



## Global Conference 2018

### Helpful Hints for Creating a Proposal Submission

**Deadline to submit: Wednesday, 28 March 2018, 5:00 p.m. ET\***

*\*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 will need to be submitted to the PMI [Call for Presentations Website](#).

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 Global Conference 2018.

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.

#### **CONTRACT - PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT**

All submitters and co-presenters are required to agree to the [PMI® Global Conference 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.

#### **DEADLINE FOR SUBMISSIONS – Thursday, 28 March 2018, 5:00 p.m. ET**

All presentation proposals must be submitted directly to the PMI [Call for Presentations Website](#) by the designated deadline. To be considered, submitters will need to ensure that all requirements are completed.

**Late submissions will not be accepted.**

#### **EVENT 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 and hotel expenses are the responsibility of the presenter(s).

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

## 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:

- describe techniques that will influence change in their own working environment
- 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 of	Become	

## PROPOSAL WORKSHEET

Submitters are encouraged to use the call for presentation [proposal worksheet](#) to prepare in advance their submission details prior to submitting the proposal to the PMI [Call for Presentations Website](#).

## 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. See the [proposal worksheet](#) for more information.

## **WHAT TO EXPECT IF YOUR PROPOSAL IS ACCEPTED**

### **TIMELINE**

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

<b>Wednesday, 28 March, 5:00 p.m. ET</b>	Deadline to submit a presentation proposal
<b>Week of 30 April</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 13 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>	Conference registration fees completed.
<b>6-12 weeks prior to the event</b>	Submit draft PowerPoint presentation and participate in PMI Conference Team virtual practice/coaching with a Toastmaster.
<b>No later than 4 weeks prior to the event</b>	Submit final PowerPoint presentation.
<b>6 – 8 October 2018</b>	PMI® Global Conference – Los Angeles, CA <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**

Conference presenters will be provided with the tools and support to prepare their presentation in advance of delivering their presentation live at the event.

**STORYBOARD** – As noted in the timeline above, presenters will need to provide a storyboard of their intended presentation no later than 13 weeks from the event. To learn more about storyboarding, please see the following [article](#).

**VIRTUAL PRACTICE/COACHING** – All presenters will have an opportunity to practice their presentation with a member of Toastmasters International who is also a project manager.

### **WHITEPAPER**

Unlike previous years, presenters will not be required to provide a whitepaper.