



Global Conference 2018

Your Role as a Conference Presenter

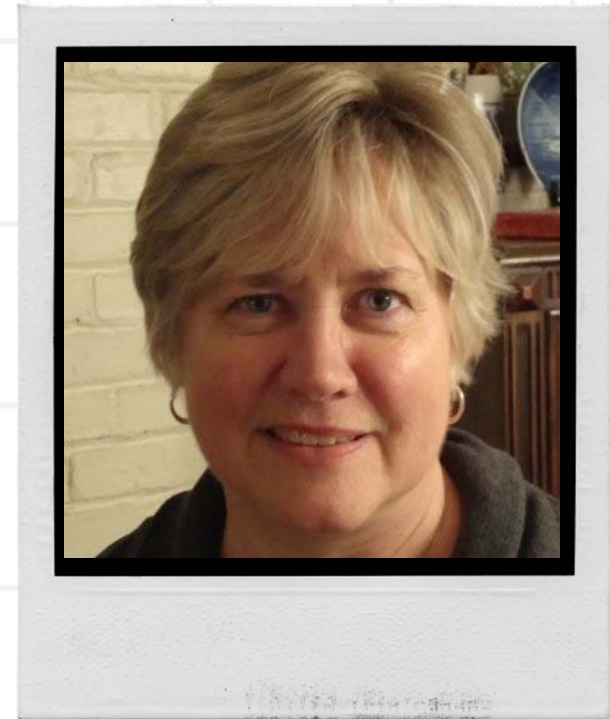
Julie Ho, Professional Development Delivery Specialist, PMI
Holly Stevens, Program Administration Associate, PMI

The PMI Global Conference Team



Julie Ho

Professional Development
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Holly Stevens

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Learning Objective(s)

At the conclusion of this webinar, Global Conference Presenters will be able to:

- Explain the role of a Lead Presenter
- Describe the PMI Global Conference Audience
- Identify Global Conference Program Timeline
- Explain the PMI Global Conference Program Development Process

AGENDA

- Introduction of the PMI Conference Team
- Event name and Target Audience
- Role of the Lead Presenter
- Development Timeline
- Hotel, Travel & Visa
- Presenter's Platform & Speaker Toolkit
- Presenter Acknowledgement and Acceptance of Standard Conditions Agreement
- Status Update, Registration & Next Steps

PMI® Global Conference 2018

Champions of Change

6-8 October | Los Angeles, CA



Our Program Theme:

Champions of Change: Driving Change in a Disrupted World

6-8 October 2018

Los Angeles Convention Center

Los Angeles, California, USA

Who attends PMI Global Conference?

KEY FORTUNE 500 COMPANIES that attended Global Conference in 2017 include:

Amazon.com	General Motors
AT&T	IBM
American Express	Johnson & Johnson
Boeing	Liberty Mutual
Cisco Systems	Microsoft
CVS Health	Nike
Deloitte	Samsung
eBay	UnitedHealth Group
ExxonMobil	Verizon
General Electric	Walmart

Top 10 Industries Represented

Aerospace & Defense	 11%
(Other)	 11%
Healthcare	 9%
Hi Tech/Software	 8%
Education & Training	 8%
Financial Services	 8%
Legal	 7%
Energy, Oil & Gas	 6%
Entertainment & Hospitality	 4%
Mining	 4%

Top 10 Work Titles (self-identified)

■ Business Analyst	15%
■ Project Controller	14%
■ PMO Manager	12%
■ Project Manager I	8%
■ Educator/Trainer	7%
■ Project Management Specialist	5%
■ Vice President	5%
■ Project Manager II	4%
■ Chief Information Officer (CIO)	4%
■ Product Manager	3%



Regions Represented

Asia Pacific	 4%
EMEA	 6%
Latin America	 6%
North America	 84%

Ages Represented

70+	 18%	29 - 35	 2%
55 - 69	 30%	25 - 28	 <1%
45 - 54	 23%	18 - 24	 10%
36 - 44	 11%	<i>Note: 6% of participants declined to respond</i>	

Your Role as the Lead Presenter

- The Lead Presenter will be the point of contact for the session.
- Lead Presenters are tasked with ensuring that co-presenters are informed of requirements, timelines and deliverables.

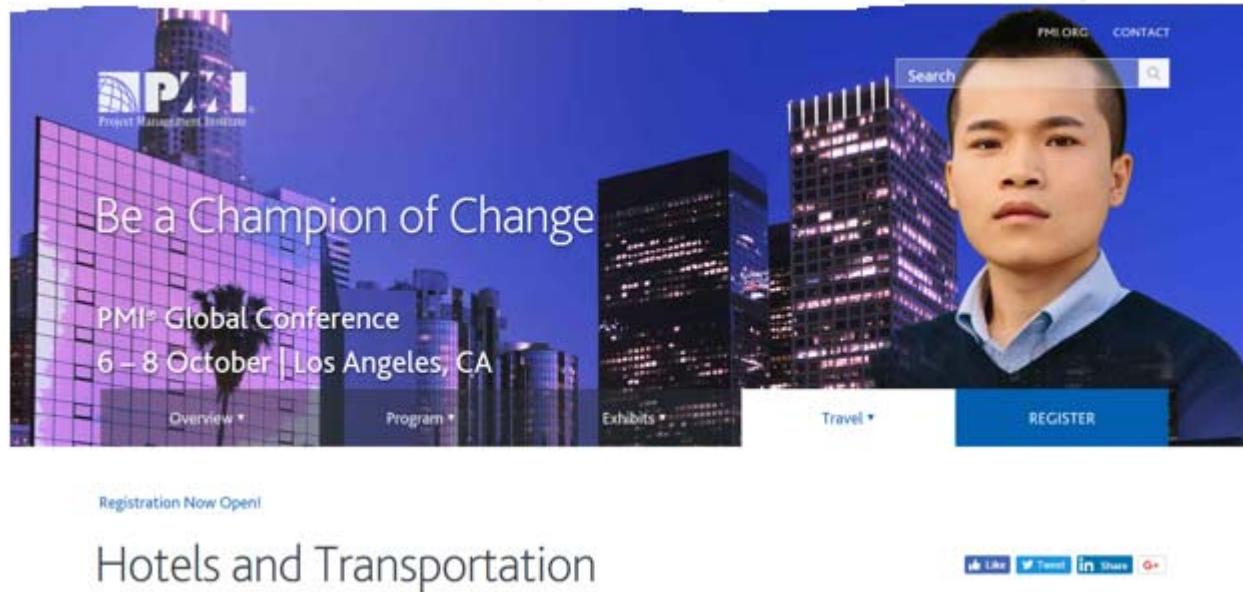
Your Leadership as the Lead Presenter will ensure that all presenters will experience a quality Global Conference

Global Conference Programming Milestones

**subject to change*

- 4 May Deadline | Confirm participation.
- 29 May | Confirmation of Final Session Details
- 4 June – 9 July | Presentation Storyboard Drafting. ***more details to come*
- Week of 18 June | Registration Confirmation Email
- Monday, 9 July Deadline | Presentation Storyboards Due
- July-August | Live Virtual Presentation Meeting ***more details to come*
- 7 September Deadline | Final Presentation Submissions ***more details to come*
- 19 September, 12:00pm ET | Live Webinar: *What to Expect Onsite*
- 6-8 October | PMI Global Conference, Los Angeles, California

Hotel, Travel & Visa



To visit the PMI® Global Conference 2018 webpage, go to <https://www.pmi.org/global-conference>

Global Conference Presenter's Platform



PMI® Global Conference 2018
6-8 October 2018 | Los Angeles

Welcome to the PMI Global Conference 2018 Call for Presentations platform. This site will be used to submit, manage, and review proposals.

Helpful hint! This site works best while using Google Chrome.

Speaker Toolkit



Page last updated 3 April 2018.

PMI® Global Conference Speaker Toolkit

Welcome Conference presenters! This page will provide you with up-to-date information related to your participation as a presenter at PMI® Global Conference 2018, 6-8 October, in Los Angeles, California. We encourage all presenters to check back often for helpful tips and updates to ensure a successful experience.

Presenter Acknowledgement and Acceptance of Standard Conditions Agreement

- Responsibilities as a Presenter
- Materials and Equipment
- Authorization to use Presentation Materials
- Copyright
- Proprietary Information Policy
- Conflict of Interest and personal/business promotion



PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT PMI® Global Conference | 6 – 8 October 2018 | Los Angeles, CA

The proposal, presentation and all associated materials (hereinafter "Contributed Work") will be completed in the required format, align to all PMI-provided templates, meet all deadlines as provided, and be ready for presentation at the PMI® Global Conference as scheduled by PMI. PMI reserves the right to cancel, at any time, Contributed Works if all conditions herein stated and subsequently provided to the author/presenter through normal means of correspondence are not met. Failure to provide any requested deliverables within the deadlines may preclude your consideration for this and future Conferences.

1. Acceptance as a Conference Presenter

By accepting the opportunity to speak at PMI® Global Conference, presenter(s) agree to the following:

- Registration – presenter(s) must be registered and settled in advance of program agenda confirmed in order to be eligible to present. Registration includes payment (if any) and associated taxes (i.e., VAT) that may apply. **(10 weeks)**

Unlike previous years, Presenters will not be required to provide a white paper. An emphasis will be placed on the actual preparation of the speaker presentation versus efforts in delivering a white paper.

- Submit draft outline of presentation and script (storyboard), no later than **13 weeks** prior to Conference
- Submit draft PowerPoint presentation with references and participate in virtual practice/coaching with a member of Toastmasters International, no later than **6 weeks** prior to Conference
- Submit final PowerPoint presentation no later than **4 weeks** prior to Conference

Detailed instructions and guidance will be provided to guide Presenters in the development of their presentation.

- Presenters are expected to arrive in event city and check-in as a speaker at least one (1) day prior to the scheduled presentation date. Individuals failing to appear without at least 48 hours' notice may be suspended from presenting at future PMI Live Events. Any and all decisions by PMI are final.
- Conference sessions are evaluated by registered attendees and audited by PMI staff. Evaluation feedback and data collected will be used for future Conference development purposes.
- Additional presentation-based deliverables, not listed above, may be assigned upon or after the proposal has been accepted. PMI will notify presenter of the change.

2. Materials and Equipment:

a. Meetings rooms will be set up with the following:

- (1) laptop (Windows-based) with audio sound (presenters may not use their own equipment in meeting rooms)
- (1) LCD projector
- (1) screen
- Appropriate speaker microphones on head table
- (1) wireless laser
- (1) flipchart
- (1) wireless microphone for audience participation
- (1) wireless mouse
- Theater seating

b. Internet connectivity is not available. Presentations should not be internet dependent.

c. Presenters are responsible for handouts, survey tools or any supporting material not outlined above.

PMI Policy Regarding Proprietary Information

- Content is tailored to a global audience
- Has not been presented or published in another forum including PMI or projectmanagement.com
- Content may be published after Global Conference

3. Authorization to use Presentation Materials:

- a. The presenter and co-presenters agree to: Author/Presenter(s) represents and warrants that either (1) he/she (a) is the sole author of the Contributed Work, (b) now owns all rights in it granted hereunder, free of liens or encumbrances, and (c) has full power to execute this Agreement, or (2) the work is a work for hire and (a) he/she is the sole author of the Contributed work, (b) the employer has granted permission for its use, and (c) the organization has granted permission to execute this agreement.
- b. Author/Presenter will obtain any permission or clearance required for the subject matter of the Contributed Work by their employer or any other organization or individual prior to submitting the Contributed Work. Author/Presenter represents and warrants that, with the exception of PMI and PMI Component events, (1) the Contributed Work has not been published or presented publicly prior to the date of the Conference, or (2) that the work is in the public domain. Author/Presenter further represent that the Contributed Work is original, and does not infringe the statutory copyright or common law literary rights of others, or violate the rights of privacy or libel other persons. If the Contributed Work contains copyrighted material owned by a third party, the Author/Presenter agrees to obtain written permission from the copyright owner to use the copyrighted material in the Contributed Work and shall promptly deliver such written permission to PMI.
- c. PMI reserves the right to reject presentations concerning PMI products or services that are under development unless the presenter is a current active member of that project's "leadership" team (e.g. guidance, core, etc.) and the content of the presentation has been approved by the relevant PMI GHQ Program Director. This policy applies to products or services under development in the areas including, but not limited to, standards, certification and research. This policy does not apply to products or services that are currently available in the market place.
- d. Author/Presenter agrees to indemnify and hold harmless PMI, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorney's fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the published paper or its presentation.
- e. Author/Presenter hereby grants PMI, its affiliates and subsidiaries, a non-exclusive license to reproduce, adapt, distribute, perform, and display the slide presentation in any form or medium whatsoever; as well as the right to license others to do so. A copy of this slide presentation will be available for download by registered Conference participants for a limited time. Author/Presenter retains the right to use all or part of the paper submitted in future works of his/her own.
- f. Author/Presenter will prepare the Contributed Work and s/he, or designee, will present the Contributed Work at the PMI Conference.

Conflict of interest and personal / business promotion policies

- Presenters are encouraged to refrain from promoting services and products from the podium.
- If you are interested in promoting a book, please visit the Speaker's Toolkit regarding the onsite PMI bookstore.

Status Update as of 1 May

- Copywriter review of session titles, session descriptions, learning objectives
- PDU validation process
- Building the overall session schedule, date and time

Registration

The Global Conference Team will process registrations for lead presenters as well as co-presenters.

During the week of June 18, an email will be sent to each presenter confirming your registration.

Presentation Development and Delivery Program

Phase 1

Presentation Storyboard

June-July



Phase 2

Virtual Practice Presentation

July-August



Phase 3

Final PowerPoint Presentation

Deadline 7 September

THANK YOU!

**Any questions?
Contact us at**

event.speakers@pmi.org