

**PMI® Global Conference 2017 | Presentation Storyboard Worksheet**


**Session Title:** PMI Global Conference – Your Role as a Conference Presenter

**Description:** This session is for confirmed presenters of Global Conference 2017. This session detail the role of a lead presenter and set expectations related to program development

**Audience Level:** Core

**Learning Objective 1:** Explain the role of a Lead Presenter

**Learning Objective 2:** Describe the PMI Conference Audience

Slide #	Script What are you going to say? How will you be describing the topic? Will there be an activity?	Slide or Presentation Aid Image of draft slide or a brief description. Description should address both text and visuals, if applicable.	Duration How many minutes will you be spending on this slide?	SME Feedback SME will use this column to provide feedback once the storyboard is uploaded
1	My name is Holly Stevens, and I am a Program Administration Associate at PMI. I am here with my colleague Julie Ho, who is a Professional Development Delivery Specialist with PMI. We will be working with you and supporting you on this journey as a PMI Conference Presenter.		:30	

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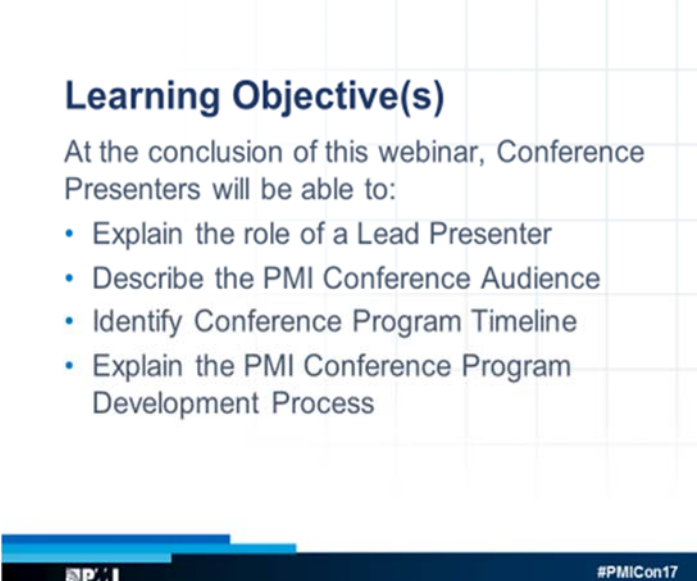
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2	At the conclusion of this webinar, Lead Presenters will be able to	 <p><b>Learning Objective(s)</b></p> <p>At the conclusion of this webinar, Conference Presenters will be able to:</p> <ul style="list-style-type: none"><li>• Explain the role of a Lead Presenter</li><li>• Describe the PMI Conference Audience</li><li>• Identify Conference Program Timeline</li><li>• Explain the PMI Conference Program Development Process</li></ul> <p>PMI #PMICon17</p>	:30	

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3	<p>***HOLLY*** To achieve our learning objectives during our time today, here is our agenda. &lt;PAUSE&gt;</p> <p>***JULIE*** (Take over as host for rest of slides)</p> <p>** encourage questions using the webinar chat box**</p>		:30	

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4	<p>In the past, this event has been called PMI Global Congress. The event will no longer be titled this as the word “congress,” specifically in North America, was interpreted as a government type gathering. + As such, this event is now call PMI Global CONFERENCE. You may refer to the event as Conference or Global Conference. Our theme these year is “Making a Difference: The Evolving Role of Project Management” + Conference activities will be held over three days; 28 - 30 October at McCormick Place in Chicago.</p>		1min	

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5	<p>3500+ project, program and portfolio professional are anticipated to join us in Chicago to learn and network over three days. +</p> <p>As a Conference presenter, it is important to understand the audience which you will be presenting to. As you can see from last year’s attendance, those that attended the meeting represented various industries, have varying age ranges as well as hold different levels of responsibilities within their organizations. Additionally, 80% of last year’s attendees are PMI credential holders, specifically 71% are PMPs. Keep these details in mind as you think about how your presentation will resonate and apply to the Conference attendee. We will be sharing tools (such as storyboarding) and best practices in preparing your presentation in the weeks/months ahead.</p>	 <p><b>Who Attends PMI Global Conference?</b></p> <p><b>2016 At a Glance</b></p> <ul style="list-style-type: none"> <li>Seminars World: 450+ attendees</li> <li>LIM: Over 1,000 global PMI Chapter Leaders</li> <li>Congress: Over 2,000 Practitioners (including exhibitors)</li> <li>80% of attendees hold a PMI credential, 71% of attendees hold a PMP</li> </ul> <p><b>Top Industries Represented</b></p> <ul style="list-style-type: none"> <li>IT   21%</li> <li>Consulting   9%</li> <li>Financial Services   10%</li> <li>Government   11%</li> <li>Healthcare   12%</li> <li>Note: 1% of attendees do not respond</li> </ul> <p><b>Ages Represented</b></p> <ul style="list-style-type: none"> <li>70+   4%</li> <li>55-69   &lt;1%</li> <li>45-54   35%</li> <li>36-44   27%</li> <li>30-35   13%</li> <li>25-29   4%</li> <li>18-24   &lt;1%</li> </ul> <p><b>Work Titles (self-identified)</b></p> <ul style="list-style-type: none"> <li>Chief Executive Officer (CEO)   4%</li> <li>Chief Information Officer (CIO)   &lt;1%</li> <li>Director of Project Management/ Director of PMO   17%</li> <li>Portfolio Manager   6%</li> <li>Program Manager   20%</li> <li>Project Manager III   16%</li> <li>Project Manager II   10%</li> <li>Project Manager I   17%</li> <li>Project Management Specialist   4%</li> <li>Project Management Consultant   5%</li> </ul> <p>PMI   #PMICon17</p>	3 minutes	
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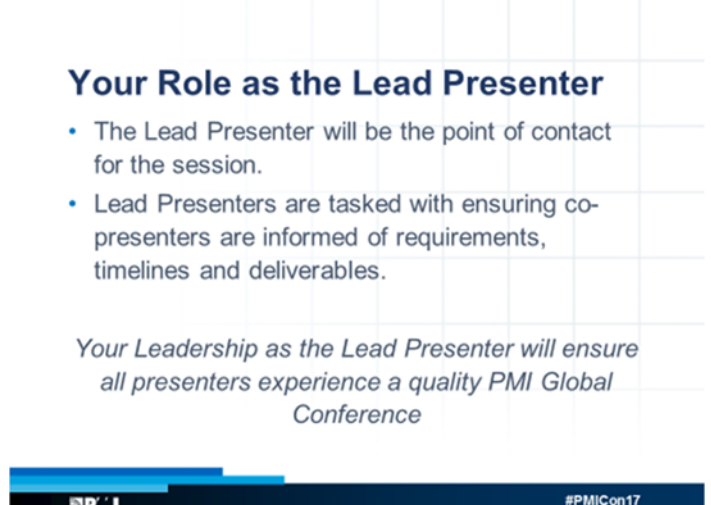
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6	<p>We recognize there are a lot of details and processes in coordinating your Conference presentation, and, in an effort to streamline all the details related to this, we will communicate directly with the Lead Presenter. + The Lead Presenter is the individual who originally submitted the presentation proposal to PMI.</p> <p>+ If you have co-presenters, please plan to relay any important information related to your participation at Conference such as sharing this webinar recording.</p>	 <p><b>Your Role as the Lead Presenter</b></p> <ul style="list-style-type: none"> <li>• The Lead Presenter will be the point of contact for the session.</li> <li>• Lead Presenters are tasked with ensuring co-presenters are informed of requirements, timelines and deliverables.</li> </ul> <p><i>Your Leadership as the Lead Presenter will ensure all presenters experience a quality PMI Global Conference</i></p> <p>PMI #PMICon17</p>	3 minutes	

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7	<p>As for all projects; the Conference Program is driven by a timeline. I would like to take a moment to thank you all for timely responses in the last week to confirming your participation and editing any details related to your session. Your attention and support in the weeks ahead will make our jobs in managing all of the details in producing a large quality conference possible.</p> <p>Please make note of these milestones and stay tuned for Conference Team communications regarding next steps.</p>	 <p><b>Global Conference Programming Milestones</b> *subject to change</p> <ul style="list-style-type: none"> <li>• <a href="#">12 June Deadline</a>   Confirm participation. <i>complete</i></li> <li>• <a href="#">20 June, 12:00pm ET</a>   Live Webinar: <i>Welcome to the PMI Global Conference Program Development Process</i> <i>complete</i></li> <li>• <a href="#">July</a>   Presentation Storyboard Drafting **more details to come</li> <li>• <a href="#">Week of 10 July</a>   Confirmation of Final Session Details</li> <li>• <a href="#">Week of 17 July</a>   Email: Confirmation &amp; Next Steps: <i>Your Conference Registration</i></li> <li>• <a href="#">28 July Deadline</a>   Presentation Storyboards Due</li> <li>• <a href="#">August - September</a>   Live Virtual Presentation Meeting **more details to come</li> <li>• <a href="#">6 October Deadline</a>   Final Presentation Submissions **more details to come</li> <li>• <a href="#">11 October, 12:00pm ET</a>   Live Webinar: <i>What to Expect Onsite</i></li> <li>• <a href="#">28 - 30 October</a>   PMI Global Conference, McCormick Place, Chicago, Illinois</li> </ul>	3 minutes	
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8	<p>The Global Conference Presenter’s Platform will continue to be the main stage where Lead Presenters will be interacting with the PMI Conference Team as we journey through the program development process. You are already familiar with this website as you submitted your proposal through this portal; we will continue to use this to interact with you.</p>	 <p>3 minutes</p>	
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9	<p>Being a presenter can be overwhelming, and we want to make sure that you are informed and aware at all times.</p> <p>In our last email communication, we released the Speaker’s Toolkit page. If you haven’t had a chance to take a look at this page; please do so, as this includes important details related to your participation as well helpful hints in participating as a Conference presenter such as the program development timeline, webinar recordings and additional resources.</p> <p>To be transparent, we will update the date on this page + as additions are being made.</p>	 <p>3 minutes</p>	
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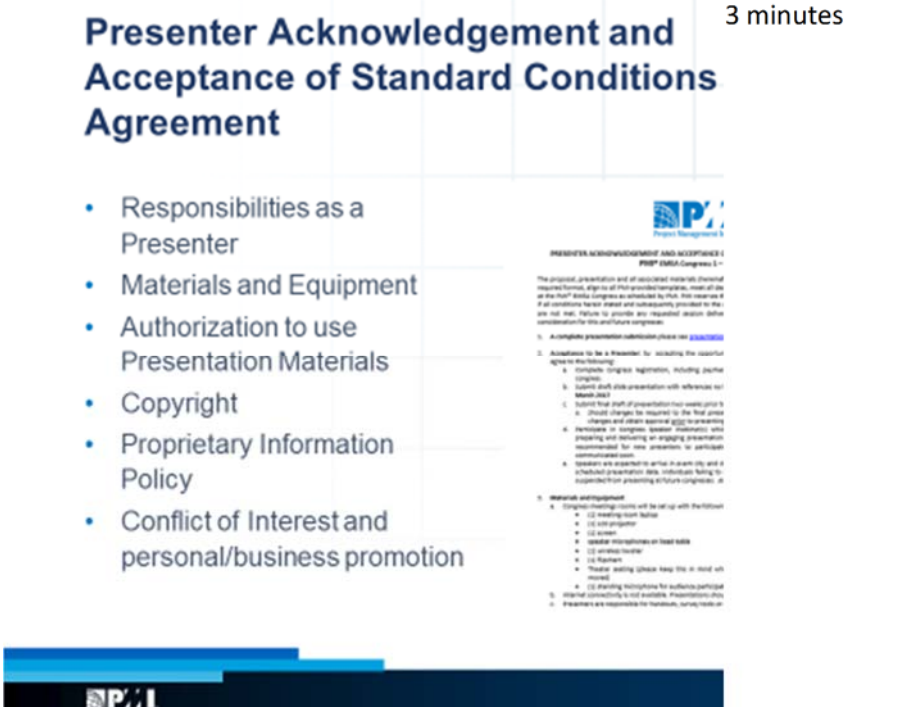
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10	<p>A copy of the Presenter Acknowledgement and Acceptance Standard Conditions Agreement is on the Speaker Toolkit page. Be sure to take a look at this document again since this was submitted by Lead Presenters at the time of submitting a Proposal for Global Conference.</p> <p>This agreement covered many topics including:</p> <ul style="list-style-type: none"> <li>Responsibilities as a Presenter – such as adhering to deadlines and arriving to the meeting site one day prior to your scheduled presentation</li> <li>Materials and Equipment – for instance, how each meeting room will be set up and what equipment will be available</li> <li>Authorization to use Presentation Materials – how your presentation will be shared with registered attendees</li> <li>Copyright – important as you prepare your presentation</li> </ul> <p>AND Proprietary Information Policy and Conflict of Interest and personal/business promotion – which we will detail this on the next slide</p>	 <p><b>Presenter Acknowledgement and Acceptance of Standard Conditions Agreement</b></p> <ul style="list-style-type: none"> <li>Responsibilities as a Presenter</li> <li>Materials and Equipment</li> <li>Authorization to use Presentation Materials</li> <li>Copyright</li> <li>Proprietary Information Policy</li> <li>Conflict of Interest and personal/business promotion</li> </ul> <p><b>PMI</b> Project Management Institute</p> <p><small>Presenter Acknowledgement and Acceptance of Standard Conditions Agreement PMI® Global Conference 2017</small></p> <p><small>The original presentation and all associated materials (visuals, audio, video, etc.) are the property of PMI and are provided to you for use only at the time of the conference. All rights are reserved by PMI. All content is provided for informational purposes only and does not constitute an offer of any services or products. All content is provided for informational purposes only and does not constitute an offer of any services or products.</small></p> <p><small>1. Acceptance to be a Presenter by submitting the speaker registration form.</small></p> <p><small>2. Acceptance to be a Presenter by submitting the speaker registration form, including the following:</small></p> <ul style="list-style-type: none"> <li><small>a. Complete speaker registration, including speaker biography.</small></li> <li><small>b. Submit draft slide presentation with references for all content.</small></li> <li><small>c. Submit final draft of presentation materials prior to the conference.</small></li> <li><small>d. Submit changes to the final draft of presentation materials and obtain approval from the program manager.</small></li> <li><small>e. Provide all content, speaker materials, and presentation materials to the program manager.</small></li> <li><small>f. Speaker will be expected to arrive to the meeting site and a scheduled presentation time, including being prepared for any presentation at the conference.</small></li> </ul> <p><small>3. Material arrangements</small></p> <ul style="list-style-type: none"> <li><small>a. Single meeting rooms will be set up with the following:</small></li> <ul style="list-style-type: none"> <li><small>• (2) meeting room tables</small></li> <li><small>• (2) chairs</small></li> <li><small>• (2) screens</small></li> <li><small>• (2) speakers on each table</small></li> <li><small>• (2) wireless routers</small></li> <li><small>• (2) flipcharts</small></li> </ul> <li><small>b. Please bring your own laptop to the meeting site.</small></li> <li><small>c. (2) charging stations for laptops, tablets, and smartphones.</small></li> <li><small>d. Internet connectivity is not available. Presentations should be downloaded to the laptop, tablet, or smartphone.</small></li> </ul>	3 minutes	
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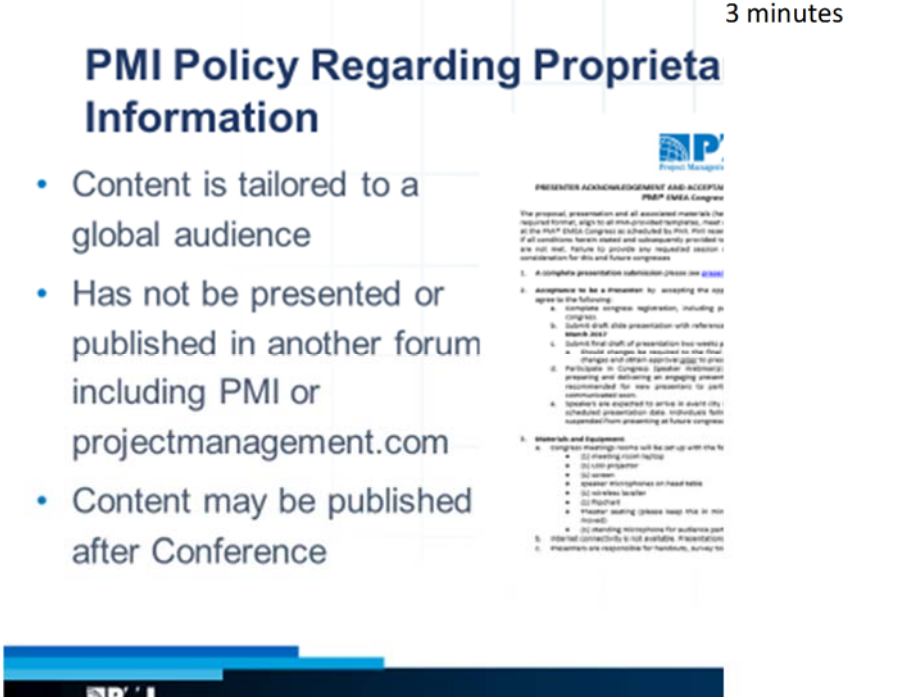
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11	<p>The section on the Presenter’s agreement that references proprietary information is important as we begin to craft Conference presentations.</p> <ul style="list-style-type: none"> <li>+ Be mindful that the content presented should be tailored to the global audience.</li> <li>+ The information you are presenting has not been presented or published in another forum include PMI or projectmanagement.com</li> <li>+ However, after Conference you may continue to publish.</li> </ul>	 <p>The slide features a blue header with the PMI logo and the title "PMI Policy Regarding Proprietary Information". Below the title is a bulleted list:</p> <ul style="list-style-type: none"> <li>• Content is tailored to a global audience</li> <li>• Has not be presented or published in another forum including PMI or projectmanagement.com</li> <li>• Content may be published after Conference</li> </ul> <p>On the right side of the slide, there is a section titled "PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE" with a PMI logo and a list of requirements for presenters, including registration, presentation format, and equipment.</p>	3 minutes	
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12	<p>When we meet again, we will be looking to begin developing your presentation. However, take a moment to reference the conflict of interest and personal/business promotion policies related to being a conference presenter.</p> <ul style="list-style-type: none"> <li>+ -- Presenters are encouraged to refrain from promoting services and products from the podium. But, if you are interested in doing this, just let the Conference Team know and we will be happy to share with you our Exhibitor opportunities at this year’s event.</li> <li>+ – If you have a book that you would like to inform the attendees about, please visit the Speaker’s Toolkit page. There are instructions on how to contact the PMI bookstore for consideration.</li> </ul>	<p><b>Conflict of interest and personal/business promotion policies</b></p> <ul style="list-style-type: none"> <li>• Presenters are encouraged to refrain from promoting services and products from podium.</li> <li>• If you are interested in promoting a book please visit the Speaker’s Toolkit region onsite PMI bookstore. (deadline 1 September 2017)</li> </ul>	3 minutes	

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13	<p>We encourage presenters to announce their participation as a Conference presenter to their network. On the Speaker Toolkit page, we have placed downloadable images ++ where you can include in your announcement. This is a great way to alert your network about your upcoming presentation as well as inform registered attendees of your upcoming presentation!</p> <p>Here’s an example of how a current Conference presenter has used informed their network. +</p> <p>Lastly, the official twitter hashtag for PMI Conference is PMICon17</p>		3 minutes	
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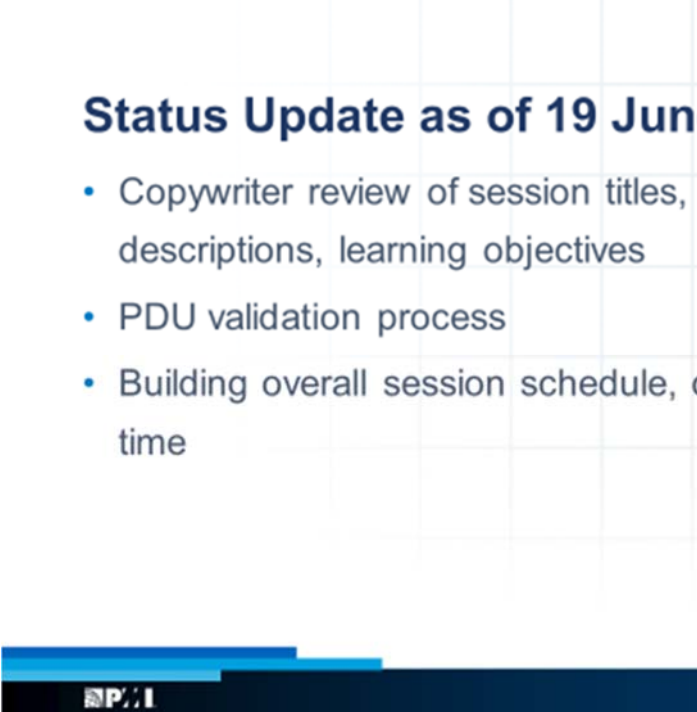
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14	<p>Before we close today’s webinar, I would like to provide an update on where the Conference Team is with regard to your session details and what is next in development.</p> <ul style="list-style-type: none"> <li>+Our internal PMI copy editors are currently reviewing session descriptions and learning objectives.</li> <li>+All content is now in PDU processing where a team is reviewing applicable credit hours to ensure accuracy.</li> <li>+The overall scheduling (date &amp; time) of each session is current taking place.</li> </ul> <p>We aim to have everything confirmed and released by early July, and at that time you will be able to plan your travel and hotel arrangements for Chicago. We ask that all presenters plan to arrive one day prior to the scheduled session to ensure you are onsite in Chicago.</p>	 <p>The slide content is as follows:</p> <p><b>Status Update as of 19 June</b></p> <ul style="list-style-type: none"> <li>• Copywriter review of session titles, descriptions, learning objectives</li> <li>• PDU validation process</li> <li>• Building overall session schedule, date &amp; time</li> </ul>	3 minutes	

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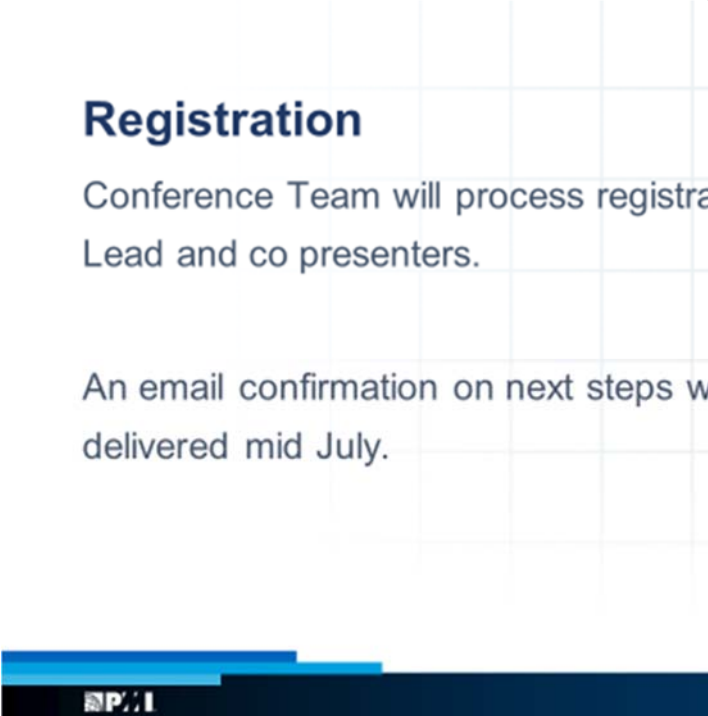
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15	<p>With regard to your registration to Conference, the Conference Team will be processing registrations shortly and there is nothing that needs to be done by the Lead or co-presenters.</p> <p>An email with confirmation or next steps will be delivered the week of July 17.</p>		3 minutes	

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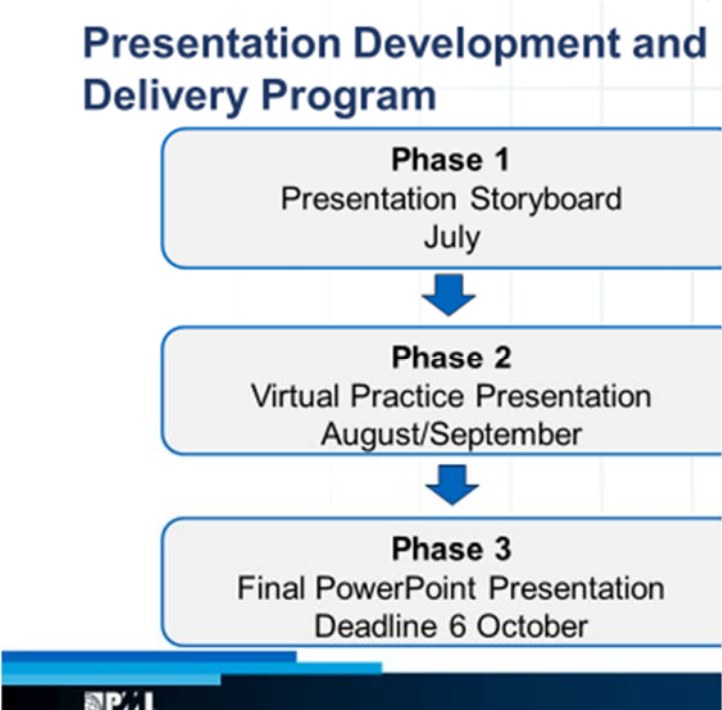
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16	<p>Delivering a quality presentation means taking the time to prepare your talking points, visuals and practice, practice, practice! On our next webinar, we will detail the Presentation Development and Delivery Program which includes 3 phases noted on your screen. This program was piloted with our recent PMI EMEA Congress Presenters, and the positive results led to quality feedback and increased attendee satisfaction reported via session evaluations. + + +</p> <p>In the meantime, visit the speaker’s toolkit page as we have included details on what this program is about. A recorded webinar will be released shortly with the details and action item related to Phase 1 – creating a presentation storyboard.</p>	 <p><b>Presentation Development and Delivery Program</b></p> <p><b>Phase 1</b> Presentation Storyboard July</p> <p><b>Phase 2</b> Virtual Practice Presentation August/September</p> <p><b>Phase 3</b> Final PowerPoint Presentation Deadline 6 October</p> <p>PMI</p>	3 minutes	
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Audience Level: Core

Learning Objective 1: Explain the role of a Lead Presenter

Learning Objective 2: Describe the PMI Conference Audience

<b>Slide #</b>	<b>Script</b> What are you going to say? How will you be describing the topic? Will there be an activity?	<b>Slide or Presentation Aid</b> Image of draft slide or a brief description. Description should address both text and visuals, if applicable.	<b>Duration</b> How many minutes will you be spending on this slide?	<b>SME Feedback</b> SME will use this column to provide feedback once the storyboard is uploaded
17	Ask participants to submit questions via the chat box.			

**PMI® Global Conference 2017 | Presentation Storyboard Worksheet**


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15	This webinar has been recorded and will be shared with you within 24 hours. Thank you for taking the time to meet with us today. We look forward to collaborating with you in developing a quality PMI Global Conference.			

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### LEARNING OBJECTIVE ALIGNMENT

Once you have completed the above exercise, please indicate which of the above slides align to your learning objectives:

1. Learning Objective 1  
**Slides |** 6, 10, 11, 13
2. Learning Objective 2  
**Slides |** 5