### PMI-MN Speaker Application

### Request for Proposal

##### Overview

1. PMI Minnesota Chapter has multiple opportunities for speakers ranging from a 1-hour in-person breakfast or dinner meeting presentation, a 1-hour webinar, 8-hour in-person seminar, or 4+ hour in-person presentations for professional development days. Depending on the engagement type, the PMI Minnesota Board of Directors has established stipend rates and conditions:
	* + 1. Dinner Meeting Speaker - Stipend of $300
			2. Breakfast Meeting Speaker - Stipend of $200
			3. Other in-person engagements (e.g., seminars or professional development days) are at a contracted rate – see number 13
			4. Webinars – Pro Bono
			5. Speakers will lose their stipend if they cancel
			6. Depending on the conditions of the contract, speakers will receive partial-to-full payment of the agreed upon stipend should PMI Minnesota Chapter cancel the engagement.
2. The attached form asks for a presentation abstract. The abstract will be used to market the event and should help the reader decide whether or not to attend the presentation. Keep this in mind when completing the application and provide a sufficient description of the content for use during the speaker selection process.
3. The presentation abstract also needs to include sufficient information to determine the appropriate classifications for appropriate PDU classification based on the current PMI Global criteria as well as the appropriate percentage of the course applicable to each of the certifications (e.g., 8 hour seminar: 100% applicable to PMP and 10% applicable to RMP).
4. Speaker selection will be partially based on the speaker criteria specified at the end of this application form along with the abstract of the topic being presented.
5. Presentation equipment (laptop, projector, and remote mouse) is provided or you may bring your own.
6. A flipchart, other supplies or any special equipment or presentation set-up must be specifically requested prior to the event.
7. Lapel microphones and in-house sound equipment will be provided for all breakfast and dinner meetings.
8. PMI-MN will work with providers to supply other specific equipment and/or materials as requested by the speaker.
9. PMI-MN is also providing webcasting / webstreaming of the live Breakfast and Dinner presentations to engage a wider audience of chapter members and reach out to members who cannot travel long distances to attend.
10. Handouts: PMI-MN has taken a “green” approach and is only providing electronic copies of presentation handouts via the PMI-MN website. In order to preserve content, all PowerPoint presentations will be converted to PDF format before being posted to the website. Speakers **must provide** their “Final” PowerPoint presentation at least **two weeks prior** to the booked event so that it can be converted to a PDF and made available to registered participants. If a presenter does not provide an electronic copy of the presentation, the presenter must provide, at their cost, high quality printed handouts for all registered attendees. PMI-MN needs a copy of your presentation for the WebStreaming to ensure that slides are viewable by the online audience.
11. If you are using a presentation medium other than PowerPoint, please be sure to note that as well as any special equipment you require. Our organization has dealt with many variables over the years, so the sooner we are aware of your needs, the better we can address them.
12. Expenses: Depending on the engagement type and the contractual agreement(s), PMI-MN will reimburse for airfare, hotel, meals, and taxi/car/mileage/parking for speakers outside of the Twin Cities Metropolitan area. Reasonable travel expenses will be covered if associated receipts are provided.
13. Out-of-state dinner speakers are often booked in conjunction with a seminar and will be reimbursed based on a negotiated contract for that seminar. Travel Expenses are processed by the Programs Team and Seminars are contracted through our Professional Development Team. You will be working with two separate teams if you are recruited for a Seminar event (Professional Development) in conjunction with a Dinner Meeting presentation (Programs).
14. Within 10 business days of the delivery of a presentation, a copy of the PowerPoint presentation (in PDF format) and, when applicable, the recorded WebStream will be posted on the members-only section of the PMI-MN website.

***For more information, please contact one of the following:***

|  |  |  |
| --- | --- | --- |
| ***Engagement Type*** | ***Email*** | ***Mail*** |
| ***Breakfast or Dinner Meeting*** | **ChairPrograms@pmi-mn.org** | **PMI-MN****Program Speakers Team****1821 University Ave. W, Suite S256****Saint Paul, MN 55104-2801** |
| ***Seminars or Webinars*** | **ChairProfDev@pmi-mn.org** | **PMI-MN****Professional Development Team****1821 University Ave. W, Suite S256****Saint Paul, MN 55104-2801** |

***Website:*** [www.pmi-mn.org](http://www.pmi-mn.org)

### PMI-MN Speaker Application

Speaker Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Speaker Name**: |   | **Designations/Certifications** |   |
| **Company Name:** |   |
| **Address:** |   |
| **City, State, Zip** |   |
| **Email:** |   |
| **Website:** |   |
| **Business Phone:** |   | **Mobile:** |   | **Fax:** |  |
| **Admin Name:** |  |
| **Admin Email:** |  | **Admin Phone:**  |  |
| **PMI Registered Educational Provider?** \_ \_\_(**Y/N)** **If Yes, REP#**\_\_\_\_\_\_\_\_\_\_\_  |
| **PMI-MN Volunteer?**  **\_\_\_** (**Y/N)** **If Yes, specify position/appropriate year** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Travel Expenses Anticipated:** \_\_\_(**Y/N) Hotel** \_ \_(**Y/N) Airfare Other \_\_\_**  |
| ***Event Type:*** **\_\_\_ *Breakfast Meeting* \_\_\_ *Dinner Meeting \_\_\_ Seminar* \_\_\_Webinar\_\_\_ Professional Development Days \_\_\_ Practitioner Community *(****See last page)****(Note: Please submit a separate proposal for each Event Type)*** |
| ***For Seminars: Will you conduct an 8 hour (8 PDU) Seminar? \_\_\_ (Y/N) Requested Speaking Fee $\_\_\_\_\_*** |
| ***For Seminars: What is your minimum attendee size? \_\_\_ Maximum size? \_\_\_*** |
| ***For Webinars: Will you conduct a 1 hour (1 PDU) webinar?* \_\_\_ *(Y/N) Note: Webinars are pro bono***  |

Speaker Bio

|  |
| --- |
| ***Brief Speaker Biography (****125 words or less. Please attach a photo for promoting the event):* |

Presentation Title

|  |
| --- |
| ***Presentation Title/Topic*** *(10 words or less. Please submit a separate proposal for each Event Type)* |

Presentation/Seminar/Webinar Abstract

|  |
| --- |
| ***Presentation/Seminar/Webinar Abstract*** *(250 words or less)*  |
| *Presentation Length:*   |  |
| *Hands-On Activities:* | [ ]  No [ ]  Yes | Please Describe:  |
| *Presentation Delivered Before:* | [ ]  No. Please provide email of Reference to your speaking abilities [ ]  Yes. Where and please provide an email Reference: Delivery Location:Reference Name: Phone Number Reference: Email Reference: ***NOTE: PLEASE INCLUDE A VIDEO CLIP IF AVAILABLE***  |
|  |  |
| ***Selection Criteria*** | ***Speaker Qualification Responses*** |
| Professional Experience of Speaker |   |
|  |  |
| Presentation Experience & Frequency (please include size of groups you have presented to)  |   |
|  |
| Experience with Presenting to Project Management Audiences |   |
|  |  |
| Personal Practitioner Experience on Proposed Presentation Topic |   |
|  |  |
| Professional References/Past Ratings at PMI Events/Speaker Evaluations (include copies of references, evaluations and past ratings for evaluation purposes) |   |
|  |  |
| Relevancy/Timeliness/Interest Level of Topic (What makes this presentation topic appealing to today’s project managers?) |   |
|  |  |
| Process Areas: | [ ]  Initiation | [ ]  Controlling & Monitoring |
| [Check all that apply] | [ ]  Planning | [ ]  Closing |
|  | [ ]  Executing |  |
| Knowledge Areas: | [ ]  Project Integration | [ ]  Project Human Resources |
| [Check all that apply] | [ ]  Project Scope | [ ]  Project Communication |
|  | [ ]  Project Time | [ ]  Project Risk |
|  | [ ]  Project Cost | [ ]  Project Procurement |
|  | [ ]  Project Quality | [ ]  Stakeholder Management |
| PMI Talent Triangle: | [ ]  Technical Project Management |  |
| [Select Applicable] | [ ]  Leadership |  |
|  | [ ]  Strategic and Business Management |  |
| Practitioner Community: | [ ]  Agile | [ ]  Innovation & New Product Development |
| [Check all that apply] | [ ]  Healthcare | [ ]  Portfolio Management |
|  | [ ]  Leadership |  |
| Applicable Certificates: | [ ]  PMP  | [ ]  ACP |
| [Check all that apply] | [ ]  CAPM | [ ]  PBA |
|  | [ ]  PgMP | [ ]  RMP (\_\_\_\_\_% of presentation) |
|  | [ ]  PfMP | [ ]  SP (\_\_\_\_\_% of presentation) |