

PMI® GLOBAL SUMMIT 2022**30 November – 3 December****Guidelines for Preparing Your Proposal Submission*****Deadline to submit: Monday, 2 May 2022, COB******Deadline will not be extended. Late proposals will not be accepted.*

This information will help you to understand what is required or expected within a submission. **Have additional questions?** Contact event.speakers@pmi.org.

CALL FOR PRESENTATIONS WEBSITE

All presentation proposals must be submitted directly to the PMI® Global Summit [Call for Presentations Website](#) by the designated deadline. To be considered, submitters must ensure that all requirements are completed.

Whether or not you have submitted a proposal in the past to PMI, all users will need to recreate a new user log-in and password specifically for PMI® Global Summit 2022.

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. When logging back into the platform, use your email address and the password that you created.
- Once you have completed 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.

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

SPEAKER AGREEMENT

All submitters are required to agree to the [PMI® Global Summit Presenter Acknowledgement and Acceptance of Standard Conditions Agreement](#). The lead presenter will act on behalf of a co-presenter if applicable.

PROPOSAL QUALITY

PMI® Global Summit is a premier global event which receives a substantial number of proposals for consideration and seeks to have a diverse roster of presenters. Ensure that your proposal is well written, clearly articulates your ideas, and is free of grammatical and spelling errors. If English is not your primary language, do not let this stop you from submitting your topic idea!

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](#). Here is what information is to be provided:

- ❖ **Presenter Details** – Including but not limited to: Email address, job title, company name, PMI credentials (if applicable), brief biography (max. 200 words), headshot (ex.: .jpg, .png, .gif, or .jpeg; 72 DPI, square image, max 600x600pixels).
- ❖ **Topic Area (“Submission Group”)** – Overall, topics will fall into one of three categories which are aligned with one of our primary topics:
 - People – *Aligns with 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.

- **Process – *Aligns with New Ways of Working***
Reinforcing the technical aspects of managing a project. May include (but is not limited to) stakeholder engagement, the planning and managing quality of products/deliverables, integrating project planning activities, establishing project governance structure, and managing project issues.
 - **Business Environment – *Aligns with Building Your 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.
- ❖ **Subtopics** – A proposal may include several applicable subtopics. Check out the [Submit a Presentation Proposal](#) website for a list of current subtopics. The list of subtopics also incorporates the [new global megatrends](#) that have been identified: *Digital Disruption, Climate Crisis, Demographic Shifts, Economic Shifts, Labor Shortages, and Civil, Civic and Equality Movements.*
- ❖ **Learning Format** – PMI® Global Summit will include live in-person as well as virtual presentations. Most presentations will be live in-person, but the smaller virtual segment of the program will be just as robust. There are different program development guidelines for the live in-person and virtual presentations which will be shared upon proposal acceptance. You will indicate your preference for delivering your presentation live or virtual, or both.
- In-person session: 60 minutes* in duration, with **45 minutes** for content and **15 minutes** for audience Q&A.
Virtual session: 45 minutes in duration (no audience Q&A).
- ❖ **Audience Level** – indicate the appropriate level of difficulty for the proposal content.
- **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 existing knowledge and 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.
- ❖ **Title** – This is the headline for your session and your first opportunity to grab attention.
- ❖ **Description** – Along with your title, this is the information used to market your session, and you want to persuade people to attend. Have a good opening statement or a compelling question. Define a problem and describe a call to action.
- ❖ **Learning Objectives** – Two learning objectives are to be provided which will explain what attendees will be able to do after attending your session. Refer to this [helpful list of verbs](#) when preparing your learning objectives.
- ❖ **Full Details** – This is an opportunity to expand upon your topic and provide details that will help the reviewers and the program team better understand your proposed session. Describe what you plan to accomplish in the session. If you have a co-presenter, share how they will be involved in the session.
- ❖ **Audience Takeaways** – Attendees have shared that they want tangible takeaways that they can take back to their jobs and apply immediately. Describe at least one key takeaway from your presentation.
- ❖ **Presentation History:** Share the dates and titles of any recent presentations at other conferences or for PMI. 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.

- ❖ **Sample Presentation Recording:** It is a requirement to submit a very brief audio or video recording which highlights your 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.

PROPOSAL PROCESS & SELECTION CRITERIA

Peer Reviewers: Selected volunteer subject matter experts review proposals looking at relevance in today's ever-changing world, ability to inspire action or proven action with results, and overall quality.

PMI Staff: With a long history of programming exceptional events, our team ensures a balance between new and seasoned presenters. They also ensure that content lineup is strategically aligned to appeal to a broad project management professional audience.

WHAT TO EXPECT IF YOUR PROPOSAL IS ACCEPTED

TIMELINE

The development of the Global Summit program is deadline driven, and presenters are expected to meet all deadlines/milestones to deliver a quality event to registered attendees.

Monday, 2 May COB	Deadline to submit a presentation proposal
Week of 30 May	Notification of presentation proposal status.
By Wednesday, 8 June, 12:00 p.m. ET	Confirm participation. Complete Confidentiality and Conflict of Interest forms. Review profile. Make applicable revisions to session title, description and/or learning objectives based on subject matter expert feedback. Confirm co-presenter
TBD	Live Webinar – What to Know About Participation in PMI® Global Summit
1 August – 2 September	Submit Draft PowerPoint with detailed talking points identified (<i>similar to a Storyboard</i>)
6-30 September	Participate in virtual practice session with an assigned subject matter expert.
10 October – 21 October	<i>Virtual Presenters Only:</i> Pre-record presentation. FINAL PowerPoint file is due at least two (2) days in advance of presentation recording.
1 November	<i>Live In-Person Presenters Only:</i> Submit final PowerPoint presentation.
30 November – 3 December 2022	PMI® Global Summit – Las Vegas, Nevada, USA* <i>Live In-Person presenters to arrive in event city and check in at speaker registration at least one day prior to scheduled presentation date.</i>

*PMI^(R) Global Summit 2022 will be held at: Caesars Palace Las Vegas Hotel and Casino
3570 Las Vegas Boulevard South
Las Vegas, Nevada 89109 USA

SCHEDULE

The PMI Events 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.

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

- **Draft Presentation with Script (“Storyboard”)**

Presenters are to provide a draft PowerPoint presentation (using PMI’s template) with the script or an explanation for the content included for each slide in the Notes section, similar to preparing a [storyboard](#). (To learn more about storyboarding, check out this [article](#) or in [Wikipedia](#).) For example, on each slide with content or an image:

- Share your script for the slide - What will you be saying here? What is the story you are trying to tell? Provide an explanation about what information is being shared.
- What questions may be posed to the audience?

This gives the reviewer a clear idea of what will be presented to the audience in smaller bite-sized chunks as well as the overall structure of the presentation. The reviewer will provide feedback to the presenter, who may incorporate recommendations for improvement into the final version of the presentation. Full instructions will be shared.

Past presenters who prepared storyboards shared their thoughts:

“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 Session**

All presenters will have an opportunity to practice their presentation with a project management subject matter expert who is either member of Toastmasters International or who is a skilled presenter. Immediate feedback is provided, and the presenter is then better prepared to deliver their final presentation.

Past presenters shared some thoughts:

“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.”

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

REGISTRATION/TRAVEL & HOTEL

Registration: If your presentation proposal is selected and all deadline/milestones have been met, PMI will grant the presenter (and up to one (1) co-presenter if applicable) a complimentary registration to the event.

Note: If accepted for an in-person presentation, registration is only for the in-person event.

If accepted for a virtual presentation, registration is only for the virtual component of the program.

Travel & Hotel: Travel and hotel expenses are the responsibility of the presenter.