



PMI® Global Conference 2018
6 – 8 October 2018 | Los Angeles, CA
CALL FOR PRESENTATIONS PROPOSAL WORKSHEET

Deadline for submissions: Wednesday, 28 March 2018, 5:00 p.m. ET*

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

All presentations will be either 60, 75 or 90 minutes in length. The length of the presentation is determined at time of proposal acceptance.

NOTE: WI-Fi in the Conference 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.

[Helpful Hints for Creating a Proposal Submission](#) are available. Submitters are encouraged to review this prior to submitting a proposal.

Questions regarding the process can be directed to the PMI Conference Team at event.speakers@pmi.org

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*. As a submitter, and on behalf of any co-presenters, please review the terms and conditions below 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 (.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.

HAVE YOU PRESENTED THIS PROPOSAL AS A PRESENTATION BEFORE?

Yes

No

IF SO, WHEN AND AT WHAT EVENT?

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.

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.

Analyzing and Process Improvement Sessions will build skills around continuous improvement processes, quality standard tools, vendor management techniques, process analysis techniques such as LEAN, Kanban, Six Sigma; project control limits, quality measurement, validation and verification tools and techniques, requirements gathering techniques, scope deconstruction (e.g., WBS, scope backlog) tools and techniques.

Communication and Teamwork Sessions will build skills around communication channels, tools, techniques and methods, emotional intelligence, interpersonal skills, relationship management, team building techniques, virtual/remote team management, feedback techniques.

Decision Making and Problem Solving Sessions will build skills around problem solving tools and techniques, conflict resolution, decision making and delegation, change management planning.

Enhancing PM Skills Sessions will build skills around customer satisfaction metrics, prioritization/time management, budgeting tool & techniques, project monitoring tools & techniques, contract closure requirements, transition planning techniques.

Hot Topics Sessions will build skills around emerging trends that could impact the future of PM around innovation, Artificial Intelligence, new technologies or other.

Influencing and Business Strategy Sessions will build skills around contract management techniques, stakeholder management planning, human resource planning, benefits analysis techniques, benefits realization, organizational and operational awareness.

Practical Case Studies Sessions will build skills around sharing of project-based lessons learned for completed and on-going projects.

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

PRESENTATION LENGTH: Please choose all that apply. If your proposal is selected, the confirmed length of time will be provided in your acceptance notification.

60 minutes – a didactic style presentation (45 minute presentation with 15 minutes participant engagement such as question and answer period)

75 minutes – a didactic style presentation (60 minute presentation with 15 minutes of participant engagement such as question and answer period)

90 minutes – a workshop style offering designed for hands-on learning with a focus on immediate application. Presenter(s) will include activities such as demonstrations or simulations to drive learning.

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 organization achieve its business goals (ex. negotiation, communication, motivation, problem solving and related competencies).

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

Technical Skills Knowledge, skills and behaviors 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
- Business analysis/Requirements management
- Portfolio management
- Program management
- Project management
- Project risk management
- Project scheduling/Resource management

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 [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:

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

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

New Research
Organizational Agility
Project Management in a Global Economy
Portfolio Management
Risk Management
Scheduling and Resource Management
Strategy Development and Implementation
Sustainability
Talent Management
(Other): _____
(Other): _____

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 objective(s) 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 it here.

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

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.

PRESENTATION HISTORY

Have you presented at other professional conferences/event in the past two (2) years?

Yes

No

If so, please include the name of the event and 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. Note, 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](#).

Sample Presentation Recording

Option #1: I will provide a link to a publicly hosted video.

Option #2: I will upload a video file to the PMI Dropbox.

Option #1: Link to Publicly Hosted Video

Click on the link below to upload your sample presentation recording to the PMI Conference Team Dropbox. Your file should be saved as Last Name_First Name and Proposal Title.

Be sure to do so by the Wednesday, 28 March deadline. If your recording is not made available by the deadline, your submission will not be considered.



[Click here to submit to the PMI Dropbox](#)

Option #2: Upload Video File to Dropbox

I confirm that I have uploaded my recording file to the PMI Dropbox.