



Where Leaders Meet

PMO Symposium® | 3-6 November 2019

Gaylord Rockies Resort and Convention Center | Denver, Colorado, USA

PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

PMI® PMO Symposium®

3-6 November 2019

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 PMO Symposium® 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 Presenter through normal means of correspondence are not met. Failure to provide any requested session deliverables within the deadlines may preclude your consideration for this and future PMI's events.

1. **Acceptance to be a Presenter Process:** By accepting the standard conditions agreement to speak at the PMO Symposium, presenters agree to the following:
 - a. If the session proposal is accepted, the presenter will formally accept the presenter role on the designated speaker platform by **Monday, 1 July 2019**.
 - b. Submit draft slide presentation and speaker notes by **Monday, 12 August 2019**.
 - c. Participate on a call with a PMI representative to discuss the presentation between **12 August and 6 September 2019**.
 - d. Submit final draft of presentation and speaker notes by **Friday, 13 September 2019**.
 - e. Provide a short three- to five-minute video to showcase a preview of your PMO Symposium 2019 session by **20 September 2019**. PMI will post the video to inform registered attendees.
 - f. Should changes be required to the final presentation, the Lead Presenter will notify PMI with changes and obtain approval prior to presenting.
 - g. Participate in Symposium Speaker Webinar(s) which provide effective ways and helpful hints in preparing and delivering an engaging presentation to the target audience at PMO Symposium. It is strongly recommended for new presenters to participate. Dates and times of these events will be communicated to all approved speakers.
 - h. Speakers are expected to arrive in the event city and check-in as a speaker on **Sunday, 3 November**. Tentatively, we may have sessions involving speakers starting at 3:00 PM on 3 November 2019.
2. **Materials and Equipment:**
 - a. The standard PMO Symposium meeting rooms will be set up with the following:
 - (1) meeting room laptop
 - (1) LCD projector
 - (1) screen
 - Appropriate speaker microphones on head table
 - (1) wireless lavalier
 - (1) flipchart
 - (1) standing microphone for audience participation
 - (1) wireless slide advancer (clicker) with laser pointer
 - Theater seating (certain rooms may accommodate roundtables but not all)
 - b. Internet connectivity may not be reliable in all meeting rooms. Presentations should not be internet dependent.
 - c. Presenters are responsible for handouts, survey tools or any supporting material not outlined above.

3. Authorization to use Presentation Materials:

- a. The presenter and co-presenters agree to: Presenter(s) represents and warrants that either he/she
 - i. is the sole author of the Contributed Work, now owns all rights in it granted hereunder, free of liens or encumbrances and has full power to execute this Agreement, or
 - ii. the work is a work for hire and he/she is the sole author of the Contributed work and the employer has granted permission for its use and has granted permission to execute this agreement.
- b. 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.
- c. Presenter represents and warrants that, with the exception of PMI events, the Contributed Work has not been published or presented publicly prior to the date of the PMO Symposium or that the work is in the public domain. Presenter further represents 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 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.
- d. 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.
- e. 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.
- f. Presenter hereby grants PMI, its affiliates and subsidiaries, a non-exclusive license to reproduce, adapt, distribute, perform, and display the slide presentation and corresponding paper 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 PMO Symposium participants for a limited time. Presenter retains the right to use all or part of the paper submitted in future works of his/her own.
- g. Presenter will prepare the Contributed Work and he/she, or designee, will present the Contributed Work at the PMI PMO Symposium.

4. Compensation:

- a. PMI will give the primary Author/Presenter a complimentary full-event registration and hotel lodging for checking-in on 3 November and checking-out on 6 November.
- b. PMI does not cover the cost of any travel or additional expenses, or any pre- or post-symposium events.
- c. Any co-presenter will be responsible for his/her registration, hotel and travel.
- d. If the presentation is cancelled for any reason, complimentary and hotel registrations will be cancelled. The presenter will be responsible for submitting the appropriate registration fees in order to attend the event.

5. Scheduling and Substitutions:

- a. PMI reserves the right to assign presentation date and times to best fit requirements of the event.
- b. Requests to alter date/time assignments will not be accepted.
- c. Presenters must be available to present at the date and time assigned by PMI and notify Symposium personnel if they will be available for each presentation day should a schedule change or additional presentation(s) be requested.
- d. An individual who cannot appear may provide, with the approval of PMI, a designated substitute. In the event anyone other than the originally scheduled author/presenter presents the Contributed Work at the Symposium, that person shall be bound by all conditions stated herein. In such case, a notification of this

substitution must be made in writing to the Symposium Planner and such substitution is subject to PMI approval.

- e. PMI cannot guarantee that Symposium materials (print or electronic) will include the name or details for substitutions made within 4 weeks of the event.
- f. Photography and Videography: Presenter hereby grants PMI permission to photograph him/her and/or videotape his/her presentation and/or use his/her likeness in photography/video (in any format or technology now existing or which may be developed in the future) and to use, re-use such photography/video in its publications, videos, and promotional materials, on its website, or in any other manner at any time and in any medium whatsoever. Presenter acknowledges that his/her name may be used in connection with the use of such photography/video. Presenter also acknowledges that PMI will own copyright and all other proprietary rights in such photography/video in perpetuity. In consideration of PMI's agreement to use presenter's likeness, presenter waives any right to compensation for such use and any and all claims, damages, liabilities, costs, or expenses relating to PMI's use of such photography/video. PMI reserves the right to decline to use such photography/video, in its discretion.

6. Communications:

- a. In addition to pre-event Speaker Webinar(s), Presenter agrees to visit www.PMOSymposium.org and the Speaker Toolkit periodically for news, updates and special notices for presenters and keep Symposium personnel apprised of any changes in contact information. All presenters will be responsible for the information provided to them via this site.
- b. All speaker correspondence should be sent to event.speakers@pmi.org

7. Cancellations: PMI reserves the right to modify or cancel the PMO Symposium, if, in its sole discretion, circumstances warrant such action.

8. Self-Promotion: Presenter shall not use PMI's PMO Symposium as a vehicle to promote non-PMI services, products, or educational programs. This includes the sale or advertising of non-PMI books, audio or videotapes, CDs, or software by the speaker or his/her agent. If approached privately, speakers may share their contact information. PMI reserves the right to promote its programs, products, and services during the conference. It is agreed that PMI may exercise this right at its discretion.

9. Use of PMI Logos: Presenter may only use approved logos to promote his/her presence at the PMO Symposium. Within five (5) days of the conclusion of his/her presentation, all logos related to the PMO Symposium must be removed from Presenter's social media, websites and email. Other than the approved logos for the PMO Symposium, Presenter is prohibited from using PMI marks or any names, marks, or other materials on his/her social media, websites and email in a manner that is likely to cause confusion or dilute or damage the reputation or image of PMI. Presenter agrees not to alter any PMI mark in any manner to make it appear that PMI is endorsing, sponsoring, authorizing or affiliated with the Presenter, or any third party, except as expressly permitted in writing by PMI. Additionally, Presenter agrees to adhere to terms of PMI's Trademark Usage Guidelines which can be located at <https://www.pmi.org/-/media/pmi/documents/public/pdf/about/press-media/trademark-usage-guidelines.pdf>.

By agreeing to speak at PMI® PMO Symposium 2019, you agree (and attest on behalf of your co-presenters, if any) to the above terms and conditions.