



**Project  
Management  
Institute<sup>®</sup>  
Austin**

## **Call for Speakers Spring 2021 PDD Virtual Event**

The PMI Austin Chapter is actively seeking exciting speakers from the Project Management (PM) community to speak at our Spring Virtual Event scheduled for Friday, April 23, 2021, Austin, Texas. Every year, the Conference attracts over 300 attendees from a variety of industries, including IT, Healthcare, Construction, Public Sector and Education.

The theme for our Virtual Spring 2021 PDD is: 'Shaping the Future Together' and our Conference Objective is to provide a learning and networking environment for attendees. If you believe that you can contribute your experience and knowledge to our event, we look forward to hearing from you.

Please read the Terms and Conditions enclosed in **Section A** below before submitting your application. It will also provide you with more information on what your presentation should contain and the paper selection and review process.

Please use the application form below in **Section B** along with any necessary attachments to have your presentation considered. All submissions will be sent to [programs@pmiaustin.org](mailto:programs@pmiaustin.org) and [speakers@pmiaustin.org](mailto:speakers@pmiaustin.org) by February 5<sup>th</sup>, 2021. You will be notified by February 19<sup>th</sup>, 2021, if your submission has been accepted or declined.

If you have any questions, please direct them to: [programs@pmiaustin.org](mailto:programs@pmiaustin.org); [speakers@pmiaustin.org](mailto:speakers@pmiaustin.org) and [pds@pmiaustin.org](mailto:pds@pmiaustin.org). Thank you.

---

### **A. TERMS AND CONDITIONS FOR PROPOSAL SUBMISSION**

#### **1. Conference Focus**

The following Program focus has been developed for this year's Spring 2021 PDD:

*Agenda – 8:30 to 4 pm – 2 keynote speakers (opening and closing), 2 to 3 tracks (3 sessions per track)*

All prospective presenters are encouraged to craft a proposal that demonstrates a dynamic and innovative presentation. The presentation should be interesting, exciting, effective, unique and memorable. Use of case studies, handouts and audio/visual equipment is encouraged. Please refer to Section 5 on Presentation Selection to learn more about the selection criteria.



**Project  
Management  
Institute®  
Austin**

## **2. Style and Format**

All proposals must be submitted according to the following guidelines:

*Please follow the template guideline and word count instruction Word doc format.*

## **3. Presentation Delivery**

The following will be provided or available by the PMI Austin at the Conference:

*We will utilize Hopin tool – virtual conferencing tool, we will provide training before the event. Speaker presentation should be shared to PMI Austin by April 9<sup>th</sup> 2021. The session will be recorded and shared to conference attendees for 2 weeks after the event.*

If you have any special requests for your session, please include it into the application from in the section for 'Special Requests'.

## **4. Audience**

The PMI Austin is the local chapter of the Project Management Institute, Inc., the world's largest association for project managers.

*Audience Profile: project managers, portfolio managers, executives from private and public sectors*

*Expected Attendance: about 300*

### **Presentation Selection**

- *Selection Process: Include overview of selection process here: e.g. subject to review by the Program Committee, interviews, number of rounds, number of open slots.*
- *Selection Criteria: Include selection criteria here, e.g. the paper must align with the latest version of the PMBOK® Guide, overall quality, it must include audience testimonials from previous speaking engagements, the presenter's professional qualifications, overall presentation quality, organization and relevance. Please refer to Section B Speaker Submission form.*
- *Presenters may not use a conference session for commercial sales pitches, self-promotion or unwarranted criticism of a competitor. Presentations should only advance the educational process; sales pitches do not and are therefore not acceptable. Speakers are not permitted to distribute company promotional literature, brochures or sales materials in any form to attendees during their session.*



- The Program Committee reserves the right to reject or edit any proposal whose content is offensive or defamatory, explicitly unethical or if it contains content that is politically sensitive, supports racism, sexual or religious discrimination, illegal activities and terrorism.
- *Selected speakers will be expected to present one or more presentations of approximately one hour each session. We are expecting turnout of over 300 project managers and executives. Most of them are at the top echelon of management in nearly all industries and government.*

## **5. Speaker Benefits**

### Professional Benefits

- Pre and post-event promotion via: *Include marketing channels here, e.g. emails, website, relevant social media, press releases*
- Recognition before, during and after at the event as a subject matter expert
- Increased visibility and credibility in the eyes of fellow professionals
- The opportunity to share ideas, knowledge, and experience with 300 Attendance delegates across various industries.

### Compensation/Reimbursement

*To be discussed upon speaker selection.*

## **6. Intellectual Property and Ownership of Presentation Materials**

Presentations should consist only of the speaker's original work, and it should not violate **any proprietary or personal rights of others (including any copyright, trademark and privacy rights)**, is factually accurate, and contains nothing defamatory or otherwise unlawful. The speaker will be the sole copyright holder of the presentation, or that he or she has obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in his or her presentation.

## **7. Speaker Cancellation Policy**

*Cancellation before April 2, 2021.*



**Project  
Management  
Institute®  
Austin**

## **B. Speaker Submission Form**

Please note that submission of this application indicates that you agree to the Terms and Conditions stated in **Section A** of this document. Please include any additional information as attachments to the form. Submissions should be sent directly via email to [Programs@pmiaustin.org](mailto:Programs@pmiaustin.org) and [speakers@pmiaustin.org](mailto:speakers@pmiaustin.org) by January 30, 2021.

### **Speaker Contact Information:**

<b>Speaker Name:</b>	
<b>Organization or PMI Chapter:</b>	
<b>Today's Date:</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Website:</b>	
<b>Twitter and LinkedIn:</b>	
<b>Phone/Cell Number:</b>	
<b>YouTube or any link Video presentation</b>	
<b>References (3 References)</b>	

### **Speaker Bio (maximum 250 words)**

### **List your most recent speaking experience (maximum 150 words)**



**Project  
Management  
Institute®  
Austin**

### Speaker Photo



### Presentation Information:

<b>TITLE – tailor to conference theme “Shaping the Future Together”</b>	
<b>Description of Presentation (Maximum 250 words)</b>	
<b>Learning Objectives for Presentation (Minimum 3 SMART Objectives)</b>	
<b>Expected Key Takeaways for Participants:</b>	
<b>Presentation Category (Triangle: Leadership – Business Strategy – Technical)</b>	

**Please be prepared to complete the following on the 2021 Speaker application:**

- Contact Information
- Website URL
- Link to any videos of you speaking
- 2 References from speaking opportunities



- Past Speaking engagements (Dates, venue, topics, etc.)
- Short Paragraph Style Biography (if selected, we will post to our website)
- Headshot in JPEG format (if selected, we will post to our website)
- Topic Description and at least 3 learning objectives (if selected, we will post to our website)

**NOTE:** All applications must be complete and received before the end of the calendar day on Friday, February 5, 2021. Applications or additional proposed topics received after that time will not be considered. Selections will be announced on February 19, 2021.