

# Thank you for joining today's webinar!

Be sure to connect using the webex “connect using your computer” and turn your computer volume up to hear the presentation.

We will start momentarily!




# PMI Global Conference Presenters

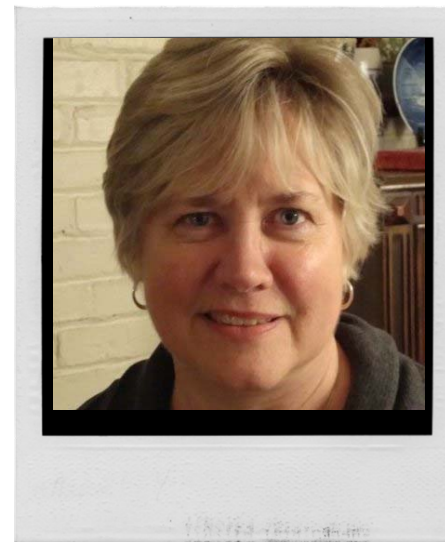
## *What to Know Before You Go*

# The PMI Conference Team



**Julie Ho**

Professional Development  
Delivery Specialist  @julieho34



**Holly Stevens**

Program Administration  
Associate  @hollystevens66

# PREPARING FOR GLOBAL CONFERENCE 2017

#PMICon17



## Social Media

Follow [@PMIevents](https://twitter.com/PMIevents) and tweet about your upcoming presentation!  
[#PMICON17](https://twitter.com/PMIevents)



## Event App Now Available



[www.pmi.org/pmieventsapp](http://www.pmi.org/pmieventsapp)



**Username:** email address  
**Password:** CHICAGO2017

- Create a personal agenda
- Connect with Conference 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 Friday, 6 October
- Presenters should carry a USB with presentation, videos, etc. to Chicago.
- If edits are made, please bring with you on a USB. Please do not email to the Conference Team.

<https://www.pmi.org/global-conference/my-conference>

## My Conference

This attendee-only page will provide important resources to help make the most of your conference experience. We are looking forward to meeting you in Chicago!

Updated as of 3 October

### Recent Attendee E-Newsletter

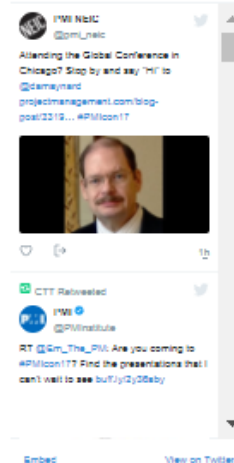
31 August e-Newsletter [✉](#)

#### JUMP TO TOPIC

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# WHAT TO EXPECT WHEN YOU ARRIVE TO CHICAGO

## Location

All activities related to Global Conference will be held at

McCormick Place (West Building)  
2301 South King Drive  
Chicago, IL 60616

*\*New "Cermak - McCormick Place **Green Line Station**" Now Open*

***New this year!***

## **Speaker Registration and Speaker Ready Room**

- All presenters should check in at Speaker Registration at least one day in advance of presenting.
- Speaker Ready Room

Presenters should check on their presentation after checking in with Speaker Registration. This is where you can upload any new edits as needed (at least 4 hours before start time) **Please do not bring your USB to the meeting room.**

## Speaker Registration and Speaker Ready Room Hours

- Friday, 27 October, 8:00 a.m. – 5:00 p.m.
- Saturday, 28 October, 8:00 a.m. – 6:00 p.m.
- Sunday, 29 October, 8:00 a.m. – 6:00 p.m.
- Monday, 30 October, 8:00 a.m. – 2:00 p.m.

## 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

Theater seating (unless conducting a workshop which will have rounds)

## Practice with a Toastmaster or Best Practice Room

- Presenters interested in practicing with a Toastmaster should connect with the Conference Team before arriving to Chicago.
- If interested in practicing without a Toastmaster, please request a room upon checking in at Speaker Registration.



## 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
- A Chicagoland Chapter Member 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)

- Be sure to project your voice and speak clearly while at the microphone
- Encourage attendee 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

- Conference 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.

# Questions?

Thank you for your time today!

You may contact us at:  
[event.speakers@pmi.org](mailto:event.speakers@pmi.org)