

# PMI® Global Conference 2017

28–30 October 2017  
Chicago, Illinois, USA



## Storyboard Review and Scorecard Process

Open 19 July – 7 August

Subject Matter Experts (SMEs) will review storyboard worksheets for this year's Global Conference Presenters. A pre-recorded webinar is available that details this process for SMEs. Listen [now](#).

As they are submitted, SMEs will have five (5) business days to:

- Review the submitted worksheet
- Provide feedback regarding the worksheet
- Provide Scorecard feedback

### **INSTRUCTIONS**

An email from PMI Conference Team will be sent when a storyboard worksheet has been assigned to an SME. Below are steps in reviewing a storyboard and submitting scorecard feedback.

#### **STEP 1** – Download the Presenter's Completed Storyboard Worksheet

Via the email instructions, access the [Global Conference Presenter's Platform](#).

Click **Login** from the top toolbar

Enter your email address and password, and click the **Login** button. If you do not remember your password, you can reset it from this page

Select **Reviews** to access your assignment

Scroll to the bottom of the page labeled "3: Presentation Storyboard" and download the storyboard to your desktop.

#### **STEP 2** – Review the storyboard worksheet

A column is available for you to directly input your feedback. Be sure to be kind, professional and clear with your feedback as this will be directly shared with the Conference Presenter.

As you review the storyboard, consider these questions:

- Did the presenter share what the problem was within the first 3 -5 rows of the storyboard?
- Are there any topics that the presenter could spend more or less time on?
- Are there any topics that the presenter should include to enhance learning for the attendee?
- Does the storyboard include audience engagement activities?
- If no, is there any activity you could recommend that would encourage attendee engagement?
- Are the contents of this storyboard transferrable across industries?

Once you have completed your review, be sure to save your comments on the word document.

#### **STEP 3** – Uploading your feedback and completing the scorecard

Via the email instructions, access the [Global Conference Presenter's Platform](#).

On the right side of the screen, complete the questions on the scorecard as it relates to your storyboard worksheet review. Provide any additional feedback as needed. If your overall impressions did not meet your expectations, be sure that your feedback on the storyboard worksheet match. Your feedback will give an opportunity for presenters to incorporate it into their draft presentation.

Upload your completed worksheet.

Click **Save & Submit**.

Questions? Contact [event.speakers@pmi.org](mailto:event.speakers@pmi.org)