



Storyboard Review and Scorecard Process Open 16 January – 12 February

Subject Matter Experts (SMEs) will review storyboard worksheets for this year's EMEA Congress Presenters. A pre-recorded webinar is available that details this process for SMEs. Listen [now](#)

As they are submitted, SMEs will have five (5) business days to:

- Review the submitted worksheet
- Provide feedback regarding the worksheet
- Provide Scorecard feedback.

INSTRUCTIONS

An email from the PMI EMEA Congress Team will be sent when a storyboard worksheet has been assigned to an SME. Below are steps in reviewing a storyboard and submitting scorecard feedback.

STEP 1 – Download the Presenter's Completed Storyboard Worksheet

- Via the email instructions access the [EMEA Congress Presenter's Platform](#).
- Click **Login** from the top toolbar
Enter your email address and password, and click the **Login** button. If you do not remember your password, you can reset it from this page
- Select **Reviews** to access your assignment
- Scroll to the bottom of the page labeled **Presentation Storyboard** and download the storyboard to your desktop.

STEP 2 – Review the Storyboard Worksheet

A column is available for you to directly input your feedback. Be sure to be kind, professional and clear with your feedback as this will be shared directly with the Conference Presenter.

As you review the storyboard, consider these questions:

- Did the presenter share what the problem was within the first 3 -5 rows of the Storyboard?
- Are there any topics that the presenter could spend more or less time on?
- Are there any topics that the presenter should include to enhance learning for the attendee?
- Does the storyboard include audience engagement activities?
- If no, is there any activity you could recommend that would encourage attendee engagement?
- Are the contents of this storyboard transferrable across industries?

Once you have completed your review, be sure to save your comments on the word document (worksheet).

STEP 3 – Uploading your Feedback and Completing the Scorecard

- Via the email instructions access the [EMEA Congress Presenter's Platform](#).
- On the right side of the screen, complete the questions on the scorecard as it relates to your storyboard worksheet review. Provide any additional feedback as needed. If your overall impression did not meet your expectations, be sure that your feedback on the storyboard worksheet matches the scorecard. Your feedback will give the Presenter an opportunity to incorporate it into their draft presentation.
- Upload your completed worksheet.
- Click **Save & Submit**.

Questions? Contact event.speakers@pmi.org