



PMI® EMEA Congress 2017

Call for Presentation Proposal Template

Deadline for online submissions: **Monday, 14 November 2016 5:00pm ET***

Submitters are encouraged to use this template to prepare their submission in advance and prior to submitting* directly to the Online Call for Presentation Tool Website.

**NOTE: all submissions will not be accepted via this proposal template as there are other requirements that must be met to complete the submission process.*

All presentations are 75 minutes in length

Questions regarding the process can be directed to the PMI EMEA Congress Team at congress.speakers@pmi.org

PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT

All submitters and co presenters are required to agree to the PMI® EMEA Congress Presenter Acknowledgement and Acceptance of Standard Conditions Agreement. Submitter's will need to provide their signature and act on the behalf of their co presenter in agreeing to the contract while submitting the abstract to the Online Call for Presentation Tool Website. [Download Agreement](#)

CO PRESENTER INFORMATION

At the time of submission, the Submitter will need to identify co presenters for their presentation. (maximum 2) Full contact detail information and a brief bio (maximum 75 words) will be requested. Please note: if proposal is accepted; changing co presenters may not be approved.

PRESENTATION TITLE (maximum 20 words) Titles should briefly describe the uniqueness of the proposal and provide the reader a sense of urgency. Example: Unleash your project pipeline: Accomplish More Projects and Simplify the Management of your Portfolio To Take Away Strategies to Expediting your Project/Portfolio Pipeline

PRESENTATION FOUNDATION What is the premise of your presentation? Is it a case study, academic research or an experience you want to share?

Choose one that best represents your proposal

- Case Study
- Academic Research based
- Experience/Story Telling

LEARNING OUTCOME (maximum 200 words) What will the attendee’s learning outcome be after attending your presentation? Will attendees walk away with a take away tool, handout or tips?

AUDIENCE LEVEL Choose one that best fits the expectation of the audience applicable to your presentation.

- Core** – Focus on awareness and factual recall; appropriate for those interested in furthering development in core skills.
- Applied** - Focus on understanding existing knowledge; appropriate for those interested in using content in practical applications to master concepts.
- Strategic** - Focus on project implementation of highly technical or detailed deliverables to support organizational strategy.

PMI TALENT TRIANGLE Which part of the [PMI Talent Triangle](#) is most relevant to your presentation?

Select one

- Leadership Skills**
Knowledge, skills and behaviors specific to leadership. Skills that help an organization achieve its business goals (ex. negotiation, communication, motivation, problem solving and related competencies).
- Strategic Business Management Skills**
Knowledge of and expertise in the industry/organization that enhances performance and better delivers business outcomes (ex. strategic alignment, innovation, finance, transformation, marketing, operational functions, etc.).
- Technical Skills**
Knowledge, skills and behaviors related to specific domains of project, program and portfolio management. The technical aspects of performing one’s job/role (ex. project management, product knowledge, industry knowledge).

SPECIALTY KNOWLEDGE AREA Please identify which knowledge area(s) best fits your proposal. Your responses will be helpful when assigning PDUs. Check all that apply.

- Agile project management or best practices
- Business analysis/requirements management
- Portfolio management
- Program management
- Project risk management
- Project scheduling/resource management

KEYWORD 1 OF 3 (maximum 20 words) At least one keyword is needed to be completed out of 3. [See Helpful Hints](#) for more information.

KEYWORD 2 OF 3 (maximum 20 words) At least one keyword is needed to be completed out of 3. [See Helpful Hints](#) for more information.

KEYWORD 3 OF 3 (maximum 20 words) At least one keyword is needed to be completed out of 3. [See Helpful Hints](#) for more information.

PRESENTATION DESCRIPTION (maximum 75 words) A 50-75 word description will be used to market your session on PMI's event website as well as distributed to attendees in the Final Event Guide. For example: "By attending to this session you will be able to..." or "This session will help you develop..."

LEARNING OBJECTIVES (maximum 100 words) Provide at least 1 (maximum 3 learning objectives) learning objectives for your proposal that explains what participants should be able to do after attending your session. [See Helpful Hints](#) for more information.

FULL DETAILS (maximum 600 words) Provide complete details about your proposal with information such as process issues, designs/methods, results/outcomes, statistics, key findings etc that would further support your proposal. Denote any reference materials that will be used to support your presentation. The information provided here will help the Subject Matter Expert when reviewing your submission.

ADDITIONAL OPPORTUNITIES DURING THE DEVELOPMENT OF CONGRESS - PMI may recommend alternative methods or opportunities for your proposal. Would you be interested in discussing alternative deliveries?

Select one: Yes No

SAMPLE PRESENTATION RECORDING Highlight your facilitation skills by submitting a sample audio or video recording. [See Helpful Hints](#) for more information.

HAVE YOU UPLOADED A SAMPLE PRESENTATION RECORDING TO THE PMI CONGRESS TEAM DROPBOX?

Select one: Yes No

IF YES, WHAT IS YOUR FILE NAME? (maximum 30 words)