



HELPFUL HINTS IN SUBMITTING A PRESENTATION PROPOSAL FOR PMI® EMEA CONGRESS 2017

Deadline to submit: Monday, 14 November 2016 5:00pm ET*

The following are helpful hints and frequently asked questions related to submitting a presentation proposal.

ALTERNATIVE DELIVERY REQUESTS

While speakers will submit individual proposals, PMI may contact you regarding alternate methods of delivering your presentation, such as part of a workshop or partnered with another speaker to deliver a joint presentation. We encourage new ideas and innovative ways to deliver your session!

CONTRACT - 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 proposal.

[Download Contract Agreement](#)

DEADLINE FOR SUBMISSION

All presentation proposals must be submitted directly to the PMI Online Call for Presentation Tool Website. In addition to your proposal, additional details are required such as your Presenter's Contract and Sample Presentation Recording.

Late submissions will not be accepted.

KEYWORDS

At the time of submitting, authors will be asked to identify up to (3) keywords that best highlights their proposal. Below are examples of keywords that may be used but are not limited. We welcome your original thoughts.

- Advanced Technologies
- Agile and Hybrid Approaches to Managing Projects
- Artificial intelligence
- Benefits Realization
- Business Analysis & Requirements Management
- Change Management
- Disruptive Trends
- Effective Communications
- Improving Talent Management
- Introduction to PMO
- Innovation
- Leadership Skills
- Managing Project and Program Complexity
- Megaprojects
- Methodology (Advanced)
- New Research
- Portfolio Management
- Project Management in a Global Economy
- Strategy Development or Strategy Implementation
- Other

LEARNING OBJECTIVES

At the time of submission, at least 1 learning objective (maximum 3) will need to be submitted that explains what participant will be able to learn after attending your presentation. Below is a list of verbs that can help you write objectives.

VERBS TO STATE COGNITIVE OUTCOMES

<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define	discuss	compute	distinguish	diagnose	evaluate
list	describe	demonstrate	analyze	propose	compare
recall	explain	illustrate	Differentiate	Design	Assess
name	identify	operate	Compare	Manage	Justify
recognize	translate	perform	contrast	hypothesize	judge
state	restate	interpret	categorize	summarize	appraise
repeat	express	apply	appraise	plan	rate
record	convert	use	classify	formulate	choose
label	estimate	practice	outline	arrange	decide
		predict		organize	

VERBS TO STATE PSYCHOMOTOR OUTCOMES

<u>Perception</u>	<u>Set</u>	<u>Guided Response</u>	<u>Mechanism</u>	<u>Complex</u>	<u>Adaptation</u>	<u>Origination</u>
identify	react	display	display	display	adapt	create
detect	responds	manipulate	manipulate	manipulate	revise	compose
differentiate	start	work	work	work	change	arrange
		perform	write	operate		

VERBS TO STATE AFFECTIVE OUTCOMES

<u>Receiving</u>	<u>Responding</u>	<u>Valuing</u>	<u>Organization</u>	<u>Value Complex</u>
sit erect	answer	join	adhere	act
reply	greet	share	integrate	practice
accept	read	complete	organize	discriminate
show	Report	follow		influence

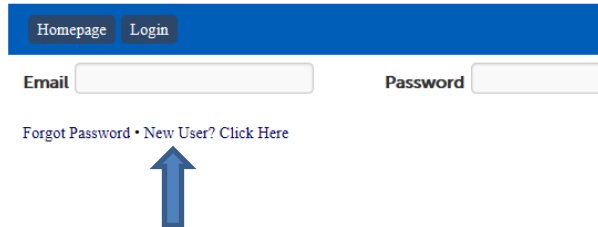
VERBS THAT SHOULD NOT BE USED

Know	really know	understand	appreciate	grow
learn	thinks critically	approach	improve	
increase	expand horizons	grasp the significance of	become	

ONLINE CALL FOR PRESENTATION TOOL WEBSITE

All presentation proposals will need to be submitted to the PMI Online Call for Presentation Tool Website. As PMI has changed platforms, all users will need to create a new user profile.

- Click [here](#) to access the online call for presentation tool website
- At the top of the page, click Login
- At the next page, click on New User? Click Here to create a User Profile



When logging back into the platform you will use your email address and the password that you created.

Helpful tip!

This platform allows you to save your submission and finish at a later time.

Click on “save & continue later” to return to the site to finish your submission.

To complete your submission

Click on “save & submit”

Please keep in mind that once you click "save & submit" you will not be able to make additional changes.

LENGTH OF PRESENTATION

All presentations are 75 minutes in length unless the PMI Congress Team contacts you for an alternative delivery request.

PMI TALENT TRIANGLE

PMI® EMEA Congress content supports the elements of the [PMI Talent Triangle](#) which promotes the holistic development of leadership capabilities, strategic and business management and technical skills for professional success.



PROPOSAL TEMPLATE

Submitters are encouraged to use the call for presentation proposal template to prepare in advance their submission prior to submitting it to the PMI Online Call for Presentation Website. [Download Template](#)

SAMPLE PRESENTATION RECORDING

Submitters are required to submit an audio or video recording which highlights their facilitation skills.

Instructions:

- Using any video or media platform (mobile quality will also suffice), please record a 1 minute sample of you presenting your proposal’s learning objectives or portions of your paper. Your recording should simulate your presentation style. Please do not read your objectives or script.

- Upload your recording to <https://www.dropbox.com/request/cr599p7ircqVR6MrnKiG> (a User account is not needed)
- Your file should be saved as Last Name_ First Name and Proposal Title
- Submissions without a sample presentation recording will be considered incomplete.

TIMELINE

Monday, 14 November 2016	Deadline to submit presentation proposal (submissions will only be accepted via the PMI online platform)
Week of 2 January 2017	Notification of presentation proposal status
Week of 16 January 2017	Confirmation of session description
Monday, 20 March 2017	Deadline for draft presentation for review
Monday, 17 April 2017	Deadline for final presentation
1 - 3 May 2016	PMI®EMEA Congress, Rome, Italy

WHAT TO EXPECT IF YOUR PRESENTATION PROPOSAL IS ACCEPTED

The development of the PMI®EMEA Congress is deadline driven and presenters are expected to meet all deadline/milestones in order to deliver a quality Congress to registered attendees.

If your presentation proposal is selected and all deadline/milestones have been met, PMI will grant each primary presenter a complimentary registration and up to two (2) co-presenters (identified at the time of the proposal submission) a 33% discount off registration to the event. The registration fee includes: 3 lunches, 2 receptions and breaks each day; access to the exhibition floor; and the ability to earn PDUs. Speakers are often asked to participate as thought leaders for “special activities” determined during the programming development phase. Travel and hotel expenses are the responsibility of the presenter.

The PMI Congress Team will inform you of your scheduled date and time of your presentation to best fit the requirements of the event. Requests to alter date/time assignments will not be accepted.

WHAT TO SUBMIT?

Proposals should provide attendees with:

- New skills, capabilities and behaviors to allow them to deliver successful projects.
- Real-life examples of how technical project management skills, strategic and business-management insight and/or leadership capabilities can enable organizations to execute project and program strategic initiatives effectively.
- Access to cutting edge tools and insights into best practices that attendees can apply to their daily work.

[Download Proposal Template](#)

WHITEPAPER

Unlike previous years, Presenters will not be required to provide a whitepaper.

Not available to present at the PMI®EMEA Congress in Rome? The PMI Global Conference in Chicago, IL will be calling for presenters late Q1 of 2017. Stay tuned for more information by visiting the [Conference Website](#).

QUESTIONS regarding the submission process? Contact congress.speakers@pmi.org