



# PMO Symposium®

**Where Leaders Meet**

Aurora, CO, USA 3 -6 November 2019

#PMOSym

Speaker Webinar

# AGENDA

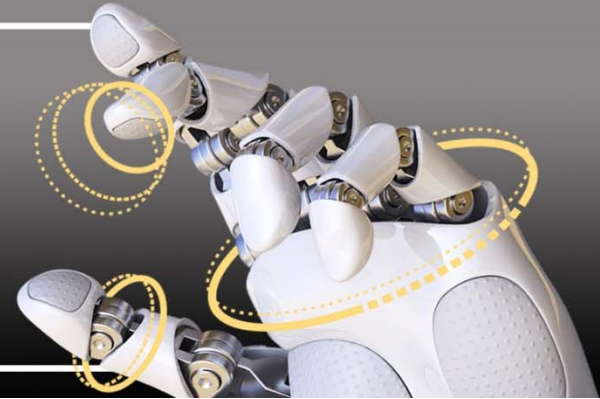
- About PMO Symposium
- Session Types
- Audience Demographics
- Raising Your Visibility as a Presenter
- Preparing Your Presentations (DEADLINES)
- Next Steps

# DELIVERING THE FUTURE



## PMO Symposium® 2019 Where Leaders Meet

3–6 November | Denver, Colorado, USA



### ABOUT PMO SYMPOSIUM

- Size: 600+ attendees
- Target Audience: PMO Leaders
- Objective of PMO Symposium  
To provide organizational leaders with *insightful, actionable knowledge, opportunities for idea exchange* to manage PMOs. PMO Symposium provides a platform to cultivate valuable networking relationships, “Where Leaders Meet”

# Location of PMO Symposium 2019



6700 North Gaylord Rockies  
Boulevard  
Aurora, Colorado 80019

\*Aurora is a region in Denver,  
Colorado

# Session Types

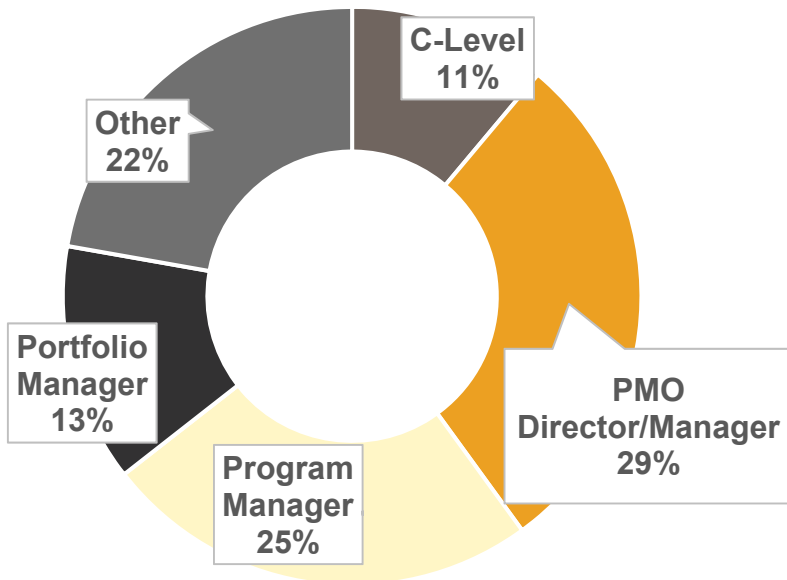
1. **General Sessions** – Plenary sessions that bring all attendees together
2. **Breakout Sessions** – 60 or 75 minutes knowledge/experience sharing sessions
3. **Workshops** – 90 minutes interactive knowledge/experience sharing activities
4. **Knowledge Hub** – Small group discussions, audience-drive session with a given theme
5. **Learning Excursion** – an offsite visit to local organizations to visit projects in action.
6. **Power Talk** – 60 minutes session with 2 – 20- 25 minutes talk with 10 minutes Q&A with an audience on an idea or topic that the speaker is passionate about



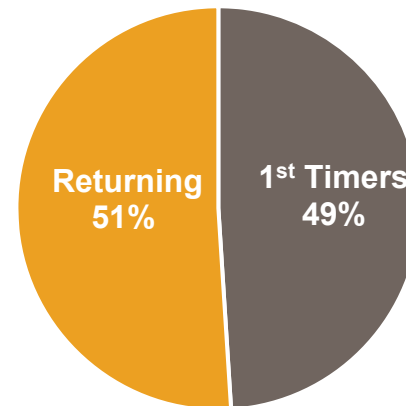
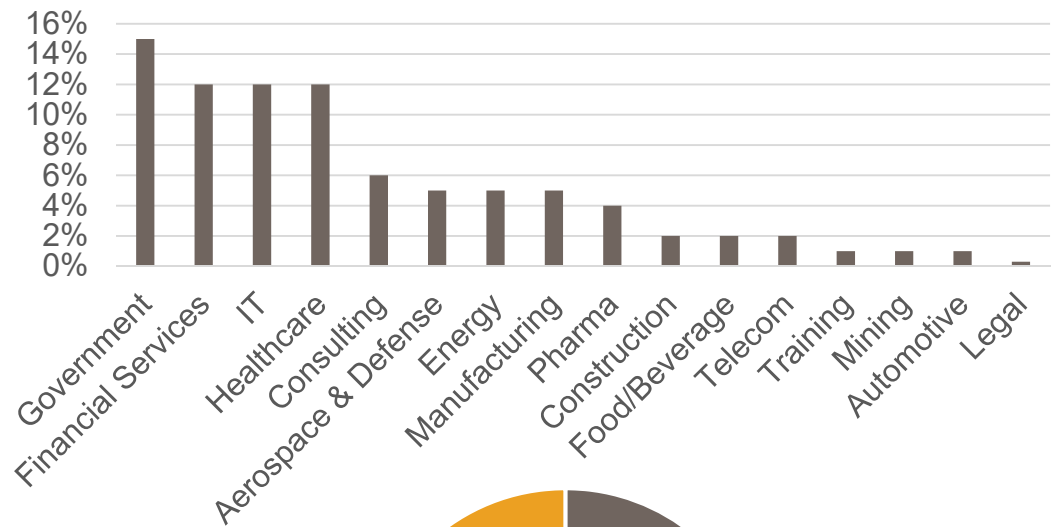


# PMO Symposium 2018 Attendee Demographics

By Position



By Industry Represented



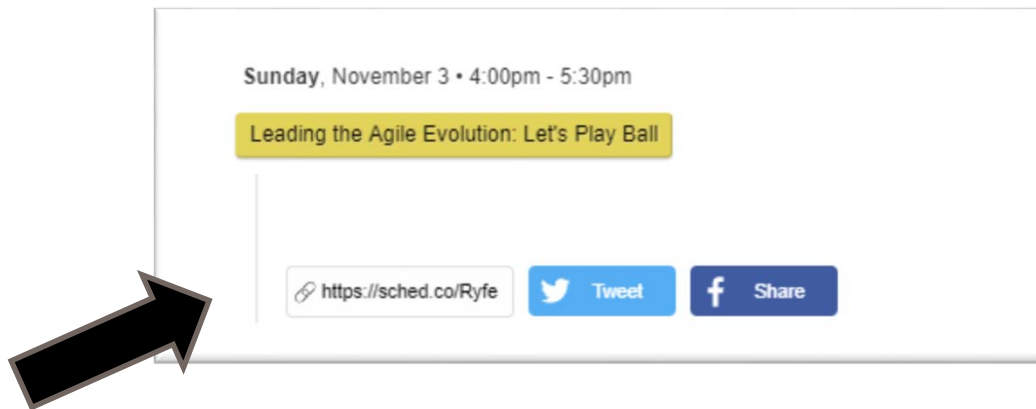
# Program Schedule *NOW ONLINE!*

<https://www.pmi.org/pmo-symposium/program-schedule>

Schedule ▾ Speakers	
Sunday, November 3	
2:15pm	Orientation for First-Time Attendees
3:00pm	PMO Jumpstart – A Step-By-Step Guide for New PMO Leaders
4:00pm	Leading the Agile Evolution: Let's Play Ball
	Learning From Our Mistakes: Maturity Evolution in a Fast-Paced World
	The Secret Leadership Mindset That Improves Project Delivery
Monday, November 4	
8:15am	Orientation for First-Time Attendees
11:00am	Eight Techniques for End-to-End Business Agility: A F500 Case Study
	Extracting the Benefits of Agile and Other Methodologies for Enterprise Projects
	Project Management in the Era of Disruptive Technologies
	Redefining the "Value" of Project Management in "Tech"

## Raise Your Visibility as a PMO Symposium Speaker!

- Follow @PMOSym and tweet about your presentation (share direct link to your presentation)





## Raise Your Visibility as a PMO Symposium Speaker! (continued)



- Share the PMO ebadge on your email signature line
- Company website
- Social Channels

## **Raise Your Visibility as a PMO Symposium Speaker!** **(continued) *NEW THIS YEAR!***

- Share in advance of PMO Symposium a video preview of your presentation to attendees!
- By **19 August**, submit a 1 to 2 minutes quick video and describe why your session should be part of someone's person PMO Symposium agenda.
- Videos will be posted on PMI's YouTube channel

Additional details, helpful hints such as a sample script are available on the Speaker Toolkit page

# Speaker Toolkit



**DELIVERING THE FUTURE**

**50** ANNIVERSARY **PMI**  
Project Management Institute

**PMO Symposium® 2019 Where Leaders Meet**  
3–6 November | Denver, Colorado, USA

Homepage Login Speaker Toolkit

<https://www.pmi.org/pmo-symposium/register>

<b>QUICKLINKS</b>	About the Event	Important Dates	Registration & Travel	Social Media	PowerPoint Presentation & References	Meeting Room	Resources
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Page last updated 26 June 2019.

## PMO Symposium® 2019 Speaker Toolkit

Raise your visibility and get the word out about your session using the PMO Symposium Speaker Toolkit.

### PMO Symposium®

Sunday, 3 November 2019 through Wednesday, 6 November 2019

**Gaylord Rockies Resort and Convention Center**

6700 North Gaylord Rockies Blvd.

Aurora, Colorado 80019 USA

[www.PMOSymposium.org](http://www.PMOSymposium.org) | [@PMOSym](https://twitter.com/PMOSym)

<https://www.eiseverywhere.com/eSites/pmo2019/Speaker%20Toolkit>

# PREPARING YOUR PRESENTATION (PART 1)

# Speaker Best Practices



Focus on the PMO Leader



Deliver on your session description, learning objectives, provide actionable information and engage the audience.



Show Your Passion and Enthusiasm



Avoid Sales Pitch and Promotion



Practice Your Presentation and Engage the Audience

# **PREPARING YOUR PRESENTATION (PART 2)**



## **DRAFT Presentations DUE: Friday, 13 September**

- Download official PMO Symposium PowerPoint Presentation Template from Speaker Toolkit
- Be sure to reference your advertised session description and learning objectives.
- Keep in mind the target audience and audience demographics.
- Copyright and Citing References
- Save file name as LastName\_FirstName-presentation.ppt (ex. *Smith\_John-presentation\_DRAFT.ppt*)

## **FINAL Presentations DUE: Friday, 11 October**

- Once Reviewer Feedback has been received, PMO Presenters should plan on submitting final presentations by **Friday, 11 October**

## What's Next

- All Presenters will be registered to PMO Symposium. Stay tuned for registration confirmation email by mid August.
- Hotel reservations check in and check out dates for Lead Presenters will be requested soon.

*Arrive at least one day in advance of scheduled session*

## NOTABLE DEADLINES FOR PRESENTERS

- **Monday, 19 August** or earlier – Video Preview Due (optional)
- **Friday, 13 September**– Draft Presentations Due
- **Friday, 11 October**– Final Presentations Due
- **PMO Symposium 3 – 6 November**  
*Arrive at least one day in advance of scheduled session*

## QUESTIONS?

PMO Content Team  
[event.speakers@pmi.org](mailto:event.speakers@pmi.org)