

PMI® EMEA Congress 2018

EMEA CONGRESS PRESENTERS
WHAT TO KNOW BEFORE YOU GO


#PMIEMEA18

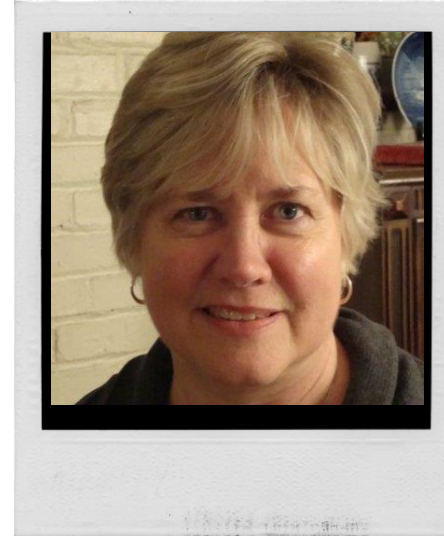


The PMI Congress Team



Julie Ho

Professional Development
Delivery Specialist  @julieho34



Holly Stevens

Program Administration
Associate  @hollystevens66

PREPARING FOR EMEA CONGRESS 2018

Utilise Social Media



🐦 Follow [@PMIevents](https://twitter.com/PMIevents) and tweet about your upcoming presentation! [#PMIEMEA18](https://twitter.com/PMIevents)

 **PMI** @PMInstitute · Mar 31
#PMIEMEA18 session speaker @danlefsky discusses how to successfully drive an organisation forward on digital transformation, and see the value creation promised by Big Data and business intelligence.




Digital Transformation: Leading Organisations to th...

Join Dan Lefsky at PMI® EMEA Congress 2018 in Berlin for Digital Transformation: Leading Organisations to the Promised Land. At the conclusion of this sessio...

youtube.com

🗨️ 10 ❤️ 16

 **Emily Luijbregts** @Em_The_PM · Feb 12
If you're coming to #PMIEMEA18, I'd love to have you attend my talk "Dude, where's my control. Transitioning from a Project Manager to Scrum Master" on Tues 8. May at 13.30 @PMIevents

🗨️ 2 ❤️ 4

Event App Now Available

www.pmi.org/pmieventsapp



Username: email address

- Create a personal agenda
- Connect with Congress Participants
- Create awareness about your upcoming presentation
- Connect with Exhibitors
- Session Evaluation Tool

Evaluate this Session!

Provide your feedback via the event mobile app by completing a brief evaluation!

If you bookmarked/added this session to your **Personal Agenda**... a link to the survey is now in your activity feed! Tap the post to get started.

Or, **to access the survey:**

- Select Agenda
- Select session
- Tap **Take Survey** at the bottom of the screen.



Evaluation Questions

- Overall, please rate this session
- Was the title and description of this session accurate, and did it match the presentation delivered?
- Did the session meet its stated learning objectives that are listed in the mobile app?
- Will you be able to apply the learnings from this presentation to your job?
- Was the presenter(s) engaging?

Your PowerPoint Presentation

- All final presentations and supplemental items (videos, handouts, etc.) were due Monday, 9 April
- Presenters should bring a USB with their presentation file(s) (PPT, video, handout) to Berlin.
- If edits are made, do not send to the Congress Team - bring them with you on a USB and visit the Speaker Ready Room.
- No printer is available onsite.

WHAT TO EXPECT WHEN YOU ARRIVE IN BERLIN

Location

All activities related to EMEA Congress will be held at

[Berlin Congress Center \(bcc\)](#)

Alexanderstrasse 11

10178 Berlin, Germany

+49 30 23806750

Berlin Congress Center – Security Guidelines

Access/Entry to Berlin Congress Center (bcc)

- Have ID and copy of registration confirmation with you.
- Wear name badge at all times.

Baggage and Luggage Guidelines

- You may bring bags and other luggage with a volume of **up to 10kg** (e.g., backpack, computer bag, purse). Anything larger is not permitted; plan to coordinate storage with your hotel concierge.

Random Personal and Bag Checks

- Random person and bag checks may be conducted by authorised personnel.

Speaker Registration and Speaker Ready Room

- All presenters should check in at Speaker Registration at least one day in advance of presenting.
- Updates to your presentation need to be brought to Speaker Ready Room Located on Level B – B04 (on USB)

Speaker Registration and Speaker Ready Room Hours

- Sunday, 6 May, 13.00 – 17.00
- Monday, 7 May, 7.00 – 18.00
- Tuesday, 8 May, 8.00 – 17.30
- Wednesday, 9 May, 8.30 – 14.00

Practice with a Toastmaster or on your own

- Presenters interested in practicing with a Toastmaster should have used the link provided to schedule a time by 20 April.
- If interested in using the room to practice on your own, please stop by the Speaker Ready Room (Level B – B04) at the bcc to reserve a time.

FINAL REMINDERS TO PREPARE FOR YOUR PRESENTATION

Know your Audience

- Refer to the Speaker Toolkit for Past EMEA Congress Demographics

Organisations that Attended Past EMEA Congress Include:

Accenture	Ericsson	Procter & Gamble
Airbus	GlaxoSmithKline	PWC
Apple	Google	SAP
American Express	Hewlett-Packard	Shell
Bristol-Myers Squibb	JP Morgan Chase	Sony
Cisco	Kuwait Oil	Tetra Pak
Coca Cola	Mayo Clinic	Thomson Reuters
Deloitte, LLC	Oracle	Vodafone
Emirates Airlines	Phillips	

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*

Additional Key Industries Represented

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

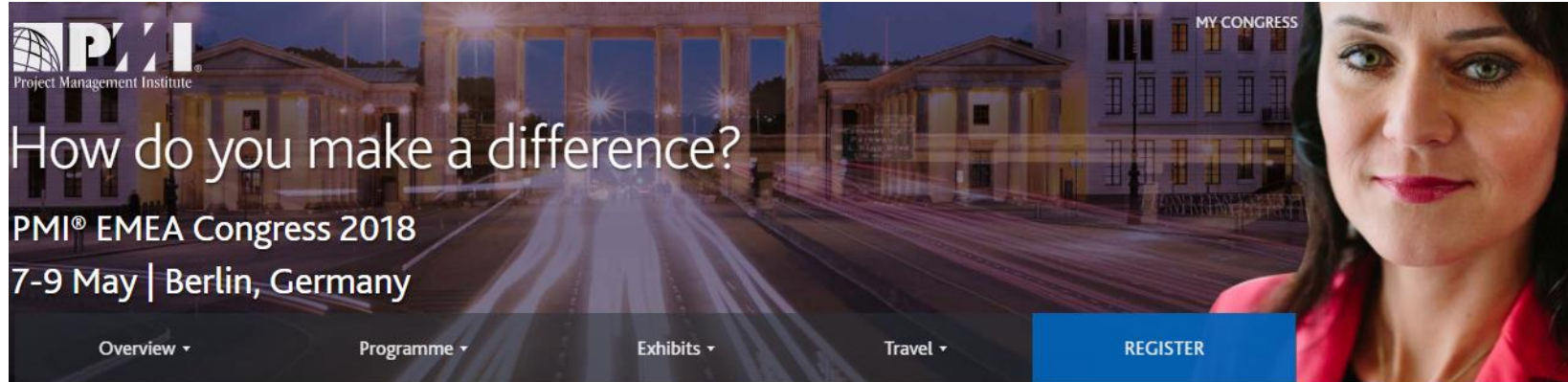
Work Titles (self-identified)

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%



MY CONGRESS Page

<https://www.pmi.org/emea-congress/my-congress>



Calling All Difference-Makers!

My Congress



Registered Participants should check back often for up to date information and important resources to help make the most of your PMI EMEA Congress experience. Updated as of: 24 April

Recent Attendee Newsletters

[eNewsletter #1](#)

JUMP TO TOPIC

- [Announce Your Participation](#)
- [Download the Event Mobile App Now!](#)
- [Monday Night Networking Tours](#)
- [Programme Schedule - Sessions Added!](#)
- [Provider Kiosks](#)

Meeting Room Set Up

(1) Laptop (Windows based) with audio sound (presenters may **not** use their own equipment in meeting room)

(1) LCD projector

(1) screen

Appropriate speaker microphones on head table

(1) wireless lavalier

(1) flipchart

(1) wireless microphone for audience participation

(1) wireless mouse

Theater seating

Helpful Hints for a Successful Presentation

- Arrive at least 20 minutes prior to your session start time
 - Check your presentation on the meeting room laptop
 - Check the microphone
- A PMI Volunteer will check in with you to assist and introduce you to the Participants
- Be sure to start and end your session on time
- Turn your mobile device to mute and encourage Participants to do the same!

Helpful Hints for a Successful Presentation (Cont'd)

- Be sure to project your voice and speak clearly while at the microphone
- Encourage participant interaction by asking them to use the microphone
- Be sure to repeat a question before answering so everyone can hear the question
- Anticipate questions that may be asked. This simple exercise will help jump-start a question and answer period.

FINAL REMINDERS/THINGS TO PACK

Reminders / Things to pack

- Congress attire is business casual. Be sure to wear comfortable shoes too.
- Meeting rooms can get cold, so bring a sweater.
- Plenty of business cards to network.
- Chargers and adapters for your cell phone
- USB with your presentation materials.
- Form of ID and your registration confirmation

QUESTIONS

THANK YOU FOR YOUR TIME TODAY!

You may contact us at:

event.speakers@pmi.org