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**Project Management Institute Great Lakes**

**22nd Annual Spring Symposium, April 21, 2023**

**Cultivating Intelligence Spectrum for Project Managers**

**Poster Presenter Information Packet**

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**Project Management Institute – Great Lakes Chapter**

**PO Box 771 Novi Michigan 48376**

**www.PMIGL.org**

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Dear Potential Poster Presenter: February 15, 2023

PMI Great Lakes (PMIGL) extends you an invitation to submit a poster presentation at the PMIGL 2023 Spring Symposium with the theme **"Cultivating Intelligence Spectrum for Project Managers"**. The Symposium will be held on **April 21, 2023**, **8:00 AM - 5:00 PM** at the Suburban Collection Showplace in Novi, Michigan.

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PMIGL is one of largest PMI chapters in the world serving more than 1900 PMI members in the greater Detroit area. Project Management Practitioners from various companies attend our chapter events:

|  |  |  |  |
| --- | --- | --- | --- |
| * GM | * Ford | * FCA | * DTE |
| * GE | * Ally | * DXC | * TCS |
| * Johnson Controls | * HAP | * Accenture | * Ascension Health |
| * Flag Star Bank | * MRM Worldwide | * BCBSM | … and many more |

For the past 21 years, the annual Spring Symposium has been providing a platform for the best minds in academia and industry to share the latest thinking and practices in Project Management with the Chapter membership.

In 2022, our virtual 21st Annual Symposium delivered, and drew more than 200+ attendees from Great Lakes Chapter and other chapters in Michigan, Ohio and Canada. This year will be a live, in-person event, and we are anticipating more than 500 attendees to the Symposium. We are organizing all of our programs this year to align with the theme **"Cultivating Intelligence Spectrum for Project Managers"** to help our members stay relevant in the market and grow in their career paths.

We are looking for **poster presentations** to be presented on a subject that relates to Project Management in a unique, original, and practical way. You don’t have to be a professional speaker; this is an excellent opportunity to share your interests in Project Management, and your contribution will “rev up” both our attendee’s skills and yours!

The posters will be presented during the 3 networking breaks on the day of the Symposium (approx. times: 9:20 to 9:50am, 1:20 to 1:50pm, and 3 to 3:30pm). The poster author will be present at the poster, and be able to engage with poster attendees in further discussions about the topic of the poster. This is a great way to have an informal exchange about project management topics!

PMIGL is pleased to extend this invitation to your institution to nominate a poster presenter. Please confirm your participation intent **by March 11th 2023**; by completing and returning page 5 in this packet of information. You may submit a final electronic copy of your poster presentation on or before **April 1st, 2023, at 5 PM** via email to [manager.speakercontracts@pmiglc.net](mailto:manager.speakercontracts@pmiglc.net)

We are looking forward to your participation, as we continue making the PMIGL Symposium the Midwest's premier project management event.

Yours Sincerely,

***Frank Lin***

on behalf of Symposium Poster Team

PMI Great Lakes Chapter

# Benefits of Presenting at PMIGL Spring Symposium

* There is no charge or sponsorship fee to present a Poster at the PMIGL 2023 Spring Symposium. PMIGL will not pay the poster presenters a speaker fee or honorarium.
* Accepted Presenters will receive one complimentary symposium registration, including access to all conference presentations and keynotes.
* There is no reimbursement of expenses to poster presenters.
* A great opportunity to present to a large and experienced group of Project Managers. Majority of the membership works in major IT and Automotive Corporations in the greater Detroit Area.
* The event would also be promoted to membership of other PMI Chapters in Michigan, Ohio and Canada.
* Access to professionally conducted feedback survey that will help the presenters evaluate their poster presentations.
* PDUs for presenting the poster as well as attending the Symposium.

# Presentation Selection Criteria and Process

* The Poster presentation must be strictly educational, and relate to Project Management in an original and practical way. No promotion of products/services offered by the speaker's organization is allowed in the presentation.
* The content of the poster must be original and not be planned for publication or presentation elsewhere by the Symposium date.
* For the entries selected,
  + - The poster presentation must be in a visual display mounted on a foam/cardboard backed board (approx. 36” by 48” tri-fold poster boards used typically for school science fair projects) that can be put up on a free-standing easel. This can be done by attaching the 8.5\*11 size sheets to the board.
    - Presenter will need to bring a hard copy of the poster and the materials to attach it before the beginning of the symposium on the day of the Symposium.
    - The poster presentation material must be on display for the duration of the Symposium.
    - The poster presenter must be present at their poster during the morning and afternoon breaks on the day of the Symposium, and be able to engage with poster attendees in further discussions about the topic of the poster. You will have approximately 30 minutes at each break for your presentation and an informal Q&A Session.
    - The poster display must include the title of the poster, the name, affiliation, and e-mail address of the author. If the author is a PMP, please include that as part of the author's name.
    - Poster text should be legible for viewers standing approximately 3 feet away.

# Poster Presentation Details

PMIGL Spring Symposium 2023

|  |  |
| --- | --- |
| **Poster Presenter Name** |  |
| **Organization & Job Title** |  |
| **Mailing Address** |  |
| **Email Address** |  |
| **Phone Numbers**  **Work Home**  **Cell** | This information will be kept confidential  -  -  - |
| **Your Education and Background** |  |
| **Poster Presentation Title** |  |
| **Poster Presentation Objectives** |  |
| **Poster Key Summary (in Bullet Points)** |  |
| **Presentation Abstract/Description (100 words max)** |  |
| **PMBOK Areas Covered** |  |
| **Poster Presenter Bio** | Insert your short bio here |
| **Poster Presenter experience with Presenting** |  |
| **Infrastructure/Special Requirements** | **PMIGL will provide a poster easel only unless prior arrangements are made.** |
| **Meal Choice** | Chicken or Veggie |
| **Distribution of Presentation Slides** | Do you provide your consent to let PMIGL post the presentation material on PMI GLC website. Power Point Presentation will be converted into PDFs.  YES  **☐**  NO ☐ |
| **Notes (for PMIGL Use)** |  |

☐ **I have read and fully understand PMIGL terms and conditions. I am over the age of 18.**

# Notes and Key Dates

* **Return your completed Confirmation of intent to submit Poster Presentation by**: March 11th 2023 (Page 5 in this form)
* **Final Poster (ppt/pdf format) submission date:** April 1st 2023
* **Symposium Date: April 21, 2023**

**Note:** On April 1st, please send a copy of your visual poster presentation material in a MS Word or PowerPoint format, along with a completed Posters Presentation Details form to [manager.speakercontracts@pmiglc.net](mailto:manager.speakercontracts@pmiglc.net).

You are encouraged to share an earlier draft version of your poster presentation if you wish to get feedback from the Poster Committee.

# Terms & Conditions

1. PMIGL reserves the right to cancel the Symposium with no obligation, financial or otherwise to the Poster Presenter.
2. PMIGL reserves the right to replace a confirmed poster presenter if he or she is unresponsive to communications from PMIGL or PMIGL Officers.
3. PMIGL will publish most of the information provided in the poster presentation material on the chapter's website, except personal information like telephone numbers and mailing address. **Email address will be published unless specified otherwise by the speaker/presenter.**
4. By submitting your Poster Presentation Details form, you hereby agree to the PMIGL Informed Photographic, Audio, and Video Recording Consent & Release Agreement. PMIGL may photograph or otherwise record your image and/or voice at this event. The intent of photography and recording by PMIGL includes, but is not limited to, incorporation into post-event publicity and archiving for members, participants, and other purposes.

# Symposium Committee Contact Information

For any questions/clarifications regarding the Poster opportunities please contact:

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| --- | --- |
| Frank Lin  Symposium Poster Team Member  Email: [manager.speakercontracts@pmiglc.](mailto:manager.speakercontracts@pmiglc.)net | Suja Joseph, VP, Professional Development  Email: vp.pd@pmiglc.net |
| Michelle Baker  Director, Symposium  Email: [Director.s](mailto:Director.symposium@pmiglc.net)[ymposium@PMIGL.net](mailto:ymposium@PMIGL.net) |  |