

**Project Management Institute Great Lakes**

**Professional Development Day October 18, 2024**

**“Transforming Project Management in an AI World”**

**Speaker Information Packet**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Management Institute – Great Lakes Chapter**

**PO Box 771 Novi Michigan 48376**

[**www.pmiglc.org**](http://www.pmiglc.org/)

**Invitation Letter**

**Dear Potential Volunteer Speaker:**

The PMI Great Lakes Chapter cordially invites you to submit a proposal to present at its annual Fall Professional Development Day (PDD) with the theme *“Transforming Project Management in an AI World”*. Respecting the new normal and keeping the safety of our membership and community in mind, the PDD will be safely gathering in an in person event on October 18, 2024 at the MSU Management Education Center 811 West Square Lake Road, Troy, MI 48098. If chosen as a PDD Breakout Speaker, you will receive free PDD admission, a certificate for speaking at PMIGL, and a complimentary meal for volunteering your time.

PMI Great Lakes Chapter is one of largest PMI chapters in the world serving more than 2,000 PMI members in the greater Detroit area. Project Management Practitioners from various companies attend our chapter events:

| * GM | * Ford | * Chrysler | * DTE |
| --- | --- | --- | --- |
| * Johnson Controls | * HAP | * Accenture | * Ascension Health |
| * Flagstar Bank | * MRM Worldwide | * BCBSM | … and many more |

The annual Professional Development Day (PDD) 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.

We are organizing all our programs this year to align with the theme “*Transforming Project Management in an AI World”* and it centers on the Great Lakes Chapter providing a user experience that stimulates both project managers and business analysts to learn new things and adapt to rapidly changing environments. PMs are expected to be leaders and the driving force behind successful projects.

PMs have greater responsibility these days to navigate the rough waters of performance toward project success.  The PM must communicate effectively to their colleagues and stakeholders. PMs must understand the impact their attitude makes toward the team around them.  In a world where stagnation is a death sentence, innovation driven by the PM is life to a company.

The professional development goal is to motivate our stakeholders to become more innovative, creative and better-equipped leaders through our Chapter events (symposium, seminars, professional development day, certifications, monthly events, lunch events and social gatherings).

We are seeking three volunteer speakers to present short, ten-minute sessions during the lunch break. The goal is to showcase recent project successes.We invite you to submit a topic by completing the presentation proposal form provided on page 4 and 5 of this document. We request you to submit your proposal before **September 17th, 2024,** via email to manager.speaker@pmiglc.net. The decision will be communicated to you by **September 24th, 2024.** We are looking forward to your proposal and participation.

Yours Sincerely,

**Brian Rohde**

Manager, Speakers

PMI Great Lakes

**Advantages of Presenting at PMIGL Professional Development Day**

* No charge to present at the PMIGL PDD.
* Accepted Speakers will receive one complimentary PDD registration, including access to all conference presentations and keynotes.
* PDUs towards PMI’s Continuing Certification Requirements.
* Opportunity to present to a large & experienced group of Project professionals. Majority of the membership works in major IT & Automotive Corporations in the Detroit Metro Area
* Potential future invitations to present at other PMIGL Events like Symposium, Monthly Dinner Meetings, Forums, and Professional Development Days.

Note: If your proposal is not accepted for PDD, it may be considered for other PMIGL events.

**Presentation Selection Criteria and Process**

* Speaker to complete the PMIGL Presentation Proposal Form and submit it to manager.speaker@pmiglc.net
* The Speaker Engagement Committee will evaluate the submitted proposals based on the below listed criteria/guidelines.
* Alignment with the theme *“Transforming Project Management in an AI World”*
* Speaker Credentials i.e. proven project management credentials and presentation skills
* Educational Content. Promotion of products/services offered by the speaker or speaker’s organization is not allowed.
* Emphasis on practical application of the knowledge gained.
* Preference will be given to the presentations that
* Reflect current best practices in Program and Project management
* Illustrate innovative and emerging project management approaches and techniques or developments
* Provide a case study or real life project (successful or failed) with lessons learned
* All the proposals will be evaluated holistically based on needs of the chapter membership. Criteria listed above are not to be considered comprehensive.
  + 1. Last date for submissions is **September 17th, 2024.** Final decision by **September 24th, 2024.**

**PMIGL Presentation Proposal Form**

| **Speaker Name** |  |
| --- | --- |
| **Organization & Job Title** |  |
| **Mailing Address** |  |
| **Email Address (es)** |  |
| **Phone Numbers** | **Primary: Secondary:** |
| **Date of Event** | October 18th, 2024 7:00am-4:00pm |
| **Education** |  |
| **Presentation Title** |  |
| **Learning Objectives** |  |
| **Presentation Level** | Introductory\_\_\_\_ Intermediate\_\_\_\_ Advanced\_\_\_\_\_ |
| **Presentation Key Summary (Bullet Points)** |  |
| **Presentation Brief Description** |  |
| **Presentation Duration** | 10 Minutes |
| **Presentation Method** |  |
| **PMBOK Areas Covered**  **(check all that apply)** | | 1. Project integration management | 2. Project scope management | 3. Project time management | | --- | --- | --- | | 4. Project cost management | 5. Project quality management | 6. Project resource management | | 7. Project communications management | 8. Project risk management | 9. Project procurement management | | 10. Project stakeholder management |  |  | |
| **Processes That Apply** | | 1. Initiating | 2. Planning | 3. Executing | | --- | --- | --- | | 4. Controlling | 5. Closing | 6. All | |
| **Speaker Bio** | Brief Biography for the Newsletter and Website (type and place of education, certifications, publications, licenses, job titles, accomplishment of significant projects you managed, Community/Civic Involvement, Family Information etc.) [Maximum of 300 words] |
| **Speaker Introduction at the PDD** | (How would you like to be introduced?) |
| **Meal Choice** | (meal will be buffet style) |
| **Distribution of Presentation Slides** | Do you provide your consent to let PMIGL post the presentation material on the PMIGL website?  YES\_\_\_\_\_\_ NO\_\_\_\_\_\_ |
| **Please certify that the material you will be presenting is original and created by you.**  **If Yes Check Here:** \_\_\_\_ | |

**Terms & Conditions**

* All decisions regarding the selection of proposals rest with PMIGL and are final. In membership’s interest, PMIGL reserves the right to select speakers and topics not necessarily aligned with the program year theme or even project management. Director of Seminars and VP Professional Development of PMIGL have the final say and authority in all matters related to the Professional Development Day.
* PMIGL is not obligated to provide reason(s) for selection or rejection of proposals.
* PMIGL reserves the right to cancel the Professional Development Day with no obligation, financial or otherwise, to the speaker.
* PMIGL reserves the right to replace a confirmed speaker if they are unresponsive to communications from PMIGL or PMIGL Officers.
* PMIGL will publish most of the information provided in the proposal form on the chapter's website, except personal information like telephone numbers and mailing address. **To provide visibility to the Speaker, PMIGL publishes the email address/website of speakers unless specified otherwise by the speaker on PMIGL website.**
* PMIGL will survey the membership for feedback after the presentations and the results will be kept confidential. Feedback will be shared only with the speaker only.

7. **Marketing:** Speakers who wish to sell their own publication (books, cds and DVDs) may do so, with prior written permission from the PMIGL Speaker Manager. The speakers may sell before or after their presentation and NOT during their presentation. The materials must be in relation to project management and in good nature. Company logos can be displayed on the first and last slide of the presentation, but not every presentation slide.

**8. Restrictions:** Following types of advertisements on any medium related to PMIGL are unacceptable, including any URL submitted by advertiser that may forward visitor to external website serving content that is unacceptable as: a. Advertisements for alcohol or tobacco b. Advertisements for weapons, firearms, ammunition and fireworks c. Gambling and lottery advertisements d. Advertisements for pornography and related materials and services e. Political and religious advertisements f. Advertisements that claim to offer a “miracle” cure or method g. Advertisements that make unsubstantiated health claims for the products advertised h. Advertisements directed at children i. Advertisements that are in direct conflict with specific dates of other, already planned PMIGL chapter events j. Targeted e-blasts that are specific to only one outside group to PMIGL membership. k. No advertising shall be permitted which may injure the good names and reputations of PMI Global or the PMIGL.

**9. Privacy**: PMIGL will never allow its members' information, such as email addresses or member ID to be used for any direct marketing or solicitation purposes without member consent.

**10. Acceptance:** All advertisements submitted are subject to the acceptance and approval of PMIGL. Advertisements that are deceptive or misleading (by either statement or omission), make unsupported claims, are detrimental to the public interest, or are otherwise incompatible with the character of PMIGL and its publications will not be accepted. a. Advertisements that PMIGL considers to undermine the professionalism of the project management profession and/or PMIGL also will not be accepted. b. PMIGL, in its sole discretion, reserves the right to decline to accept any proposed advertising and this right shall not be deemed to be waived by prior acceptance or actual use of any advertising matter. PMI will consider the overall impression or tone of the advertisement and its impact on the audience for this advertising in determining whether such an advertisement will be accepted. c. PMIGL may include the word “advertisement” or otherwise add or delete text to or from advertisements that, in PMIGL’s opinion, may resemble editorial matter. d. Publishing or acceptance of an advertisement is neither a guarantee nor endorsement of the Advertiser’s product or service.

**11. Indemnification** In consideration for PMIGL’s agreeing to publish an advertisement, Advertisers agree: a. that they are fully authorized and licensed to use all intellectual property contained in the advertisement and that the use of the name of any individual or entity in a testimonial or other matter is authorized, not libelous, and does not constitute an invasion of privacy. b. To defend, indemnify, and hold PMIGL harmless from and against any loss, expense or other liability resulting from claims or suits for libel, slander, violation of rights of privacy or publicity, plagiarism, copyright or trademark infringement and any other claims or suits that may arise out of publication of such advertisements. 5. Limitation of Liability: PMIGL claims no duty to review the content of any advertisement, and the Advertiser remains solely responsible for any and all content of the advertisement at all times. a. PMIGL reserves the right to change its advertising rates and policy at any time without notice. b. PMIGL assumes no liability and will be heldharmless for any liability posed by the content of Speaker’s presentations and Sponsor’s display materials. This includes intellectual property rights infringement or other claims against the Speaker, presentation content, Sponsor, or display materials.

**12. Cancellations:** PMIGL reserves the right in the unlikely event it is required to cancel an event and/or the Speaker’s or Sponsor’s participation at any time by notifying the Speaker or Sponsor in writing as soon as possible. If notification is made at least 4 weeks prior to the scheduled event, no payment of expense reimbursements will be made by PMIGL other than Sponsorship package fees. If cancellation notification is not made at least 2 weeks in advance of the scheduled event, additional reasonable and customary, non-refundable expenses, such as airfare ticket transfer

**13. Informed Photographic, Audio, and Video Recording Consent & Release Agreement**

I acknowledge that PMIGL will photograph or otherwise record my 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. Therefore, I permit PMIGL, at its discretion, the royalty-free use of these photographs and/or recordings any time during or after the event. A copy of the video recording/photographs will be given to the speaker.

PMIGL will not record the speaker’s presentation in its entirety. Speakers at PMIGL events may photograph or otherwise record their own presentation and thereby assume all risks associated with that activity. PMIGL shall not be involved or liable whatsoever in that activity.

For pre-recorded presentations, speakers may not re-use any of their previous video recordings, which are already available in YouTube or other streaming platforms free of cost. Any personal marketing content should not be included as a part of the video recording, which should be strictly covering only the approved topic in hand for the event.

**I have read and fully understand this release agreement. I am over the age of 18. This release agreement expresses the complete understanding of the parties.**

**Speaker Engagement Committee Contact Information**

For any questions/clarifications regarding the speaking opportunities please contact

| **Brian Rohde, Manager, Speakers**  **Email: manager.speaker@pmiglc.net** | **Suja Joseph, (Secondary) Vice President of Professional Development**  **Email: vp.pd@pmiglc.net** |
| --- | --- |
| **Kiesha Williams, Director of Seminars**  **Email: director.seminars@pmiglc.net** |  |