

Global Conference 2020
17-19 October | Seattle, Washington, USA
CALL FOR PRESENTATIONS PROPOSAL WORKSHEET

Deadline for submissions: Monday, 9 March, 5:00 p.m. ET

You are encouraged to use this worksheet to prepare your proposal prior to submitting it to the Global Conference [Call for Presentations Website](#). Check out [Helpful Hints](#) as a resource to use as you prepare your submission. The worksheet is aligned with the online submission process.

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

Interested in being a **TED Speaker** at Global Conference and share ideas with a curious global audience? This opportunity is open to PMI members, and applications are being accepted until 20 February. Check out the [website](#) for more details and the application.

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

PRESENTER AND CO-PRESENTER INFORMATION

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

- First and Last Name
- PMI Credential(s)
- Job Title
- Company Name
- Mailing Address, Phone and Email Address
- Biography for website (300-word limit)
- Biography for Introductions (100-word limit)
- PMI ID Number
- Twitter handle
- High Resolution Photo Headshot (ex. .jpg, .png, .gif, .jpeg, .bmp); 72 DPI, square image (maximum: 600x600 pixels)

A maximum of two (2) co-presenters are allowed to present with you and should be included at this stage. You will need their name, job title, company, email address, phone, PMI credentials, biographies, PMI ID number, Twitter handle, and headshot (as above). Please note: if this proposal is accepted, changing or adding co-presenters will not be approved. Information received here will be used for event promotional materials such as the event website. Co-presenters are eligible for a reduced registration fee.

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*. Submitters will need acknowledge the [agreement](#) and act on the behalf of their co-presenter(s) in agreeing to the agreement when submitting a proposal to the Call for Presentations platform.

TOPIC

Proposal topic categories will align to [PMI's Talent Triangle](#), and each category has multiple sub-categories. The categories selected will support the allocation of professional development units (PDUs) for the session.

Select a category which aligns to your proposal topic.

LEADERSHIP SKILLS | Proposal focuses on knowledge, skills and behaviors specific to leadership. These are skills that help an organization achieve its business goals (ex. negotiation, communication, motivation, problem solving and related competencies). This category applies to all PMI certifications. Subcategories include:

Changing Role of the PMO
Communications
Conflict Management
Cultural Awareness

Decision Making (incl. data gathering and modeling)
Emotional Intelligence
Ethics

Leadership Skills (judgment, collaboration, team building, customer service, coaching and mentoring)

Problem Solving

STRATEGIC BUSINESS MANAGEMENT SKILLS | Proposal focuses on 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.). This category applies to all PMI certifications Subcategories include:

Artificial Intelligence
Benefits Management and Realization
Business Models and Structures
Innovation
Knowledge Management

Organizational Agility
Strategic Planning, Analysis, Alignment
The Project Economy
Transformation
Work Breakdown Structures

TECHNICAL SKILLS | Proposal focuses on knowledge, skills and behaviors related to specific domains of project, program and portfolio management. These are skills that pertain to the technical aspects of performing one's job / role (ex. project management, product knowledge, industry knowledge). This category applies to specific PMI certifications. Subcategories include:

Business Analysis
Change Management
Cost Management
Digital Skills (digital literacy, data literacy, analytical thinking, critical thinking, creativity, communication, leadership, continuous learning mindset)
Earned Value Management
Life Cycle Management (project, program, portfolio, product)
Marketing/Branding/Promotion Skills
Methodology: Agile
Methodology: Design Thinking
Methodology: Hybrid
Methodology: Lean
Methodology: Predictive
Methodology: Scrum

Methodology: Six Sigma
Performance Management (project, program, portfolio)
Portfolio Management
Procurement Management
Quality Management
Requirements Management and Traceability
Resource Management/Resource Allocation
Risk Management
Schedule Management
Scope Management (project, program, portfolio, product)
Stakeholder Management (incl. virtual teams)
Talent Management

PRESENTATION TITLE (maximum 12 words)

A good title is important and the first opportunity to attract participants to join your session.

PRESENTATION DESCRIPTION (maximum 75 words)

Similar to the title, a good description is very important. Please be as precise as possible and keep the audience in mind in your description. Session descriptions will be used in event marketing materials, such as the website and the onsite guide.

LEARNING OBJECTIVES (maximum 20 words)

Used in event marketing materials, such as the website and the onsite guide, a learning objective explains what the participants will learn after attending your session. See [Helpful Hints](#) for more information and suggested verbs.

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

Learning Objective 1:

Learning Objective 2:

PROPOSAL FULL DETAILS (maximum 600 words)

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

PRESENTATION LENGTH - Please choose all that apply.

If your proposal is selected, the confirmed length of time will be provided in your acceptance notification.

60 minutes – a didactic style presentation (45 minute presentation with 15 minutes participant engagement such as question and answer period)

75 minutes – a didactic style presentation (60 minute presentation with 15 minutes of participant engagement such as question and answer period)

90 minutes – a workshop style offering designed for hands-on learning with a focus on immediate application. Presenter(s) will include activities such as demonstrations or simulations to drive learning.

AUDIENCE EXPERIENCE LEVEL

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

FUNDAMENTAL: A Fundamental level session will engage those with a discipline knowledge and skills at a foundation level; provide deeper understanding of the topic for beginners. The focus is on developing through on-the-job experience.

INTERMEDIATE: An Intermediate level session expands beyond introductory knowledge and skills and is geared for those with applicable experience. The focus is on applying and enhancing knowledge or skill.

ADVANCED: An Advanced session will engage those who demonstrate coherence and breadth or depth of knowledge and skills and be able to perform the actions associated with these skills without assistance. The focus is on broad organizational/professional issues.

AUDIENCE TAKEAWAYS

A primary goal of this event is to provide participants with knowledge that they can take back to their jobs and apply immediately. This means that you must help the participants apply the learning to their jobs so that they are able to find ways to improve, thus finding value in the session and in the event. Please describe at least one key takeaway from your presentation that participants will be able to use immediately.

ENCORE SESSION

If your proposal is accepted would you be interested in offering your presentation more than once while at Conference? This would require you to attend all three days of Conference.

Yes, I would be interesting in offering my presentation more than once.

No, I would not be interested in offering my presentation more than once.

PRESENTATION EXPERIENCE

NOTE: Past presenters of PMI Live 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. **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.