PMI Austin Chapter hosts a variety of events for which we welcome proposals from experienced speakers to present content related to project management, including general business, leadership, project management, and technical and industry-specific topics. PMI Austin Chapter serves over 3000 members, out of which 250-300 members consistently attend Chapter dinner meetings, held at Norris Conference Centers, 2525 W Anderson LN #365 Austin, TX 78757. Presenters at the dinner meeting may also speak at other chapter events, which include one-hour Lunch & Learn meetings and WAgile KXL Knowledge Xchange Socials and twice-annual Professional Development Series (spring and fall).

## Guidelines

Prepare a proposed speaker presentation for submittal expecting about a 1-hour session, including time for questions. Final presentation lengths will be determined as part of the review process. Your presentation will be reviewed by PMI Austin Chapter Professional Development officers who are seeking to prepare an exciting and varied program that meets the needs of our chapter members.

**Selection Criteria:** Originality, contribution to Project Management, timeliness of the topic, speaker experience and references. (YouTube video and client testimonials are highly recommended.) All decisions by the review team are final.

If your presentation is accepted, you will be asked to confirm your commitment by signed PMI Austin Chapter contract, and you will be assigned a Director of Speakers who will work with you in the months before the event to help you shape your presentation in line with event requirements such as formatting, timing for Q&A, etc. Final copies of presentations are required one month before the event. Your finalized presentation is made available to you on a laptop that is set-up for your session. Changes to the presentation will not be accepted after the submission.

**PMI Austin Chapter found that the following will make a great event for all of us:**

* Presentation is about project management methodologies or practices.
* Presentation has clearly visible - PowerPoint slides (font size 16 or larger).
* Speaker is able to relate with his/her presentation to 250-300 attendees (Project, Programs and Portfolio Managers in Austin).
* Speaker gives a 45-minute presentation with 5-10 minutes Q & A session afterwards.
* Presentation contains facts that can hold attendees’ attention (presentations take place after dinner).
* Presentation provides clear lessons learned that attendees can apply in their projects.

**Our offer:**

* Recognition on our Chapter website
* Professional dinner for you (and your guest only)
* Free advertising table for your books/programs/workshops

PMI Austin Chapter does not pay speakers or reimburse expenses for monthly dinner meetings, Lunch & Learn meetings, or WAgile KXL Knowledge Xchange Socials. We do compensate speakers for our twice-annual Professional Development Series (spring and fall).

**Speaker Contact Information (please complete)**

|  |  |
| --- | --- |
| **Speaker Name** |  |
| **Organization or PMI Chapter** |  |
| **Today’s Date** |  |
| **Address** |  |
| **Email address** |  |
| **Website** |  |
| **Twitter and LinkedIn:** |  |
| **Phone/Cell Number** |  |
| **YouTube or link to video presentation** |  |
| **References (3 References)** |  |

**Speaker Bio (maximum 250 words)**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**Speaker Photo**

**(insert photo here)**

**Presentation Information (please complete)**

|  |  |
| --- | --- |
| **Presentation Title** |  |
| **Description of Presentation (Maximum 250 words)** |  |
| **Learning Objectives for Presentation (Minimum 3 SMART Objectives)** |  |
| **Expected Key Takeaways for Participants** |  |
| **Select the Event for your Presentation** | Monthly Chapter Meeting  Lunch & Learn  WAgile KXL Knowledge Xchange Social  Professional Development Series: Spring PDD or Fall Symposium |
| **Presentation Category (PMI Talent Triangle)** |  |

**For upcoming event dates, visit our website at www.pmiaustin.org.**

|  |  |  |  |
| --- | --- | --- | --- |
| EVENT | DURATION | DESCRIPTION AND BENEFITS | AVERAGE ATTENDANCE |
| **Monthly Chapter Meeting** | 1 or 2 hours  45 minute presentation with 10 minutes for Q&A and 5 minutes for transition per hour of presentation | Monthly chapter dinner meeting including networking and one or two presentations. Exposure to PMI Community, PDUs, Professional Development. | 250 – 350 |
| **Lunch & Learn** | 30-50 minutes with 10 minutes for Q&A | Monthly lunchtime presentation hosted by a local charity. Exposure to PMI Community, PDUs, Professional Development. | 20 – 40 |
| **WAgile KXL, Knowledge Xchange Social** | 45 Minutes with 15 minutes for Q&A | Periodic meeting in a downtown Austin location. The speaker moderates the event. Exposure to PMI Community in a social setting, PDUs, Professional Development. | 30 – 40 |
| **Professional Development Series (PDS) Spring/Fall** | One full day  From 8 AM – 5PM | Full-day professional development seminar with keynote and breakout sessions. Exposure to PMI Community, PDUs, Professional Development. | 300 – 500 |
| **Mentoring Programs** | PMI Austin Chapter is pleased to offer mentoring to our members. Mentors are seasoned project management professional share past experiences. | | 40- 50 |

**Proposed Topics From our Attendees**

* 2018: New Trends in Project Management
* Adaptive Project Management
* Agile
  + Aspects and Techniques
  + Agile in Program Management
  + Agile Methodologies
  + Agile PMO Career
  + Agile Practices and Pitfalls
  + Agile Project Management
  + Agile Business Intelligence Strategy Focus
  + Scrum and use of Agile in Government
  + WAgile: Intersection of Agile and Waterfall Methodologies
* Use of data, metrics and analytics in managing projects
* Body Language
* Creating a PMO
* Examples of Interesting and Successful Projects: how they made it happen
* How to Create a WBS
* How to engage stakeholders in PM activities
* How to Lead Efficient Meetings
* Increasing PM Maturity in organizations
* Leadership as a PM
* Lean Management
* Managing Programs based on complexity—not only based on budget
* Managing Up Leading through difficult situations
* Overcoming stress and knowing your limits/shortcomings—but successfully overcoming them
* PM Engineering and Environmental projects
* Project Management in Action and Risk
* Reaching "C" Level
* Resource Management
* Risk Management Communication
* Transitioning from Military to Civilian Project Management
* Transitioning from Public to Private Sector