

PMI Global Summit 2023
25 - 28 October | Atlanta, Georgia USA

Presentation Proposal Worksheet

Deadline to submit: Wednesday, 15 March by 11:59 p.m. ET*

**Deadline will not be extended. Late proposals will not be accepted.*

This worksheet will help you to prepare your proposal prior to submitting it to the PMI® Global Summit [Call for Proposals website](#). Refer to the [Guidelines for Preparing Your Proposal Submission](#) as a resource as you prepare your submission.

NOTE: Wi-Fi in the venue will be available; however, accepted proposals should not plan on delivering an internet dependent presentation. Wireless connections are not reliable due to unexpected bandwidth limitations.

Questions regarding the process can be directed to the PMI Events Team at event.speakers@pmi.org.

Presenter & Co-Presenter Information

At the time of submission, the submitter will be asked to provide the following information:

- | | |
|-------------------------------------|------------------------------------|
| • First & Last Name | • Languages spoken |
| • Primary & Secondary Email | • PMI Member ID (if applicable) |
| • PMI Credential(s) | • PMI Chapter Name (if applicable) |
| • Job Title | • Biography for website (200-word) |
| • Company Name | • PMI ID# (if applicable) |
| • Country of residence, city, state | • High Resolution Photo Headshot |
| • Phone number | |

One co-presenter is permitted and should be included at this stage. Provide the same details as noted above. Please note: if this proposal is accepted, changing or adding a co-presenter will not be approved.

Presenter Acknowledgment & Acceptance of Standard Conditions Agreement

All submitters and co-presenters are required to agree to the *PMI® Global Summit Presenter Acknowledgment and Acceptance of Standard Conditions Agreement*. Submitters will need to acknowledge the [agreement](#) and act on the behalf of their co-presenter in agreeing to the agreement when submitting a proposal to the [Call for Presentations](#) website.

Audience Experience Level

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

CORE: This presentation is appropriate for those interested in furthering introductory knowledge and expanding to the next level.

INTERMEDIATE: This presentation will focus on expanding knowledge appropriate for those interested in using content in practical applications to master concepts.

ADVANCED: This presentation will focus on implementation of highly technical or detailed deliverables.

Talent Triangle

Overall, topics will fall into one of three categories which are aligned with one of our primary topics below. Select **all** that apply.

Power Skills

Emphasizing the skills and activities associated with effectively leading a project team. May include (but is not limited to) leading a team, supporting team performance, ensuring that team members/stakeholders are adequately trained, building a team, collaborating with stakeholders.

Ways of Working

Reinforcing the technical aspects of managing a project. May include (but is not limited to) stakeholder engagement, planning and managing quality of products/deliverables, integrating project planning activities, establishing project governance structure, and managing project issues.

Business Acumen

Highlighting the connection between projects and organization strategy, including (but is not limited to) comprehending an overall strategy that helps the employee understand how their organization generates revenue and the key role that they play.

Topics

A proposal may include several applicable subtopics which are found on the [Call for Presentations](#) website.

List your topics here:

Session Formats

45-minute Lighting Session: Quick, high-level, topic focused sessions that allow attendees to take back quick, actionable tools to their teams.

60-minute Educational Session: More traditional session with interactive check-ins with attendees.

90-minute Interactive Workshop: A structured hands-on learning session that focuses on "doing" rather than "listening." May involve group discussions, exercises, activities

Presentation Title (maximum 12 words)

A good title is important and the first opportunity to attract attendees to your session. Many people attend sessions based on the title alone.

Presentation Description (maximum 75 words)

Similar to the title, a good description is very important and should persuade people to attend. Be as precise as possible and keep the audience in mind, as descriptions are used in event marketing materials.

Learning Objectives (maximum 20 words for each)

Used with the title and description in event marketing materials, a learning objective explains what the attendee will be able to do after attending your session. Refer to our [list of learning objective verbs](#).

At the conclusion of this session, attendees will be able to:

Learning Objective 1:

Learning Objective 2:

Proposal Full Details (maximum 350 words)

This is your opportunity to expand on your topic so that reviewers have a more comprehensive understanding of your proposal. Describe what you want to do in the session, sharing any information that helps the reviewers understand your focus and intention as well as how you will manage the session. If you have a co-presenter, describe how they will be involved.

Audience Takeaways

Attendees want tangible takeaways that they can take back to their jobs and apply immediately. Describe at least one key takeaway from your presentation.

Presentation Experience

Past presenters of PMI Events are welcome to submit; however, past presentations that have been delivered at a prior event will not be considered unless substantial updates to the content are visible in the proposal. Content that has not been previously presented will receive higher consideration.

Have you presented this proposal as a presentation before? If so, when and at what event?

If you have presented at other professional conferences/events in the past two (2) years, please indicate the name and date of the event(s) and your presentation topic(s).

Sample Presentation Recording

To complete the submission process, please submit a sample presentation that demonstrates your facilitation/speaker style. If you are recording this as a new piece, please do not read your script. The recording should simulate your presentation style and does not have to exceed more than 1 minute. The sample presentation recording may be used for more than one submission.

***IMPORTANT: Submissions without a sample presentation recording will be considered incomplete.**

Submitter: You will have the option to submit a link to a recording OR upload a recording file to [Dropbox](#).