



# **EMEA Congress 2019**

## ***Your Role as a Presenter***

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# Learning Objectives

At the conclusion of this webinar, EMEA Congress Presenters will be able to:

- Explain the Role of a Lead Presenter
- Describe the EMEA Congress Audience
- Identify the EMEA Congress Programme Timeline
- Explain the EMEA Congress Programme Development Process

# Agenda

- Event Name and Target Audience
- Role of the Lead Presenter
- Development Timeline
- Hotel, Travel & Visa
- Presenter's Platform & Speaker Toolkit
- Presenter Acknowledgement and Acceptance of Standard Conditions Agreement
- Presentation Development and Delivery Program



*Our Programme Theme:*

**“Innovation Made  
Possible by a Project  
Manager”**

13-15 May 2019  
Dublin, Ireland

Celebrating PMI's  
50<sup>th</sup> Anniversary!



# Who attends PMI EMEA Congress?

## Organisations that Attended EMEA Congress in 2018 include:

Adobe	Google
Bayer AG	HSBC Bank
Boeing	Intel
Blizzard Entertainment	Microsoft
Caterpillar	National Wildlife Federation
Cisco Systems	Prometric
Deloitte	Roche
Ericsson	Saudi Electric Company
Facebook	Siemens
GE Power	Tetra Pak
GlaxoSmithKline	Tupperware

## Top 10 Industries Represented

IT	15%
Consulting	14%
Financial Services	9%
Energy	8%
(Other)	7%
Telecom	6%
Pharma	6%
Healthcare	4%
Manufacturing	4%
Government	3%

## Top 10 Work Titles (self-identified)

Project Manager	18%
Senior Project Manager	11%
Director of Project Management	6%
PMO Manager	6%
Project Management Consultant	5%
Chief Executive Officer (CEO)	5%
Portfolio Manager	3%
Project Lead	3%
Lead Project Manager	2%
Project Coordinator	2%



## Regions Represented

Africa	3%
Asia Pacific	3%
Europe	71%
Latin America	2%
Middle East	13%
North America	9%

## Ages Represented

70+	<1%	29 - 35	12%
55 - 69	11%	25 - 28	2%
45 - 54	27%	18 - 24	1%
36 - 44	25%	Note: 21% of participants declined to respond	

# Your Role as the Lead Presenter

- The Lead Presenter will be the point of contact for the session.
- Lead Presenters are tasked with ensuring that co-presenters are informed of requirements, timelines and deliverables.

*Your Leadership as the Lead Presenter will ensure that all presenters will experience a quality EMEA Congress.*

# Feedback from EMEA Congress 2018

- Better match between session title / description and content.
- Some presentations did not contain anything new or have concrete advice.
- It was too theoretical and hardly addressed practical experience.
- Not well structured. Too much small writing on the slides. Few practical examples.

## More Feedback ...

- Practical tips that can be applied right away.
- Real examples from a practitioner with valuable experience.
- Topic with relevance for my work; very good and professional presentation; topic explained based on research results.
- Excellent, engaging speaker who broke down the problem area and made it easy to understand.
- Inspiring and out of the box thinking. Provided tools to implement.



# EMEA Congress

## Programming Milestones

*\*subject to change*

- 3 December | Confirm participation.
- 19 December | Confirmation of Final Session Details
- 10 January – 12 February | Presentation Storyboard Drafting. \*\*more details to come
- 25 January | Registration Confirmation Email
- 12 February | Presentation Storyboards Due
- 12 February – 1 April | Live Virtual Presentation \*\*more details to come
- 15 April | Final Presentation Due \*\*more details to come
- 1 May | Live Webinar: *What to Expect Onsite* \*\*more details to come
- 13-15 May | PMI EMEA Congress, Dublin, Ireland

# Hotel, Travel & Visa

Innovation Made Possible by a Project Manager

PMI® EMEA Congress 2019  
13-15 May | Dublin, Ireland

Overview ▾

Programme ▾

Exhibits ▾

Travel ▾

REGISTER

Calling all Champions of Change!

## Hotels and Transportation



Suggested Hotels in the Area

To visit the PMI® EMEA Congress 2019 webpage, go to <https://www.pmi.org/emea-congress>

# EMEA Congress Presenter's Platform



## PMI® EMEA Congress 2019 13-15 May | Dublin, Ireland

Welcome to the PMI EMEA Congress 2019 Presentation Platform. This site will be used to manage your submission record throughout the program development process.

*\*\*\*Helpful hint! This site works best while using Google Chrome.\*\*\**

# Speaker Toolkit



**PMI® EMEA Congress 2019**  
13-15 May | Dublin, Ireland

PMI®  
Project Management Institute

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<b>QUICK LINKS</b>	Important Dates	Audience	Bookstore	Hotel & Travel	Meeting Room	Registration	Presentation Development & Delivery Programme	PowerPoint Presentation & References	Social Media	Webinars	Resources
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*Page last updated 30 July 2018.*

## PMI® EMEA Congress Speaker Toolkit

Welcome Congress presenters! This page will provide you with up-to-date information related to your participation as a presenter at PMI® EMEA Congress 2019, 13-15 May, in Dublin, Ireland. We encourage all presenters to check back often for helpful tips and updates to ensure a successful experience.

**Questions?** Contact [event.speakers@pmi.org](mailto:event.speakers@pmi.org).

# Presenter Acknowledgement and Acceptance of Standard Conditions Agreement

- Responsibilities as a Presenter
- Materials and Equipment
- Authorization to use Presentation Materials
- Copyright
- Proprietary Information Policy
- Conflict of Interest and Personal/Business Promotion



## 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.



# PMI Policy Regarding Proprietary Information

- Content is tailored to a global audience
- Has not been presented or published in another forum including PMI or projectmanagement.com
- Content may be published after EMEA Congress

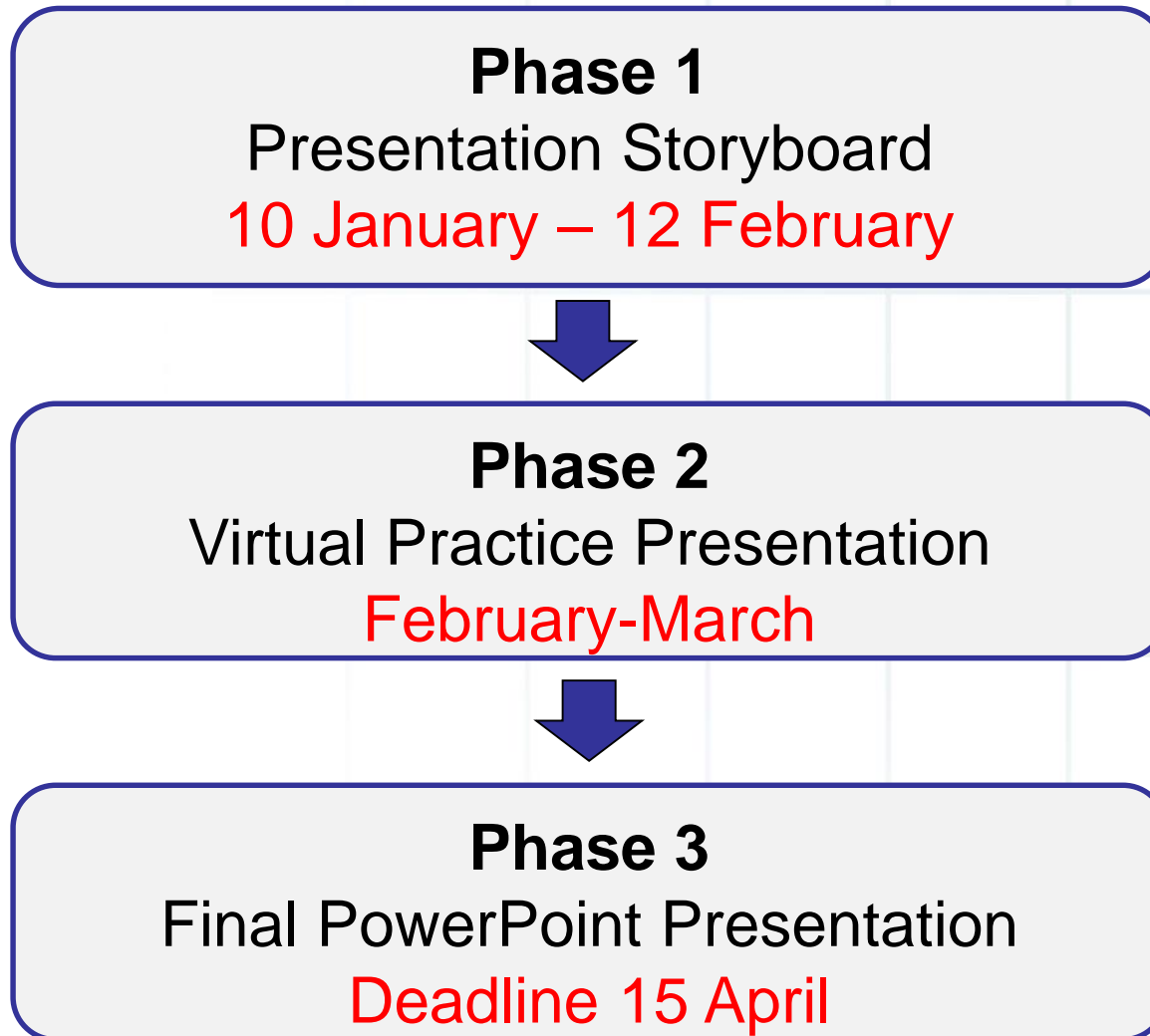
## 3. Authorization to use Presentation Materials:

- 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 Conference, or (2) that the work is in the public domain. Author/Presenter 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/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 Conference 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 Conference.

# Conflict of Interest and Personal / Business Promotion Policies

- Presenters are to refrain from promoting services or products from the podium.
- If you are interested in promoting a book, please visit the Speaker's Toolkit regarding the onsite PMI bookstore.

# Presentation Development and Delivery Program





# THANK YOU!



**ANY QUESTIONS? CONTACT US AT**  
***EVENT.SPEAKERS@PMI.ORG***