

Presentation Title: Webinar 1: Your Role as a Congress Presenter


Description: This presentation will provide an overview of what to expect for confirmed presenters of the PMI EMEA Congress 2017.

Audience Level: Core - focus on awareness and factual recall; appropriate for those interested in furthering development in core skills.

Learning Objectives:

1. Understand their role as a Congress Presenter.
2. Understand expectations and responsibilities related to developing this year's PMI EMEA Congress

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	What are you going to say? How will you be describing the topic? Will there be an activity?	Image of draft slide or a brief description. Description should address both text and visuals, if applicable.	How many minutes will you be spending on this slide?
1	Welcome! And Congratulations on having your proposal selected for PMI EMEA Congress 2017. My name is Julie Ho, Professional Development Delivery Specialist with PMI.		:20

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2	Just a reminder, the EMEA Congress 2017 will be held from 01 – 03 May 2017, at the Rome Cavalieri, Italy.		:20

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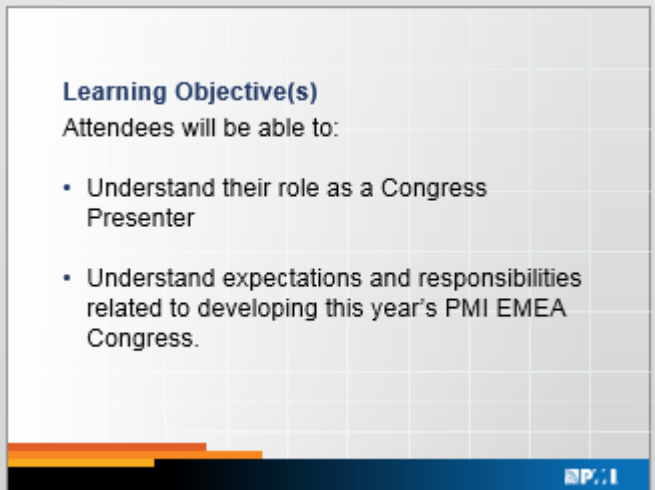
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3	Our learning objectives for this webinar is that you, the Presenter, you will have a clear understanding of your role and what to expect as we partner together in developing this year's PMI EMEA Congress. Let's get started.	 <p>Learning Objective(s) Attendees will be able to:</p> <ul style="list-style-type: none"> • Understand their role as a Congress Presenter • Understand expectations and responsibilities related to developing this year's PMI EMEA Congress. 	:05

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4	In order to meet our learning objective, we will be covering the following agenda topics. Let's get started.	 <p>Webinar Agenda</p> <ul style="list-style-type: none"> • The PMI Congress Team • Role of Lead Presenter • Speaker Toolkit Page • Announcing your Role as Presenter • Elements of the Presenter Acknowledgement and Acceptance of Standard Conditions Agreement • Status Update from the PMI Congress Team • Next Steps 	:10

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5	<p>As mentioned before, my name is Julie Ho and I along with my colleague Jane Mahoney will be your partners in developing this year's PMI EMEA Congress.</p> <p>As the PMI Congress Team, our role is to support the you, the Congress Presenters of this year's event. You will be hearing from us periodically regarding updates, deadlines and reminders.</p> <p>We intend to be transparent through the entire Congress development process. We will be using the speaker toolkit page, email, webinar recordings and live webinars to communicate to you in the months ahead. We welcome any recommendations you may have with regard to how we communicate.</p> <p>Additionally, we are reachable through the following email address congress.speakers@pmi.org</p>		1:00

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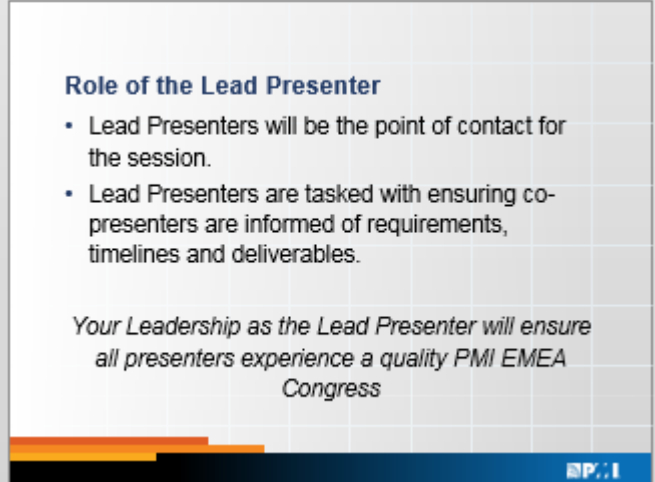
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6	<p>We recognize there are a lot of details and process in coordinating Congress and in an effort to streamline all the details related to this, we will communicate directly with the Lead Presenter. CLICK</p> <p>The Lead presenter is the individual who originally submitted the presentation proposal to PMI.</p> <p>CLICK If you have co presenters with your presentation, please plan to relay any important information related to your participation at Congress such as the registration link that was referenced in the initial email notifying you that your Proposal was accepted. Or you may share this webinar recording.</p>	 <p>Role of the Lead Presenter</p> <ul style="list-style-type: none"> Lead Presenters will be the point of contact for the session. Lead Presenters are tasked with ensuring co-presenters are informed of requirements, timelines and deliverables. <p><i>Your Leadership as the Lead Presenter will ensure all presenters experience a quality PMI EMEA Congress</i></p>	1:00

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7	<p>As referenced earlier, the PMI Congress Team is committed to being transparent through the Congress Development Process. And one of our methods of Communication is the Speaker Toolkit page. CLICK</p> <p>Feel free to save this as a favorite as this page not only includes our timeline for development, but many resources and references to help you as you prepare for Congress.</p> <p>As we move forward in development, we will continue to keep this page updated with information pertaining to your role as Presenter.</p> <p>As a quick tip, you will notice that this page has as of date included so that you will be able to see up to date edits. (ANIMATION- click button)</p>		:45

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8	As you scroll down the Speaker's Toolkit page, there are downloadable images where you can begin to socialize your participation as a PMI Congress Speaker. A great way to inform your professional network! Presenters are encouraged to start using PMI Congress twitter hashtagPMIEMEA17		:15

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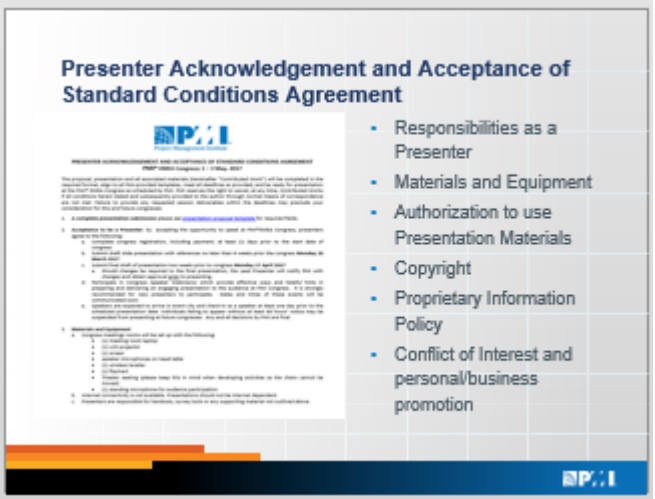
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9	<p>At the time of submitting a Proposal; the Lead Presenter (and on behalf of the co presenters) acknowledged and returned the Presenter Acknowledgement and Acceptance Standard Conditions Agreement. This agreement covered many topics including:</p> <ul style="list-style-type: none"> Responsibilities as a Presenter – such as adhering to deadlines and arriving to the meeting site one day prior to your scheduled presentation Materials and Equipment – for instance how each meeting room will be set up and what equipment will be available Authorization to use Presentation Materials – how your presentation will be shared with registered attendees Copyright – important as you prepare your presentation <p>AND Proprietary Information Policy and Conflict of Interest and personal/business promotion – we will detail this on the next slide</p>		1:00

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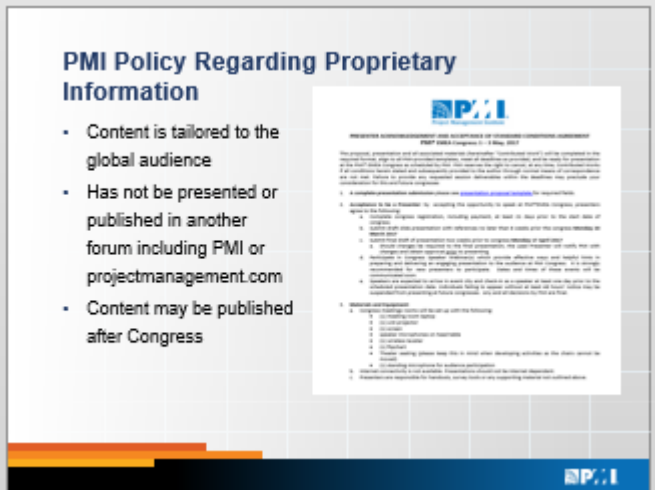
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10	<p>The section on the Presenter's agreement that references proprietary information is important as we begin next week to craft Congress presentations.</p> <p>CLICK Be mindful that the content presented, should be tailored to the global audience.</p> <p>CLICK The information you are presenting has not been presented or published in another forum include PMI or projectmanagement.com</p> <p>CLICK However, after Congress you may continue to publish.</p>		:30

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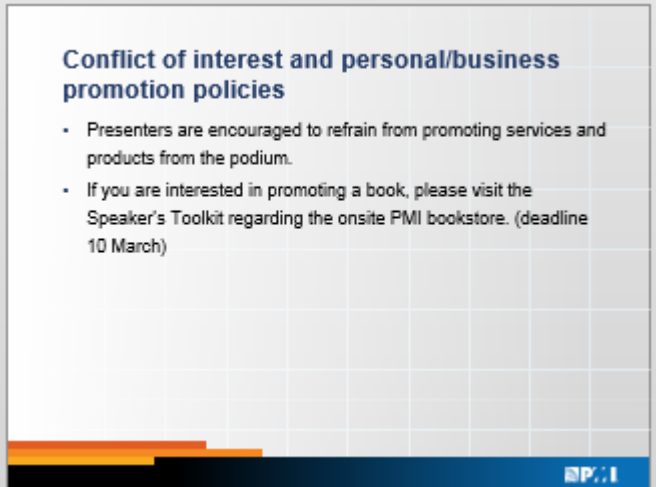
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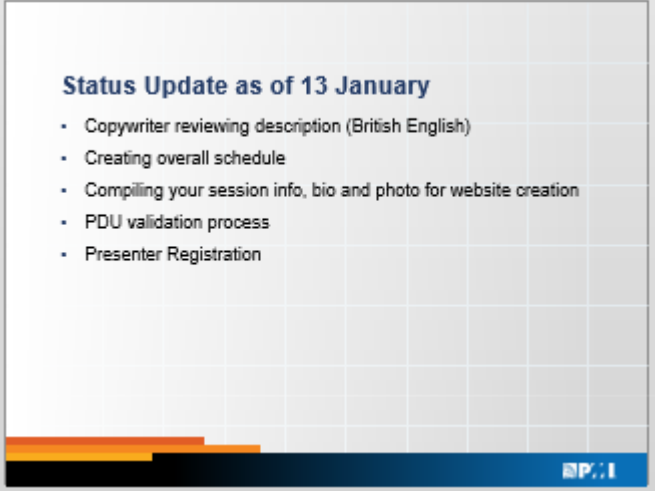
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11	<p>As I mentioned, when we meet again, we will be looking to begin developing presentations.</p> <p>CLICK -- Presenters are encouraged to refrain from promoting services and products from the podium. But, If you are interested in doing, just let the Congress Team know and will be happy to share with you our Industry Kiosk opportunities at this year's event.</p> <p>CLICK – If you have a book that you like to inform the attendees about, please visit the Speaker's Toolkit page. There are instructions on how to alert the PMI bookstore for consideration.</p>		:30

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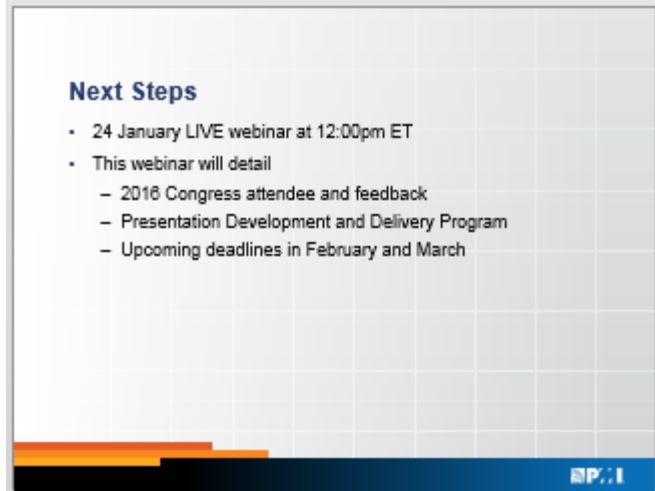
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12	<p>To demonstrate our transparency, I like to take a moment to share with you what we have been doing so far with your presentation proposals.</p> <p>First bullet – Internal PMI copy editors are currently reviewing descriptions and learning objectives. As this event will be held in Europe, we will be making an effort to editing content to British English.</p> <p>Second bullet – We are in the last phases of putting all of the great sessions in a master schedule and will be releasing this information the first week of February. Once you receive this information via email, we ask that you plan booking your arrival one day prior to the scheduled session to ensure you are onsite in Rome.</p> <p>Third bullet – We are very appreciative for everyone's efforts in acknowledging and respond to the action items related to you participation. We are taking all of the information you have provided in processing it to the next stage which is the website build.</p> <p>Fourth bullet – All content is now in PDU processing where a team is reviewing applicable credit hours to ensure accuracy.</p>		1:00

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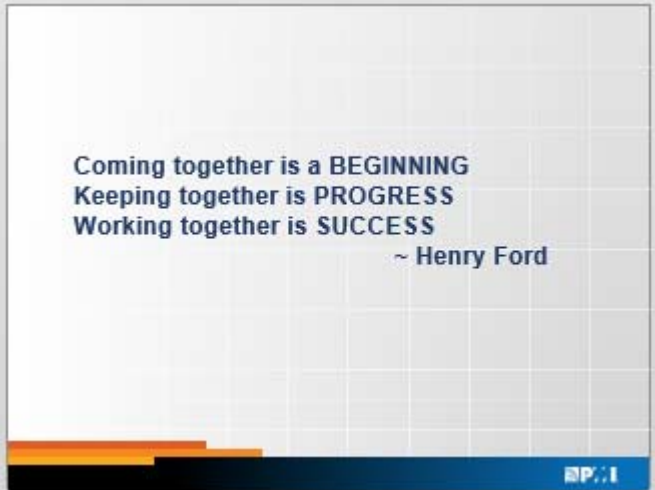
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	Fifth bullet – your registration data is now being compiled and will be transferred to our registration coordinator for next steps; if you have a confirmed co presenter, they will need to respond to the registration link to confirm their registration as well.		
13	We are looking forward to “seeing” you at our LIVE webinar scheduled for 24 January at 12:00pm CLICK CLICK This will be a live event where we will discuss the demographics of the 2016 Congress attendee, their feedback in terms of what worked and what didn't and the Presentation Development and Delivery Program and associated deadlines in February and March.		1:00

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14	<p>In conclusion, I hope that you found this recorded webinar helpful in understanding your role within this year's Congress. We welcome your feedback and if you have any questions, contact us at congress.speakers@pmi.org with any questions.</p> <p>On behalf of the PMI Congress Team, we are honored to be working with you and look forward to this journey together in developing this year's PMI EMEA Congress 2017.</p>		:20

LEARNING OBJECTIVE ALIGNMENT

Once you have completed the above exercise, please indicate which of the above slides align to your learning objectives:

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The following slides address Learning Objective 1 | 6, 9, 10

2. Understand expectations and responsibilities related to developing this year's PMI EMEA Congress

The following slides address Learning Objective 2 | 7 - 13