



EMEA Congress 2018

Your Role as a Conference Presenter

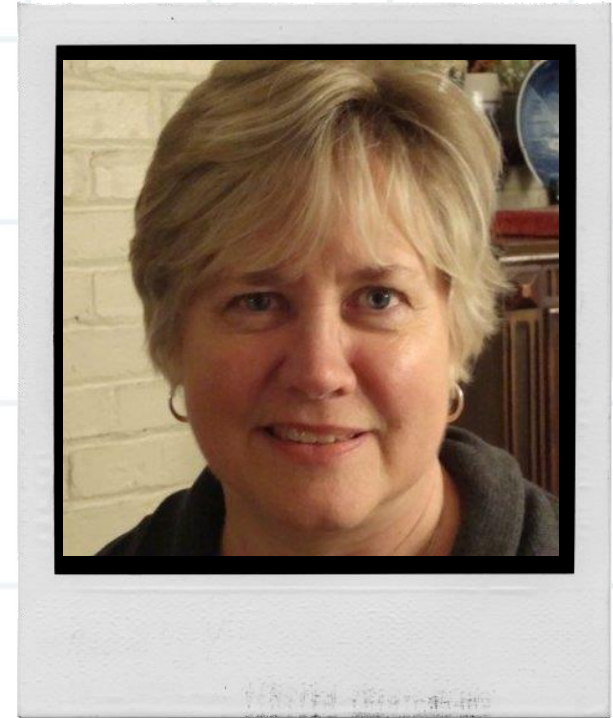
Holly Stevens, Program Administration Associate, PMI

The PMI Conference Team



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Professional Development
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Program Administration
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Learning Objective(s)

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

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

AGENDA

- Introduction of the PMI Congress Team
- Event name and Target Audience
- Role of the Lead Presenter
- Development Timeline
- Speaker Toolkit
- Presenter Acknowledgement and Acceptance of Standard Conditions Agreement
- Status Update and Next Steps

PMI EMEA Congress

Making It Happen – Make It Matter!

7-9 May 2018
Berlin Congress Center
(bcc)
Berlin, Germany

Who Attends PMI EMEA Congress?

Additional Key Industries Represented

Aerospace	Technology	Consulting
Construction	Oil & Gas	Government
Energy	Healthcare	Financial Services
Manufacturing	& Pharmaceuticals	Telecommunications
Information	Automotive	Training

Demographics

Congress: Over 700 Practitioners (excluding exhibitors)

74% of participants hold a PMI credential, 60% of participants hold a PMP

Top Industries Represented

IT | 16%
 Consulting | 15%
 Financial Services | 7%
 Telecom | 7%

*Note: 18% of participants declined to respond
 Respondents spread between 17 categories*

Ages Represented

70+ <1%	30-35 14%
55-69 9%	25-29 3%
45-54 31%	18-24 <1%
36-44 33%	

Note: 10% of participants declined to respond

Work Titles (self-identified)

Chief Executive Officer (CEO)	4%
Chief Information Officer (CIO)	<1%
Director of Project Management/ Director of PMO	12%
Portfolio Manager	4%
Program Manager	13%
Project Manager III	8%
Project Manager II	8%
Project Manager I	17%
Project Management Specialist	4%
Project Management Consultant	5%



Your Role as the Lead Presenter

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

Your Leadership as the Lead Presenter will ensure all presenters experience a quality EMEA Congress

EMEA Congress Programming

Milestones *subject to change

- 14 December Deadline | Confirm participation. *complete*
- 8 January – 5 February | Presentation Storyboard Drafting. ***more details to come*
- Week of 15 January | Confirmation of Final Session Details and Session Schedule
- Week of 22 January | Registration Confirmation Email
- 5 February Deadline | Presentation Storyboards Due
- February-March | Live Virtual Presentation Meeting ***more details to come*
- 9 April Deadline | Final PPT Presentation Due ***more details to come*
- 25 April, 12:00pm ET | Live Webinar: *What to Expect Onsite*
- 7-9 May | PMI EMEA Congress, Berlin, Germany

Hotel, Travel & Visa



[Home](#)

Hotels & Transportation



PMI will not reach out to solicit rooms. If you are contacted by a third party company regarding hotel reservations, please ignore it and delete the message to avoid fraudulent scams.

PMI has negotiated a discounted rate at the Park Inn by Radisson Berlin Alexanderplatz Hotel for the dates listed below. Hotel reservations are taken on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving the discounted rate. Follow the link below to reserve directly online with our host hotel. Please note hotel and transportation are not included with registration fees.

To visit the PMI® EMEA Congress 2018 webpage, go to <https://www.pmi.org/emea-congress>

EMEA Congress Presenter's Platform



PMI® EMEA Congress 2018 7–9 May 2018 | Berlin, Germany

Welcome to the PMI EMEA Congress 2018 Call for Presentations Website. This website will be used to manage the development process of your presentation.

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

If you have questions regarding the program development process, please contact event.speakers@pmi.org.

To access your session information:

- At the top of this page, click the **LOGIN** button.
- Enter your email address and password, or select **FORGOT PASSWORD?** to recover your login information.
- After you have logged into your profile, select **SUBMISSIONS** from the top of the page to access your session information.

Speaker Toolkit



PMI® EMEA Congress Speaker Toolkit

Welcome Congress presenters! This page will provide you with up-to-date information related to your participation as a presenter at PMI® EMEA Congress 2018, 07-09 May 2018, in Berlin, Germany. We encourage all presenters to check back often for helpful tips and updates to ensure a successful experience.

Questions? Contact event.speakers@pmi.org.

Hyperlink for Speaker Toolkit:

<https://www.eiseverywhere.com/eSites/emeacongress2018/Speaker%20Toolkit>

Presenter Acknowledgement and Acceptance of Standard Conditions Agreement



PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT PMI® EMEA Congress | 7 – 9 May 2018 | Berlin, Germany

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® EMEA Congress 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 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 Congresses.

Acceptance as a Congress Presenter

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

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

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

- Submit draft outline of presentation and script (storyboard) no later than 13 weeks prior to Congress.
- Submit draft PowerPoint presentation with references and participate in virtual rehearsal/coaching no later than 6 weeks prior to Congress.
- Submit final PowerPoint presentation no later than 4 weeks prior to Congress.

PMI Congress Team will provide detailed instructions and guidance to support Presenters efforts in addressing above deliverables.

- Presenters are expected to arrive in event city and check-in as a speaker at least one 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.
- Congress sessions are evaluated by registered attendees and audited by PMI staff. Evaluation feedback and data collected will be used for future Congress 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.

3. Materials and Equipment:

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

- (1) laptop with audio sound (presenters may not use their own equipment in meeting rooms)
- (1) LCD projector
- (1) screen
- Speaker microphones on head table
- (1) wireless lavalier
- (1) flipchart
- (1) wireless microphone for audience participation
- 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.

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Presenter Acknowledgement and Acceptance of Standard Conditions Agreement | PMI® EMEA Congress 2018
as of 9 August 2017

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

PMI Policy Regarding Proprietary Information

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



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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 (before 2 April)

Status Update as of 18 December

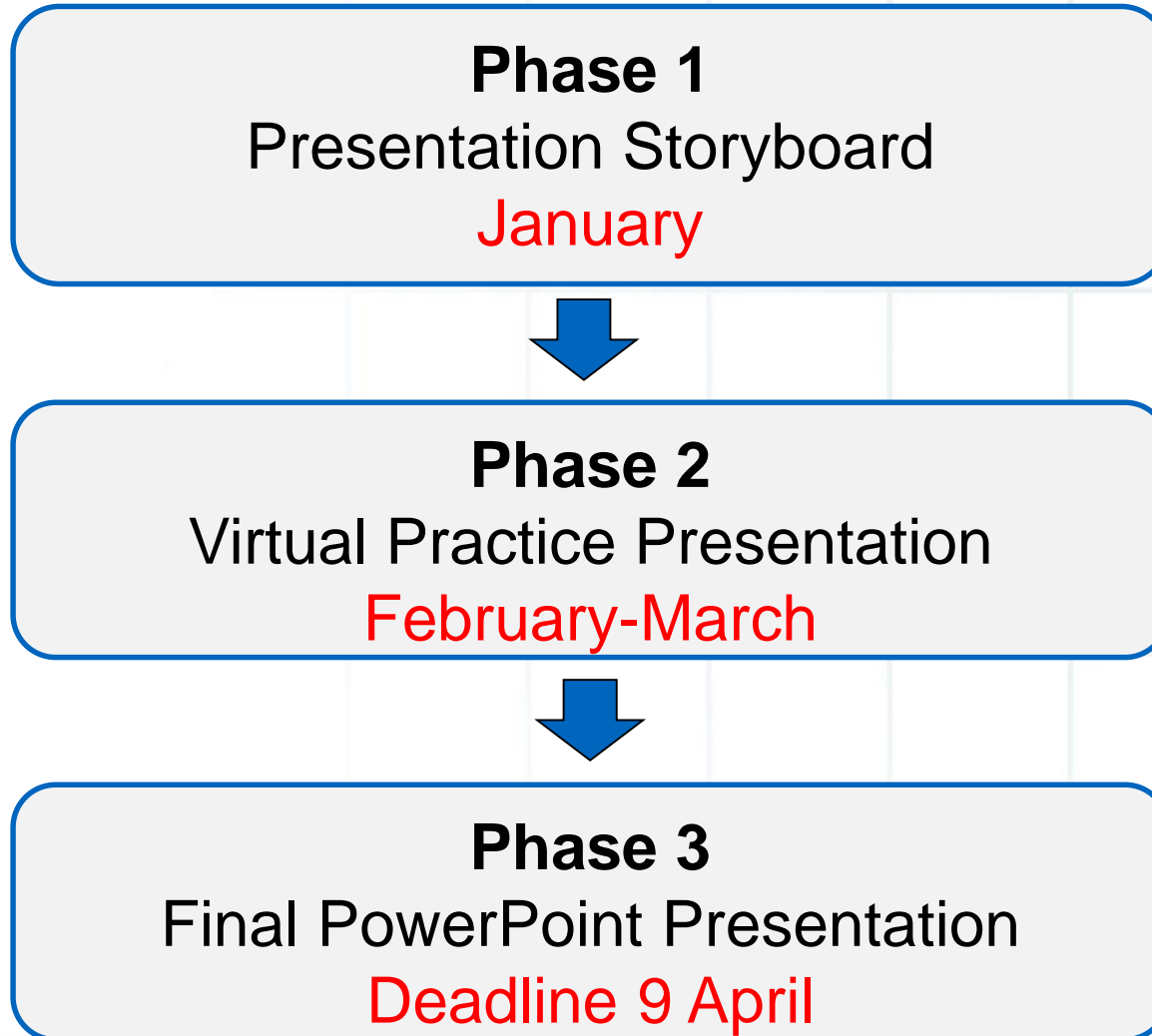
- Copywriter review of session titles, session descriptions, learning objectives
- PDU validation process
- Building overall session schedule, date and time

Registration

Congress Team will process registrations for Lead and co-presenters.

In late January, an email will be sent confirming your registration.

Presentation Development and Delivery Program



THANK YOU



event.speakers@pmi.org