

# PMI® EMEA Congress 2020

14-16 June 2020  
Prague, Czechia



## PMI® EMEA CONGRESS 2020 14-16 JUNE | PRAGUE, CZECHIA

### CALL FOR PRESENTATIONS PROPOSAL WORKSHEET

**Deadline to submit: Tuesday, 15 October 2019, COB**

Submitters are encouraged to use this worksheet to prepare their proposal prior to submitting to the [Call for Presentation platform](#).<sup>\*</sup> *\*All proposals must be submitted to the Call for Presentations Platform.*

All presentations will be **75 minutes** in length.

NOTE: WI-FI in the EMEA Congress venue will be available; however, accepted proposals should not plan on delivering an internet dependent presentation. Wireless internet connections are not reliable due to unexpected bandwidth limitations.

A [Helpful Hints](#) document for preparing a submission is available. Submitters are encouraged to review this prior to submitting a proposal. Please note that if you cannot complete your proposal in one sitting, you may click **“save and continue later”** at the bottom of the page and return at a later time to complete your submission prior to the deadline.

**Questions regarding the process** may be directed to the PMI EMEA Congress Team at [event.speakers@pmi.org](mailto:event.speakers@pmi.org)

#### **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*. As a submitter, and on behalf of any co-presenters, please review the terms and conditions and confirm agreement. [Download Agreement](#)

#### **PRESENTER AND CO-PRESENTER INFORMATION**

At the time of submission, the submitter will be asked to provide the following information:

- |  |   |
|--|---|
| • First and Last Name                      | • Biography for Introductions (100-word limit)  |
| • PMI Credential(s)                        | • PMI ID Number   |
| • Job Title                                | • Twitter handle  |
| • Company Name                             | • High-Resolution Photo Headshot, 72 DPI, Square image preferred (.jpg, .png, .gif, .jpeg, .bmp are acceptable) |
| • Mailing Address, Phone and Email Address |   |
| • Biography for website (300-word limit)   |   |

A **maximum of two (2) co-presenters** are allowed to present with you and should be included at this stage. Please note: if this proposal is accepted, changing or adding co-presenters will not be approved. Information received here will be used for event promotional materials such as the event website.

**TOPIC** | In addition to [PMI's Talent Triangle](#), this year's educational content will cover real-world case studies of completed or ongoing projects, new research and trends that support one of the following topics:

### **SELECT ONE TOPIC THAT BEST FITS YOUR PROPOSAL:**

**Accuracy and Attention to Detail** | Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy.

**Analytical Thinking** | Knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organisational problems and create alternative solutions that resolve the problems in the best interest of the business.

**Consulting** | Knowledge of techniques, roles, and responsibilities in providing technical or business guidance to internal and external customers, both internal and external; ability to apply this knowledge appropriately to diverse situations.

**Customer Focus** | Knowledge of the values and practices that align customer needs and satisfaction as primary considerations in all business decisions, and ability to leverage that information in creating customised customer solutions.

**Effective Communications** | Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviours.

**Hot Topics** | For proposals that do not necessarily meet the other topics available.

**Organisational Leadership** | Knowledge of and ability to use strategies and skills to enlist others in setting, embracing and achieving objectives.

**Problem Solving/Decision Making** | Knowledge of approaches, tools, techniques for recognising, anticipating, and resolving organisational, operational or process problems; ability to apply this knowledge appropriately to diverse situations.

**Project Administration** | Knowledge of, and ability to use, organisational strategies, practices and tools for administering projects.

**PRESENTATION TITLE** (maximum 12 words) | A good title is important and the first opportunity to attract participants to join your session.

**PRESENTATION DESCRIPTION** (maximum 75 words) | If selected, this description will be used in event marketing materials, such as the website and the onsite guide. Similar to the title, a good description is very important. Please be as precise as possible.

**LEARNING OBJECTIVES** (maximum 20 words) | Used in event marketing materials, such as the website and the onsite guide, a learning objective explains what the participants will learn after attending your session. See the [Helpful Hints](#) for more information and suggested verbs.

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

*Learning Objective 1:*

*Learning Objective 2:*

**PROPOSAL FULL DETAILS** (maximum 600 words) | The information here will provide Subject Matter Expert Reviewers an additional opportunity to learn more about your proposal. Refrain from copying your presentation description or learning objectives here, as this is your opportunity to include additional details about your presentation. Consider including details such as process improvements, designs/methods, results/outcomes, statistics, key findings, or any additional detail to support your proposal topic. If you plan on including participant activities, please detail them here.

**SUBTOPICS** | Select 2 subtopics that best fit your proposal. Please rank in priority order.

Agile and Hybrid Approaches to Managing Projects  
Benefits Realisation  
Business Analysis  
Change Management  
Disruptive Trends  
Innovation  
Introduction to PMO  
Knowledge Transfer  
Managing Project and Program Complexity  
Megaprojects

Methodology  
New Research  
Organisational Agility  
Project Management in a Global Economy  
Portfolio Management  
Risk Management  
Scheduling and Resource Management  
Strategy Development and Implementation  
Sustainability  
Talent Management

SUBTOPIC #1

SUBTOPIC #2

**PRESENTATION FOUNDATION** | What is the premise of your presentation? Is it a case study, academic research or an experience you want to share? Choose one that best represents your proposal:

Case Study  
Academic Research Based  
Experience/Story Telling

**AUDIENCE EXPERIENCE LEVEL** | Choose one that best fits the expectation of the audience applicable to your presentation.

**Core –** Focus on awareness and factual recall; appropriate for those interested in furthering development in core skills.  
**Applied -** Focus on understanding existing knowledge; appropriate for those interested in using content in practical applications to master concepts.  
**Progressive -** Focus on project implementation of highly technical or detailed deliverables to support organizational strategy.

**PROFESSIONAL DEVELOPMENT UNIT (PDU) ALLOCATION** | If your proposal is selected, this information is used to allocate professional development units (PDUs) for your session. Check all that apply.

Which part of the [PMI Talent Triangle](#) is most relevant to your presentation?

**Leadership Skills** | Knowledge, skills and behaviors specific to leadership. Skills that help an organisation achieve its business goals (ex. negotiation, communication, motivation, problem solving and related competencies).

**Strategic Business Management Skills** | Knowledge of and expertise in the industry/organisation that enhances performance and better delivers business outcomes (ex. strategic alignment, innovation, finance, transformation, marketing, operational functions, etc.).

**Technical Skills** | Knowledge, skills and behaviours related to specific domains of project, program and portfolio management. The technical aspects of performing one's job/role (ex. project management, product knowledge, industry knowledge).

Please identify which specialty knowledge area(s) best fits your proposal. Check all that apply.

Agile tools and techniques

Project management

Business analysis/Requirements management

Project risk management

Portfolio management

Project scheduling/Resource management

Program management

### **AUDIENCE TAKEAWAYS**

A primary goal of this event is to provide participants with knowledge that they can take back to their jobs and apply immediately. This means that you must help the participants apply the learning to their jobs so that they are able to find ways to improve, thus finding value in the session and in the event. Please describe at least one key takeaway from your presentation that participants will be able to use immediately.

**ENCORE SESSION** | If your proposal is accepted, would you be interested in offering your presentation more than once while at EMEA Congress? This would require you to attend all three days of EMEA Congress.

Yes, I would be interested in offering my presentation more than once.

No, I would not be interested in offering my presentation more than once.

**PROPOSAL HISTORY** | NOTE: Past presenters of PMI Live Events are welcome to submit; however, past presentations that have been delivered at a prior event will not be considered unless substantial updates to the content are visible in the proposal. Content that has not been previously presented will receive higher consideration.

Have you presented this proposal as a presentation before?

If you have you presented at other professional conferences/event(s) in the past two (2) years, please indicate the name and date of the event and your presentation topic.

**SAMPLE PRESENTATION RECORDING** | To complete the submission process, please submit a sample presentation that demonstrates your facilitation/speaker style. If you are recording this as a new piece, please do not read your script. The recording should simulate your presentation style and does not have to exceed more than 1 minute. **Submissions without a sample presentation recording will be considered incomplete.**

Options to submit a recording:

Option #1 - If you already have a recording posted online, please include the website URL below. The video must be public so that we can access it.

Option #2 – If you have a recording file, your file should be saved as *Last Name \_First Name* and *Proposal Title*. Upload this file to [Dropbox](#).

Once the required fields have been completed, **“save and submit”** your submission.  
If you need to return to complete your submission, you may choose to **“save and continue later”**.