



HELPFUL HINTS IN SUBMITTING A SEMINAR PROPOSAL FOR SEMINARSWORLD® 2021

Deadline to submit: Wednesday, 29 July 2020, 5:00 p.m. ET

The following are helpful hints and frequently asked questions related to submitting on the SeminarsWorld® 2021 Call for Proposals Platform.

QUESTIONS regarding the submission process? Contact Professional.Development@pmi.org.

INSTRUCTOR AGREEMENT

All submitters are required to agree to the SeminarsWorld® 2021 Instructor Agreement. Submitters will need to provide their virtual signature on the SeminarsWorld® 2021 Call for Proposals Platform when creating their profile, and act on the behalf of their co-instructors (if applicable).

[Download the Agreement to review prior to beginning the submission process.](#)

DEADLINE FOR SUBMISSION

All proposals must be submitted directly to the SeminarsWorld® 2021 Call for Proposals Platform no later than Wednesday, 29 July by 5:00 p.m. ET. If your proposal is selected for further consideration (Phase II), you will be notified via email shortly after the deadline for submissions. At this time, additional materials will be required, including your seminar PowerPoint presentation and any applicable handouts. **Late or incomplete submissions will not be accepted.**

ONLINE CALL FOR PROPOSALS PLATFORM

All presentation proposals will need to be submitted to the SeminarsWorld® 2021 Call for Proposals Platform. Whether or not you have submitted in the past to PMI Live Events, all Users will need to create a new user profile and password, specifically for the SeminarsWorld® 2021 Call for Proposals.

- Visit the [Call for Proposals Platform](#).
- Select **“Login”** at the top of the page.
- On the next page, select **“New User? Click Here”** under the login fields to create a User Profile and password.



Homepage Login

Email Password [Login](#)

[Forgot Password](#) • [New User? Click Here](#)

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 return to an existing submission, return to the Platform and log in with your credentials (email address and password).

To complete your submission and submit it for review, click on **“save & submit”**.

PROPOSAL WORKSHEET

Submitters are encouraged to use the Proposal Worksheet to prepare their submission content prior to submitting on the PMI Call for Proposals Platform. [Download the Proposal Worksheet to draft your proposal content.](#)



PMI TALENT TRIANGLE

SeminarsWorld® supports the elements of the [PMI Talent Triangle](#) which promotes the holistic development of leadership capabilities, strategic and business management and technical skills for professional success.



LEARNING OBJECTIVES

At the time of submission, at least two (2) learning objectives (maximum of five) will need to be submitted that explain what participants will be able to learn by attending your seminar. Below is a list of verbs that can help you write these objectives.

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	