



## PMI EMEA CONGRESS 2020

### Helpful Hints for Creating a Proposal Submission

**Deadline to submit: Tuesday, 15 October, COB**

*\*Deadline will not be extended. Late proposals will not be accepted.*

The following are helpful hints and frequently asked questions related to submitting a presentation proposal.

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

### CALL FOR PRESENTATIONS WEBSITE

All presentation proposals must be submitted to the PMI [Call for Presentations Website](#). To be considered, submitters will need to ensure that all requirements are completed. **Late submissions will not be accepted.**

Whether or not you have submitted in the past to PMI Live Events, all Users will need to recreate a new user log-in and password specifically for PMI EMEA Congress 2019.

1. Select **LOGIN**
2. Select **NEW USER**
3. Create your profile in its entirety, and click **SAVE**. You will use these credentials to access this site throughout the process.
4. Select **SUBMISSIONS** to create a new submission.

When logging back into the platform, you will use your email address and the password that you created.

### **Helpful Tip!**

- This platform allows you to save your submission and finish at a later time. Click on **SAVE & CONTINUE LATER** to return to the site to finish your submission.
- To complete your submission, click on **SAVE & SUBMIT**. Please keep in mind that once you click **SAVE & SUBMIT** you will not be able to make additional changes.

### PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

All submitters and co-presenters are required to agree to the [PMI® EMEA Congress Presenter Acknowledgement and Acceptance of Standard Conditions Agreement](#). The Lead Presenter will need to act on behalf of any co-presenter(s) and agree to the terms and conditions when submitting the presentation proposal.

### LEARNING OBJECTIVES

At the time of submission, at least one (1) learning objective (maximum 2) will need to be submitted that explains what participants will be able to learn after attending your presentation. Below is a list of verbs that can help you write objectives.

Example of learning objectives:

*At the conclusion of this session, participants will be able to:*

- 1) *describe techniques that will influence change in their own working environment;*
- 2) *apply techniques that influence personal performance.*

#### **VERBS TO STATE COGNITIVE OUTCOMES**

<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define	discuss	compute	distinguish	diagnose	evaluate
list	describe	demonstrate	analyze	propose	compare
recall	explain	illustrate	differentiate	design	assess
name	identify	operate	compare	manage	Justify
recognize	translate	perform	contrast	hypothesize	judge
state	restate	interpret	categorize	summarize	appraise
repeat	express	apply	appraise	plan	rate
record	convert	use	classify	formulate	choose
label	estimate	practice	outline	arrange	decide
		predict		organize	

#### **VERBS TO STATE PSYCHOMOTOR OUTCOMES**

<u>Perception</u>	<u>Set</u>	<u>Guided Response</u>	<u>Mechanism</u>	<u>Complex</u>	<u>Adaptation</u>	<u>Origination</u>
identify	react	display	display	display	adapt	create
detect	responds	manipulate	manipulate	manipulate	revise	compose
differentiate	start	work	work	work	change	arrange
		perform	write	operate		

#### **VERBS TO STATE AFFECTIVE OUTCOMES**

<u>Receiving</u>	<u>Responding</u>	<u>Valuing</u>	<u>Organization</u>	<u>Value Complex</u>
sit erect	answer	join	adhere	act
reply	greet	share	integrate	practice
accept	read	complete	organize	discriminate
show	Report	follow		influence

#### **VERBS THAT SHOULD NOT BE USED**

know	really know	understand	appreciate	grow
learn	thinks critically	approach	improve	
increase	expand horizons	grasp the significance	become	

#### **PROPOSAL WORKSHEET**

Submitters are encouraged to use the proposal worksheet (available on the website) to prepare their submission details in advance prior to submitting the proposal to the PMI [Call for Presentations Website](#). We are also requesting information on the key audience takeaway(s) from your presentation.

#### **SAMPLE PRESENTATION RECORDING**

Submitters are required to submit an audio or video recording which highlights their facilitation/speaker style. Submissions without a sample presentation recording will be considered incomplete. If submitting more than one proposal, the same sample presentation recording may be used for each submission. See the proposal worksheet (available on the website) for more information.

### **REGISTRATION**

If your presentation proposal is selected and all deadline/milestones have been met, PMI will grant the lead presenter a complimentary registration and up to two (2) co-presenters (identified at the time of the proposal submission) a 33% discount off registration to the event. Taxes (e.g. VAT, etc.) may apply based on local policies and are the responsibility of the purchaser. The registration fee includes: 3 lunches, applicable receptions and breaks each day; access to the exhibition floor; and the ability to earn PDUs.

**Travel/Hotel:** Travel and hotel expenses are the responsibility of the presenter(s).

### **TIMELINE**

The development of the PMI® EMEA Congress is deadline driven, and presenters are expected to meet all deadlines/milestones in order to deliver a quality event to registered participants.

<b>Tuesday, 15 October, COB</b>	Deadline to submit a presentation proposal
<b>Week of 25 November</b>	Notification of presentation proposal status.
<b>No later than 16 weeks prior to the event</b>	Presenter's and Co-Presenter's (if any) Conference registration(s) will be processed at this time. Presenters will be required to respond and complete event fees (if applicable). An email will be issued.
<b>No later than 15 weeks prior to the event</b>	Submit draft outline of presentation and script (storyboard).
<b>No later than 10 weeks prior to the event</b>	Registration fees completed (if applicable).
<b>6-14 weeks prior to the event</b>	Submit draft PowerPoint presentation and participate in a virtual practice/coaching session with a Toastmaster/SME.
<b>No later than 4 weeks prior to the event</b>	Submit final PowerPoint presentation.
<b>14-16 June 2020</b>	PMI® EMEA Congress – Prague, Czechia <i>Arrive in event city and check in at registration at least one day prior to scheduled presentation date.</i>

**PRESENTATION DEVELOPMENT AND DELIVERY PROGRAM** – Congress presenters will be provided with the tools and support to prepare their presentation in advance of delivering their presentation live at the event.

*“PMI has a proven process to help guide new presenters through presentation development and refinement. In the end, the extra support produces a better quality experience for the conference audience and the presenters.”*

*“My experience as a presenter at the PMI EMEA 2019 conference has completely changed my perspective on conferences. I experienced a cognitive shift about how to be more intentional with my purpose. Putting Passion to Purpose is my life's mission and this experience showed me how impactful a group of individuals with a common purpose can be in such a short period of time. This was an absolute a trajectory changer for me and my co-presenter. The level of support received before during and after the presentation was far beyond what I expected or have experience in the past at other conferences.”*

*“Of all the presentations I have done, PMI EMEA Congress was the most thorough, quality-oriented and supportive I've yet seen - many thanks.”*

- **Storyboard** – As noted in the timeline above, as a part of the presentation development and delivery program, presenters are required to provide a storyboard of their intended presentation no later than 14 weeks from the event. The storyboard is reviewed by a Subject Matter Expert, and their feedback is shared with the presenter. To learn more about storyboarding, please see the following [article](#). Instructions and a storyboard template will be provided.

*“Having the speakers create storyboards is an excellent best practice. We should take time to refine the flow our presentations before jumping into generating slides.”*

*“It was definitely an extra step that I don’t usually complete, but I really did appreciate having to do it to keep me on track.”*

*“Although at first I found it a little challenging, the making of the storyboard really helped me organize my ideas and shape up the presentation. I will use this technique in the future!”*

- **Virtual Practice Session/Coaching** – As a part of the presentation development and delivery program, all presenters will have an opportunity to practice their presentation with a member of Toastmasters International who is also a project manager.

*“Best preparation opportunity ever! I loved that experience and will stay in contact with my coach.”*

*“I really enjoyed this activity. The feedback I got from Toastmaster coach was priceless.”*

*“The virtual practice session was amazing. The Toastmaster who helped me gave me extremely valuable feedback, which made me feel more secure with my presentation.”*

## **SCHEDULE**

The PMI EMEA Congress Team will inform you of the scheduled date and time of your presentation to best fit the requirements of the event. Requests for specific date/time assignments will not be accepted.