

PM CONGRESS 2019 “ADAPT or DIE”
Aula TU Delft, Mekelweg 5, Delft, 10-12 April 2019

Speaker information

Conference Overview

Research meets Practice: Project Management 3.0.

Project management today is based on data, insights and experience in the field, but the link with successful projects is skilled people. How to improve the connection between Industry, Academia, and Professional organizations? How to prepare the workforce of the future? It's time to build bridges between these disciplines. We will explore these issues and address the gap at this event.

But we intend to go further, we will also discuss the changing landscape of business and the impact on projects of the future. How to cope with constant change and uncertainty? What new ways of working can improve projects and business? Our goal is to bring the discussion into business outcomes, beyond project processes and competencies, to get to the real value of projects to all of us.

Website: <https://pmcongress2019.org/>.

Speaker Information Packet

CONFERENCE REGISTRATION

Please make sure that your conference registration is done in time by using our online registration form (via <https://pmcongress2019.org/fees/>), if you have received any special codes, please use them on the last page of the registration to claim your discount.

CONFERENCE ATTIRE

The dress code for attendees is business casual. We request that all speakers wear business attire while speaking.

CONFERENCE CHECK-IN AND BADGE PICKUP

Upon your arrival, please check in at the conference registration desk to pick up your badge and other conference materials.

SPEAKER LOUNGE “BRUIN CAFÉ”

The Speaker Lounge is a place for you to relax, prepare for your session or have small meetings. Refreshments for speakers will be available throughout the day. You will have access to the Speaker Lounge during the conference located in the Foyer and will be open during the conference.

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SPEAKER AND PANELIST INFORMATION CHECKLIST

Provide a short Biography, a Headshot, and Session Description. Bio should be approx. 150 words, 2 or 3 short paragraphs, outlining your professional background only. Professional information is only needed if relevant to your content and PM CONGRESS 2019 reserves the right to edit. The biography will be used to introduce you. And the headshot may appear in conference materials. Email your bio, headshot and session description to contact@pmcongress2019.org.

Submit Draft Presentation. Email contact@pmcongress2019.org draft of your final presentation. PM CONGRESS 2019 reserves the right to edit. SPEAKERS submit by 15 March.

Submit Presentation Materials. Email contact@pmcongress2019.org copy of your final presentation with notes. SPEAKERS submit by 1 April. Bring to the Conference: A back-up copy of your presentation on a flash drive or disk.

BREAKOUT SESSIONS: GENERAL INFORMATION

Breakout sessions can be presentations, workshops or panel discussions. Each have different requirements and formats, as explained below.

Presentations

Presentations are typically 20 minutes in length. Unless you are informed otherwise, if your session is not an interactive discussion, you should expect to hold a 5-10 minutes question and answer period at the end of your presentation, allowing attendees to ask you their questions.

The room is in general set theater style. PM CONGRESS 2019 staff and audio-visual technicians will be available to assist, if needed. A table will be available with drinking water.

Each session can be introduced by a moderator or a conference facilitator. He/she will welcome the attendees, introduce the speakers and make any housekeeping announcements. Please let us know in advance if this is your preference.

GENERAL SESSION: REHEARSAL INFORMATION

All general session speakers will be scheduled a rehearsal time prior to their session during the break, please make sure that you are in that room during the break. The rehearsal will take place in the assigned room and will include some or all of the following: sound check, presentation review, meet the moderator or facilitator, confirm presentation details.

PRESENTATION REQUIREMENTS AND INFORMATION

To insure compatibility, presentations should be created on either Microsoft PowerPoint or Apple Keynote. In the default size of 16:9.

- Prior to the conference, PM CONGRESS 2019 will provide all attendees access to your presentation via our conference mobile app to download if desired and make their own personal program.

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- Presenters are required to bring a copy of their presentation on a flash drive back-up in the unlikely event that something should happen to our copy. Should adjustments need to be made, PM CONGRESS 2019 staff will contact the speaker and request the appropriate changes be made. PM CONGRESS 2019 reserves the right to make changes to any presentation with speaker approval.
- If your presentation is too large to submit via email, you may upload it to our dropbox. Please contact us for information: n.fontein@tudelft.nl or contact@PMCONGRESS2019.org

STYLING STANDARDS -- FOR POWER POINT AND KEYNOTE SLIDES

- Minimum font size to use in your presentation = 28
- Utilize video when appropriate, video is engaging and breaks the monotony
- Have an image or graphic of some type on at least 90% of your slides
- Minimize text. If the audience has to choose between reading the slide or listening to you, half of your information will be lost to them because they cannot do both.
- Rule of Thumb: Bullets on slides should have a maximum of 8 words each
- Minimize clutter. Avoid including too much information on one slide
- Colors are often paled by a projector and large screen, so use more vibrant colors than you normally would

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SPEAKER DATA AND AGREEMENT

Please send this signed Speaker Agreement and Conference Registration Form and Bio and headshot as soon as possible to us by email contact@PMCONGRESS2019.org

I will

- use a visual presentation
- not use a visual presentation.

I will be using the following format:

- PowerPoint
- Keynote (Mac users)
- Other: _____

I understand that my presentation will be reviewed for accuracy, for adherence to PM CONGRESS 2019 standards and to ensure the presentation is educational in nature and matches the session description, and that PM CONGRESS 2019 reserves the right to make changes to any presentation, with speaker approval.

I acknowledge that, for my presentation, the session room will be equipped with a lectern (general session only, breakout session upon request), microphone if needed, data projector and (LCD) screen.

Note: Breakout session rooms tend to be intimate. Generally, speakers do not need a microphone here.

I agree to notify us by email (contact@PMCONGRESS2019.org) immediately in the event that an emergency should prevent me from meeting my obligation as a speaker and will make every attempt possible to provide a qualified substitute speaker.

I authorize PM CONGRESS 2019 to use my name, photo, and biographical data in connection with the use and promotion of the programme.

I understand that I will make my own travel arrangements. For any visa information, please check: <https://pmcongress2019.org/1350-2/> .

I understand that my hotel reservation will be made by myself, hotel block reservations are made and can be found on the website: <https://pmcongress2019.org/hotels-for-pm-congress-2019>. (Note: The room block generally fills quickly.)

By signing this form and based on mutual consideration, I understand and agree to the above terms and conditions.

Speaker Signature

Date