



PMI® Leadership Institute Meeting 2019—EMEA #PMILIM19

Your Role as a Presenter

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Learning Objectives

- At the conclusion of this webinar, EMEA LIM Presenters will be able to:
 - Understand the Role of a Lead Presenter
 - Identify the EMEA LIM Programme Timeline
 - Understand the Resources Available for Presenters via the Speaker Toolkit

Agenda

- Event Name and Audience
- Role of the Lead Presenter
- Development Timeline
- Hotel, Travel & Visa
- Speaker Toolkit

PMI® Leadership Institute Meeting 2019—EMEA

Our Theme:

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

10-12 May 2019

Dublin, Ireland

Celebrating PMI's
50th Anniversary!



Who Attends PMI® Leadership Institute Meeting 2019—EMEA?

- Chapter Leaders from the Region and Beyond
 - Anticipating full chapter representation (across all 68 EMEA Chapters)
- Global Volunteer Leaders, including members of the PMI Board and the Ethics Review Committee.
- Graduates of the Leadership Institute Master Class

Your Role as the Lead Presenter

- **The Lead Presenter** is the primary point of contact for the session and is tasked with ensuring that co-presenters are informed of requirements, timelines and deliverables.
- **PMI Staff** as Co-Presenters – Designated Lead
- **Lightning Talk Participants** – PMI Staff Person responsible for coordinating content

Programming Milestones

DATE	DETAILS AND DELIVERABLE (S)
Monday, 4 February	Deadline to Accept Presenter Status
Friday, 22 February	Recording of Your Role as a Presenter Webinar and Social Media Badges Posted to Speaker Toolkit
Monday, 25 March	Deadline to Submit Presentation Drafts
Week of 8 April	Feedback provided on drafts
Monday, 29 April	Deadline to Submit Final Presentations
Friday, 3 May	Final Touchpoint Webinar Posted to Speaker Toolkit
Friday, 3 May	Email Final Housekeeping Letter
10-12 May	PMI Leadership Institute Meeting 2019–EMEA in Dublin, Ireland

Speaker Toolkit

Raise your visibility and get the word out about your session using the PMI® Leadership Institute Meeting EMEA Speaker Toolkit

Welcome Leadership Institute Meeting presenters! We are most honored to have you speak at the PMI® Leadership Institute Meeting 2019—EMEA! This toolkit page will provide you with up-to-date information related to your participation as a presenter. We encourage all presenters to check back often for helpful tips and updates to ensure a successful experience.

Questions? Contact leadership.institute@pmi.org.

Event Location and Dates

10-12 May 2019

Dublin Convention Center

Spencer Dock
North Wall Quay
Dublin
1D01 T1W6
Ireland

Important Dates

As we work together to develop a quality event, the Leadership Institute Team will work to meet established deadlines/timelines and ask that you do the same! Questions regarding this timeline can be addressed to leadership.institute@pmi.org.

Date	Details and Deliverable(s)
Monday, 4 February	Deadline for Acceptance of Presenter Status via the Leadership Institute Presenters Platform.
Friday, 22 February	Recording of Webinar to be distributed via your Speaker Toolkit: <i>Your Role as a Presenter</i>
Week of 4 March	Email Confirmation: <i>Your PMI Leadership Institute Meeting 2019—EMEA Speaker Registration</i>

Hotel, Travel & Visa

ADVANCEMENT MADE POSSIBLE BY A PROJECT MANAGER

PMI® Leadership Institute Meeting 2019—EMEA
10-12 May | Dublin, Ireland

[Home](#)[Meeting Highlights](#)[Programs ▾](#)[Hotel and Travel ▾](#)[Registration ▾](#)[Home](#)

Passports and Visas

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You will need a valid passport to travel to Dublin, Ireland. For Visa information please review the requirements to visit Ireland listed [here](#). [↗](#)

Embassy "Letter of Invitation"

During the online registration process, you will have the option to request an Embassy Letter from PMI® Leadership Institute Meeting 2019—EMEA. You will receive the letter via email 24-48 hours after you

Helpful Information

[Letter for Employer ↗](#)[Travel Grant Information ↗](#)[Visa Information ↗](#)

THANK YOU!



TAKE A MOMENT TO APPRECIATE
HOW AWESOME YOU ARE.



YEAH, YOU!

