



PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

**PMI® Leadership Institute Meeting 2019—North America
3-5 October 2019 | Philadelphia, Pennsylvania, USA**

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® Leadership Institute Meeting 2019—North America** 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 deliverables within the deadlines may preclude your consideration for this and future LIMs.

Acceptance as a LIM Presenter:

By accepting the opportunity to speak at the PMI® Leadership Institute Meeting 2019—North America, presenter(s) agree to the following:

- **Registration** – presenter(s) must be registered in advance of the confirmed program agenda in order to be eligible to present. Registration includes payment (if any) and associated taxes (ie: VAT) that may apply. Confirmed LIM speakers will receive one complimentary registration to the LIM.
- **Draft Presentation** – presenters must submit their draft presentation no later than **12 weeks prior** to the LIM. The draft presentation will be reviewed by PMI's team, and any suggestions for edits or additions will be provided to speaker.
- **Final Presentation** – presenters must submit the final presentation (addressing all changes) no later than **4 weeks** prior to the LIM.
- **Onsite Arrival** – presenters are expected to arrive in event city and check-in as a speaker at least one 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.
- **Evaluations** – LIM sessions are evaluated by registered attendees and audited by PMI staff. Evaluation feedback and data collected will be used for future LIM development purposes.

Materials and Equipment:

a. Meetings rooms will be set up with the following:

- (1) laptop with audio sound (presenters may not use their own equipment in meeting rooms)
- (1) LCD projector
- (1) screen
- Speaker microphones on head table
- (1) wireless lavalier
- (1) flipchart
- (1) wireless microphone for audience participation
- Banquet (rounds) seating – unless otherwise indicated to speaker upon confirmation

b. Internet connectivity may not be available. Presentations should not be internet dependent.

c. Presenters are responsible for handouts, survey tools or any supporting material not outlined above.

Terms:

- The program will be held from 3-5 October 2019 in Philadelphia, Pennsylvania, USA.
- The speaker is responsible for bringing handouts needed to support his/her presentation. All handouts to include First Name, Last Name, Session Title and Session Date. Speaker is to submit all handouts along with final presentation.
- The speaker will use the standard presentation template when creating his/her presentation (provided by PMI). In addition, the standard template, along with other key information, will be accessible via the Speaker Resources web page (web page to be made available to all speakers several weeks before the LIM). If final presentation is too large to send via email, speaker is to contact Leadership.Institute@pmi.org.
- The speaker allows PMI to post their presentation and any supporting handouts on PMI Learn and other PMI leadership community sites. Presentations are posted to PMI Learn by close of business within 7 days post-event.
- At no time during the duration of the session will instructors use PMI's Leadership Institute Meeting (LIM) 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 instructor or his/her agent. If approached privately, speakers may share their business cards. PMI reserves the right to promote its programs, products, and services. It is agreed that PMI may exercise this right at its discretion. Also, the speaker will not publicly market or promote his/her LIM session to other chapter leaders.

- A webinar will be scheduled in advance of the meeting. This webinar will provide a platform for speakers to network in advance, ask questions and gather all information required to support successful delivery on site. **Please note:** Participation is required for new LIM presenters, and is highly recommended for returning LIM presenters. More information and an official Webinar invitation to follow as the meeting gets closer. In addition, a summary of the webinar will be distributed to all speakers afterwards.

Compensation:

- a. PMI will give the leader presenter and up to two (2) co-presenters (who are identified in the proposal) a complimentary LIM registration.
- b. PMI does not cover the cost of any travel or hotel expenses, or any pre- or post-conference events.
- c. 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.

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. 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 LIM team and such substitution is subject to PMI approval.
- c. PMI cannot guarantee that event materials (print or electronic) will include the name or details for substitutions made within 4 weeks of the event.
- d. 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.

Communications:

a. In addition to pre-event Program Development Webinar(s), Author/Presenter agrees to visit the online Speaker Resource Page periodically for news, updates and special notices for presenters and keep LIM 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 Leadership.Institute@pmi.org.

Cancellations:

PMI reserves the right to modify or cancel the LIM, if, in its sole discretion, circumstances warrant such action.