PMI Project Management Institute — IN-PERSON EVENTS

HELPFUL HINTS IN SUBMITTING A SEMINAR PROPOSAL FOR PMI® SEMINARSWORLD 2018
Deadline to submit: Friday, 21 July, 5:00pm ET*

The following are helpful hints and frequently asked questions related to submitting a seminar proposal.

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

CONTRACT - SPEAKER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT
All submitters and co presenters are required to agree to the PMI® SeminarsWorld 2018 Speaker Acknowledgement and Acceptance of Standard Conditions Agreement. Submitter's will need to provide their signature and act on the behalf of their co-instructors (if applicable) in agreeing to the contract while submitting the proposal.
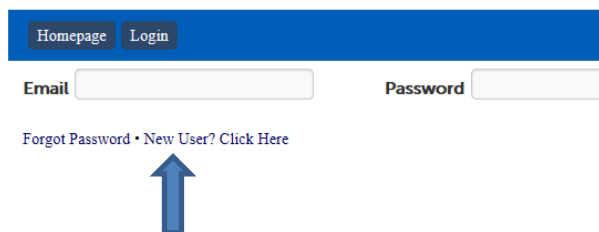Download Contract Agreement

DEADLINE FOR SUBMISSION
All presentation proposals must be submitted directly to the PMI Online Call for Proposal Website. In addition to your proposal, additional details are required such as your Speaker Contract and seminar preliminary details.
Late submissions will not be accepted.

ONLINE CALL FOR PROPOSALS WEBSITE
All presentation proposals will need to be submitted to the PMI Online Call for Presentation Tool Website. As PMI has changed platforms, all users will need to create a new user profile.
- Click here to access the online call for presentation tool website
- At the top of the page, click Login
- At the next page, click on New User? Click Here to create a User Profile

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.

PROPOSAL WORKSHEET
Submitters are encouraged to use the call for presentation proposal template to prepare in advance their submission prior to submitting it to the PMI Online Call for Presentation Website. Download Worksheet

PMI TALENT TRIANGLE

PMI® 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.

PMI Talent Triangle

LEARNING OBJECTIVES

At the time of submission, at least 1 learning objective (maximum 5) will need to be submitted that explains what participant will be able to learn after attending your seminar. Below is a list of verbs that can help you write objectives.

VERBS TO STATE COGNITIVE OUTCOMES

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
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

Perception	Set	Guided Response	Mechanism	Complex	Adaptation	Origination
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

Receiving	Responding	Valuing	Organization	Value Complex
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	