

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

Important Information & Guidelines for Preparing Your Presentation Proposal

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

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

This information will help you to understand what is required 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 Wednesday, 15 March 2023 at 11:59 p.m. ET. 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 2023.

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 and Submit**". Please keep in mind that once you click "**Save and 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 Acknowledgment 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 strongly encouraged to use the [proposal worksheet](#) to prepare their submission details in advance to submitting the proposal through the [Call for Presentations website](#). This worksheet provides detailed instructions on what information is needed and walks you through how to fill out the online form.

Proposal Process & Selection Criteria

Proposals go through two stages of review.

- **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.
- The [Speaker Toolkit](#) will have the most up to date information and is updated regularly. Please check it frequently in case of any changes to due dates.

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. Please review the stages below.

- **Draft Presentation**
 - 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.
 - 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 those recommendations for the next stage of the process; Virtual Practice. Full instructions will be shared during the required speaker webinar.
- **Virtual Practice Session**
 - All presenters will have an opportunity to practice their presentation with a project management subject matter expert who is a skilled presenter. Immediate feedback is provided and the presenter is then better prepared to deliver their final presentation.
- **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 and the co-presenter a discounted rate.

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