

A nighttime photograph of a city skyline, likely Chicago, with several skyscrapers illuminated. In the foreground, a highway bridge is visible with long-exposure light trails from cars, creating streaks of red and white light. The sky is a deep blue.

PMI® Global Conference 2018  
#PMICON18

PMI Global Conference Presenters  
*What to Know Before You Go*




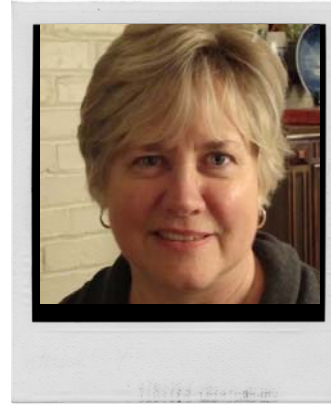
# The PMI Global Conference Team



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## Preparing for Global Conference 2018

# Your PowerPoint Presentation

- All final presentations and supplemental items (videos, handouts, etc.) were due Friday, 7 September
- Presenters should bring a USB with their presentation file(s) (PPT, video, handout) to Los Angeles.
- Edits should be kept to a minimum!
- Presenter view is not available on the meeting room laptop. Print out your notes before your session.
- No printer is available for printout handouts, etc.

# Utilize Social Media



Follow [@PMIevents](#) and tweet about your upcoming presentation! [#PMICON18](#)

#PMICON18

Barbara Trautlein Retweeted



PMI

@PMInstitute

#PMIcon18 session preview: @btrautlein will give you effective tips for managing stakeholders at TWO sessions  
[ow.ly/KOSh30lwX9e](#) #pmot  
[ow.ly/8rQq30lwX9f](#)

YouTube @YouTube



Aug 29, 2018



KJK

@kjkoch

PMInstitute: Kevin Wozniak covers managing stakeholders using different combinations of direct, dotted line, and

## Event App Now Available



[www.pmi.org/pmieventsapp](http://www.pmi.org/pmieventsapp)



**Username:** email address

- Create a personal agenda
- Connect with Conference Participants
- Create awareness about your upcoming presentation
- Connect with Exhibitors
- Session Evaluation Tool

## Evaluate this Session!

Provide your feedback via the event mobile app by completing a brief evaluation!

If you bookmarked/added this session to your **Personal Agenda**... a link to the survey is now in your activity feed! Tap the post to get started.

Or, **to access the survey:**

- Select Agenda
- Select session
- Tap **Take Survey** at the bottom of the screen.



## Evaluation Questions

- Overall, please rate this session
- Was the title and description of this session accurate, and did it match the presentation delivered?
- Did the session meet its stated learning objectives that are listed in the mobile app?
- Will you be able to apply the learnings from this presentation to your job?
- Was the presenter(s) engaging?

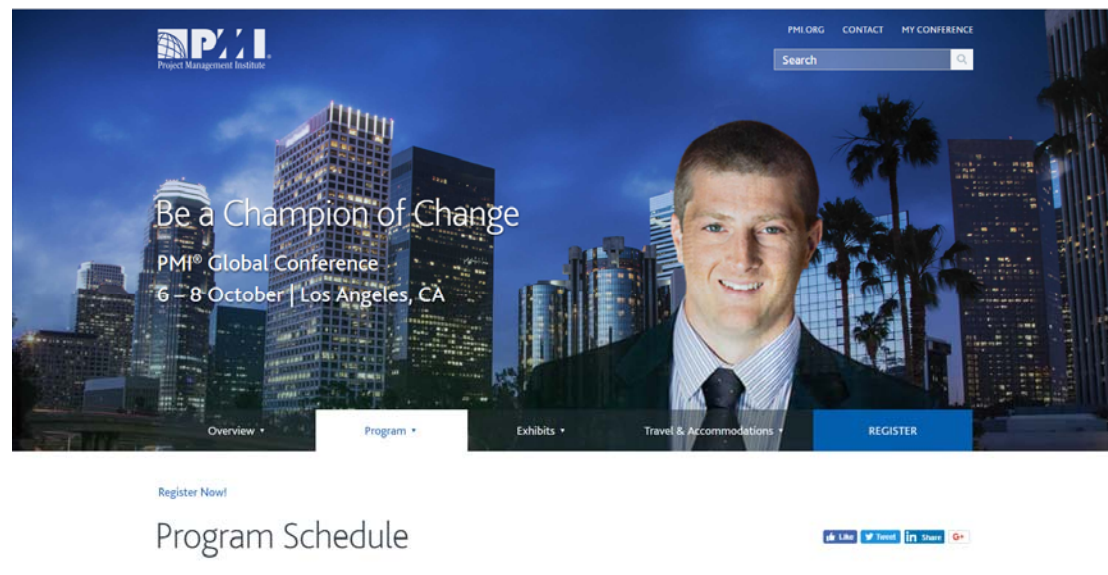


## PMI Volunteers

- Each breakout room will have a PMI Chapter volunteer assigned to it. The primary purpose is to introduce you to your audience, serve as monitors, and assist as needed with timekeeping, Q&A, etc.

# MY CONFERENCE Page

[www.pmi.org/global-conference](http://www.pmi.org/global-conference)





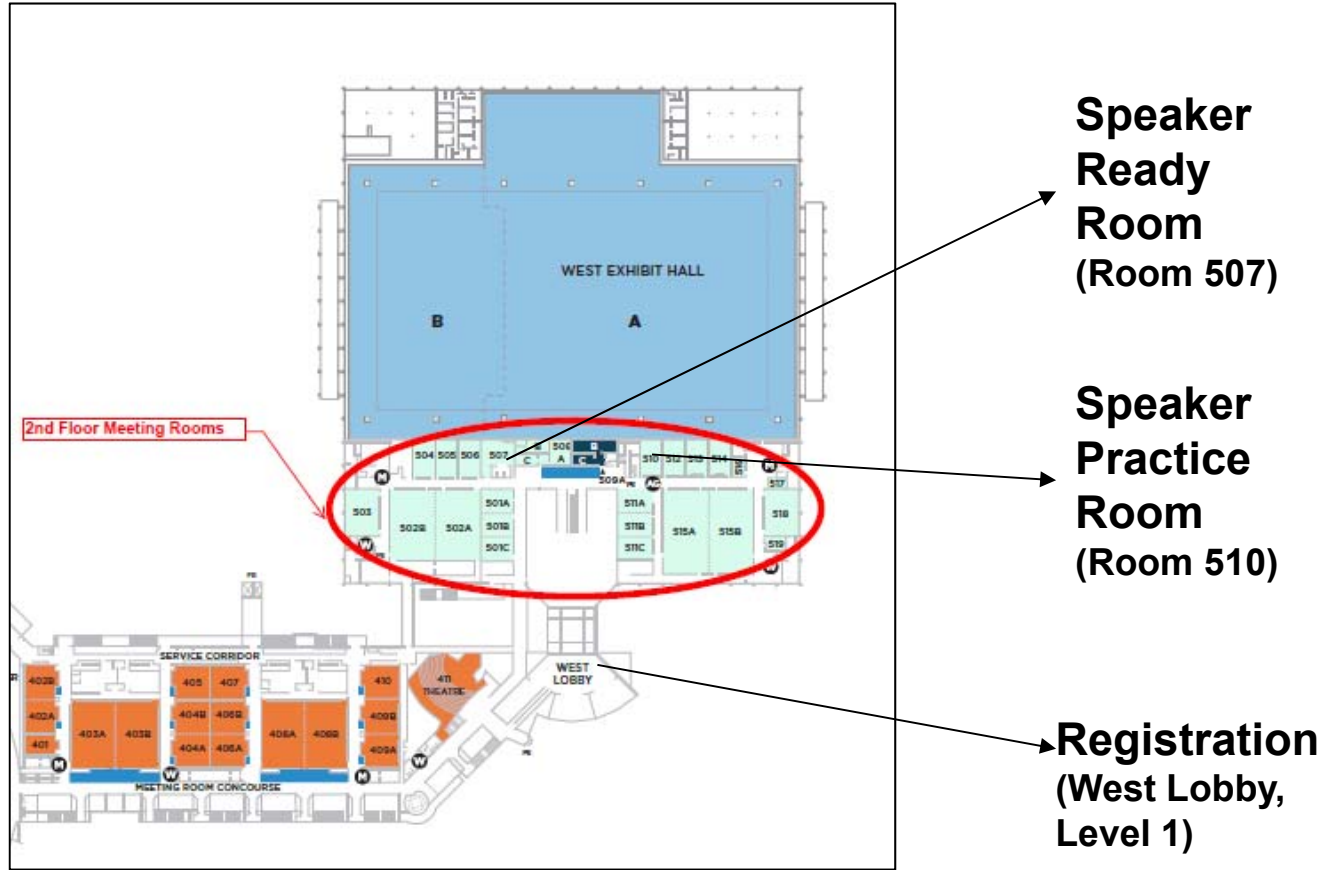
## WHAT TO EXPECT WHEN YOU ARRIVE IN LOS ANGELES

## Location

All activities related to Global Conference (*unless otherwise noted*) will be held at:

Los Angeles Convention Center (West Hall)  
1201 S. Figueroa Street  
Los Angeles, CA 90015

# Floorplan



## Speaker Registration – West Lobby, Level 1

- All speakers should check in at **Speaker Registration** in the West Lobby, Level 1 at least one day in advance of presenting.
- You have been registered, and your registration provides access to all sessions scheduled Saturday-Monday, lunches (Sat-Mon), and the Exhibit Hall.
- A separate registration and payment is necessary for the Professional Awards Gala on Saturday evening and to SeminarsWorld.

## Speaker Ready Room

- The **Speaker Ready Room** is located on Room 507, Level 2. You will be asked to confirm your final presentation that we have on file for you. This is the presentation that will be displayed in your meeting room during your session, so it is essential that you verify we have the correct final version.



## Speaker Ready Room (cont'd)

- If you have any changes to the final version you previously uploaded, please bring it to the **Speaker Ready Room at least 24 hours in advance of your session.**
  - You will NOT be able to use a USB in your assigned meeting room.
- Presentation notes will not be viewable in the meeting room laptop. You are encouraged to print any notes prior to your arrival for your reference during your presentation.



## Speaker Practice Room / Toastmaster Coaching

- Located in Room 510, Level 2.
- Onsite coaching with a Toastmaster (reservations were to be made by 21 September).
- Practice your presentation: You may reserve this room, based on availability, to practice your presentation alone. Stop by Speaker Registration to reserve the room.

## Speaker Registration Hours

- Friday, 5 October, 8:00 a.m. – 5:00 p.m.
- Saturday, 6 October, 7:00 a.m. – 7:30 p.m.
- Sunday, 7 October, 8:00 a.m. – 6:00 p.m.
- Monday, 8 October, 7:30 a.m. – 4:00 p.m.

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- Sunday, 7 October | 8:00 a.m. – 6:00 p.m.
- Monday, 8 October | 7:30 a.m. – 2:30 p.m.

# Meeting Room Set Up

(1) Laptop (Windows based) with audio sound (presenters may **not** use their own equipment in meeting room)

(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

## Helpful Hints for a Successful Presentation

- Arrive at least 20 minutes prior to your session start time
  - Check your presentation on the meeting room laptop
  - Check the microphone
- A PMI Volunteer will check in with you to assist and introduce you to the Participants
- Be sure to start and end your session on time
- Turn your mobile device to mute and encourage Participants to do the same!

## Helpful Hints for a Successful Presentation (Cont'd)

- Be sure to project your voice and speak clearly while at the microphone
- Encourage participant interaction by asking them to use the microphone
- Be sure to repeat a question before answering so everyone can hear the question
- Anticipate questions that may be asked. This simple exercise will help jump-start a question and answer period.

# FINAL REMINDERS/THINGS TO PACK

## Reminders / Things to pack

- Download the event mobile app!
- Use social media to generate some buzz around your presentation.
- Conference attire is business casual. Be sure to wear comfortable shoes too.
- Meeting rooms can get cold, so bring a sweater.



## Reminders / Things to pack (cont'd)

- Plenty of business cards to network.
- Chargers and adapters for your cell phone,
- USB with your presentation materials.

## Onsite Support

- There will be plenty of PMI staff on hand to support you – from the Speaker Ready Room to your meeting room.



# Questions?



Thank you for your time today and for being a part  
PMI Global Conference Program!

You may contact us at:  
[event.speakers@pmi.org](mailto:event.speakers@pmi.org)

See you soon!

