GLOBAL CONFERENCE 2020
Helpful Hints for Creating a Proposal Submission
Deadline to submit: Monday, 9 March 2020, 5:00 p.m. ET*
*Deadline will not be extended. Late proposals will not be accepted.

The following are helpful hints and frequently asked questions related to submitting a presentation proposal.
Questions? Contact event.speakers@pmi.org.

CALL FOR PRESENTATIONS WEBSITE
All presentation proposals are to be submitted to the Global Conference Call for Presentations Website.

Whether or not you have submitted in the past to PMI Live Events, all Users will need to recreate a new user log-in and password specifically for Global Conference 2020.
> 1. Select LOGIN
> 2. Select NEW USER
> 3. Create your profile in its entirety, and click SAVE. You will use these credentials to access this site throughout the process.
> 4. Select SUBMISSIONS to create a new submission.

When logging back into the platform, 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.

CONTRACT - PRESENTER ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDARD CONDITIONS AGREEMENT
All submitters and co-presenters are required to agree to the PMI® Global Conference Presenter Acknowledgement and Acceptance of Standard Conditions Agreement. The Lead Presenter will act on behalf of any co-presenter(s) and agree to the terms and conditions when submitting the presentation proposal.

DEADLINE FOR SUBMISSIONS – Monday, 9 March 2020, 5:00 p.m. ET
All presentation proposals must be submitted directly to the Global Conference Call for Presentations Website by the designated deadline. To be considered, submitters must ensure that all requirements are completed.
Late or incomplete submissions will not be accepted.

LEARNING OBJECTIVES
Provide two (2) learning objectives that explain what participants will be able to do after attending your presentation. Refer to the list of verbs that can help you write objectives.

Example of learning objectives:
> *At the conclusion of this session, participants will be able to:*
> 1) *describe techniques that will influence change in their own working environment;*
> 2) *apply techniques that influence personal performance.*

VERBS TO STATE COGNITIVE OUTCOMES

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
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

Perception	Set	Guided Response	Mechanism	Complex	Adaptation	Origination
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

Receiving	Responding	Valuing	Organization	Value Complex
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	become	

PROPOSAL WORKSHEET
Submitters are encouraged to use the proposal worksheet to prepare their submission details in advance prior to submitting the proposal through the Call for Presentations Website.

REGISTRATION/TRAVEL & HOTEL
If your presentation proposal is selected and all deadline/milestones have been met, PMI will grant the lead presenter a complimentary registration to the event. Taxes (e.g. VAT, etc.) may apply based on local policies and are the responsibility of the purchaser. The registration fee includes: 3 lunches, applicable receptions and breaks each day; access to the exhibition floor; and the ability to earn PDUs. Up to two (2) co-presenters identified at the time of the proposal submission will receive a 33% discount off their registration.

Travel and hotel expenses are the responsibility of the presenter(s).

SAMPLE PRESENTATION RECORDING
Submitters are required to submit a very brief audio or video recording which highlights their facilitation/speaker style. Submissions without a sample recording will be considered incomplete. If submitting more than one proposal, you may use the same sample recording for each submission. See the proposal worksheet for more information.

SCHEDULE
The PMI Global Conference Team will inform you of the scheduled date and time of your presentation to best fit the requirements of the event. Requests for specific date/time assignments will not be accepted.

WHAT TO EXPECT IF YOUR PROPOSAL IS ACCEPTED

TIMELINE
The development of the Global Conference is deadline driven, and presenters are expected to meet all deadlines/milestones in order to deliver a quality event to registered participants.

Monday, 9 March 5:00 p.m. ET	Deadline to submit a presentation proposal
Week of 20 April	Notification of presentation proposal status.
No later than 16 weeks prior to the event	Presenter's and Co-Presenter's (if any) Conference registration(s) will be processed at this time. Presenters will be required to respond and complete event fees (if applicable). An email will be issued.
No later than 14 weeks prior to the event	Submit draft outline of presentation and script (storyboard).
No later than 10 weeks prior to the event	Conference registration fees completed.
6-13 weeks prior to the event	Submit draft PowerPoint presentation and participate in PMI Global Conference Team virtual practice/coaching with a Toastmaster.
No later than 4 weeks prior to the event	Submit final PowerPoint presentation.
17-19 October 2020	Global Conference – Seattle, WA *Arrive in event city and check in at registration at least one day prior to scheduled presentation date.*

PRESENTATION DEVELOPMENT AND DELIVERY PROGRAM – Conference presenters will be provided with the tools and support to prepare their presentation in advance of delivering their presentation live at the event.

"It was good experience. I had the right support all the time while creating the content and preparing for delivery."

"Coordinated and structured process helped to create a nice experience for myself as a speaker, and also for myself as a participant of several sessions that I attended. One could tell which presenters followed the presentation development process."

"I appreciated that there was a process that was spread across time so I had enough time to continue to reflect and rework my presentation. "

"Presenters seem to be treated with high respect at the PMI Global Conference. This is not something I'm used to at my other conferences since there are so many speakers. That was very gratifying and I felt like the effort I put into my session was genuinely appreciated by the attendees. Thank you for building that type of culture!"

"It was an honor and a pleasure to present to my peers in a Global Conference. My audience was engaged and their positive feedback was gratifying...made the work well worth it!"

"The PMI Global Conference attendees are an engaged, diverse group. They enhanced my presentation by providing quality questions and answers throughout."

STORYBOARD – As noted in the timeline above, presenters will need to provide a storyboard of their intended presentation no later than 14 weeks from the event. To learn more about storyboarding, please see the following [article](#).

> *"The requirement of the storyboard allowed me to gain a strong understanding of the structure of my presentation early in the development process."*

> *"The Storyboard was extensive but was helpful and worthwhile."*

VIRTUAL PRACTICE/COACHING – All presenters will have an opportunity to practice their presentation with a member of Toastmasters International who is also a project manager.

> *"Great opportunity to receive real-time feedback and force presenters to practice their presentation! I received a couple of helpful tips that I incorporated immediately into my presentation."*

> *"I thought the session with the Toastmaster was very helpful in providing suggestions on the presentation."*

> *"This session was very helpful, with thoughtful feedback provided on the actual presentation content from a SME perspective."*

Please contact the PMI Global Conference Team with any questions!
event.speakers@pmi.org