supporting material not outlined above.

3. Authorization to use Presentation Materials:

- a. The presenter and co-presenters agree to: Author/Presenter(s) represents and warrants that either (1) he/she (a) is the sole author of the Contributed Work, (b) now owns all rights in it granted hereunder, free of liens or encumbrances, and (c) has full power to execute this Agreement, or (2) the work is a work for hire and (a) he/she is the sole author of the Contributed work, (b) the employer has granted permission for its use, and (c) the organization has granted permission to execute this agreement.
- b. Author/Presenter 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. Author/Presenter represents and warrants that, with the exception of PMI and PMI Component events, (1) the Contributed Work has not been published or presented publicly prior to the date of the Congress, or (2) that the work is in the public domain. Author/Presenter further represents 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/Presenter 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.
- c. 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 the presentation has been approved by the relevant PMI GHQ 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.
- d. Author/Presenter 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.
- e. Author/Presenter hereby grants PMI, its affiliates and subsidiaries, a non-exclusive license to reproduce, adapt, distribute, perform, and display the slide presentation 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 Congress participants for a limited time. Author/Presenter retains the right to use all or part of the paper submitted in future works of his/her own.
- f. Author/Presenter will prepare the Contributed Work and s/he, or designee, will present the Contributed Work at the PMI EMEA Congress.

4. Compensation:

- a. PMI will give the Lead Author/Presenter a complimentary full-event registration.
- b. Up to two co-presenters' originally listed on your submission will receive a 33% discount on the early bird registration fee (member or non-member rate). VAT taxes may apply based on local policies and are the responsibility of the purchaser. The fee must be settled in advance of the event in order to be eligible to present.
- c. PMI does not cover the cost of any travel or hotel expenses, or any pre- or post-conference events.
- d. If the presentation is cancelled for any reason, complimentary or discounted registrations will be cancelled. The presenter will be responsible for submitting the appropriate registration fees in order to attend the event.

5. Scheduling and Substitutions:

- a. PMI reserves the right to assign presentation date and times to best fit requirements of the event. Requests to alter date/time assignments will not be accepted.
- b. Presenters must be available to present at the date and time assigned by PMI and notify PMI personnel if they will be available for each presentation day should a schedule change or additional presentation(s) be requested.

- c. An individual who cannot appear is expected to 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 event, 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 PMI EMEA Congress Team and such substitution is subject to PMI approval.
 - d. PMI cannot guarantee that event materials (print or electronic) will include the name or details for substitutions made within four (4) weeks of the event.
 - e. 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.
6. **Communications:**
- a. In addition to pre-event Program Development Webinar(s), Author/Presenter agrees to visit the online Speaker Toolkit periodically for news, updates and special notices for presenters and keep Congress 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 event.speakers@pmi.org
7. **Cancellations:** PMI reserves the right to modify or cancel the Congress, if, in its sole discretion, circumstances warrant such action.
8. **Use of PMI Logos:** Author/Presenter may only use approved logos to promote their presence at the Congress. Within five (5) days of the conclusion of their presentation, all logos related to the Congress must be removed from Author/Presenter's social media, websites and email. Other than the approved logos for the Congress, Author/Presenter is prohibited from using PMI marks or any names, marks, or other materials on their social media, websites and email in a manner that is likely to cause confusion or dilute or damage the reputation or image of PMI. Author/Presenter agrees not to alter any PMI mark in any manner to make it appear that PMI is endorsing, sponsoring, authorizing or affiliated with the Author/Presenter, or any third party, except as expressly permitted in writing by PMI. Additionally, Author/Presenter agrees to adhere to terms of PMI's [Trademark Usage Guidelines](#).

Submission Title: _____

Lead Presenter name: _____

All communications will be sent to lead presenter. It is the responsibility of the lead presenter to forward information to co-presenters.

☐ I understand

Co-presenter (1) name (if applicable): _____

Co-presenter (2) name (if applicable): _____

By submitting a presentation proposal for PMI® EMEA Congress 2019, you agree (and attest on behalf of your co presenters, if any) to the above terms and conditions.

Lead Presenter Signature: _____

Date: _____