

Project Management Symposium 2013

PART I: Terms and Conditions for Key Note and/or Track Speaker Application

1. **Definition and Acknowledgement of Terms and Conditions:** The “Applicant”, defined as the entity submitting this form to PMI Singapore Chapter, for Key Note or Track Speaker is deemed to have adhered and complied fully to the following terms and conditions, and upon submitting this completed form to PMI Singapore Chapter.
2. **Submission Period:** Please submit this completed form along with your updated photos to speakers2013@symposium.sg. The deadline for the submission topics are as follows, **or when all the keynote and track speaking sessions has been filled out, whichever is earlier.**

Topics: Deadline is on July 15th, 2013 not later than 11:59 PM.

3. **Review and Selection of Topics:** A PMI Singapore-Speaker Selection Sub-Committee will evaluate your submitted topics for speaking engagement. The Applicant will be either interviewed or liaised by e-mail to gauge the capability of each potential speaker.

Applicants will be notified by the Speaker Selection Sub-Committee, for their successful or non-successful application for speakership **not later than 3 week after the deadline of submissions as specified in Section 2.0.** This includes the proposed timeslot for the Applicant to be negotiated between PMI Singapore and the Applicant.

4. **Submission of Presentations and Speaker Photos:** The final presentation to be submitted to PMI Singapore Chapter is either in Power Point (PPT) or Power Point Presentation (PPS) presentation format. The speaker's photo should have a maximum size of 640x 480 pixels. The Applicant allows PMI Singapore Chapter to crop, enhance and layout these photos in the symposium booklet, marketing materials and relevant web pages.
5. **Symposium Topics Key Requirements:** The Speaking topic/s proposed should be:
 - a. Aligned or partially aligned with PMI's PMBOK® of Knowledge latest Edition.
 - b. The topic proposed should not talk about a specific product whether software, tools, services or the like, but more focused on Project Management Practices and Methodologies.
 - c. The proposed topic and mode of delivery should conform to PMI's Code of Ethics and Practices.
6. **Symposium 2013 Theme:** Symposium 2013 runs under the theme of:

**Working in Unison
the Practitioners, the Academicians and the Industry**

Project Management and the path taken to be a project manager and once there, the working relationship you have with your immediate team as well as all the stakeholders always revolves around working together. From this every person involved in the learning, the teaching and execution of Project Management have to work together. It is the only way any Project will lead to success.

Your presentation should align to this theme, and express the need of collaboration at all levels, with all stakeholders.

7. **Presentation Contents and Intellectual Properties:** The Applicant is the sole responsible entity for your presentation contents. The presentation can be submitted in PDF and Word format. Any disputes or contest from using, presenting and divulging proprietary, confidential information, copyrighted or protected information during the Symposium by the Applicant without proper authorization, will render PMI Singapore Chapter harmless and free from any liability whatsoever.
8. **Ownership of Presentation Materials:** The Copyright, Intellectual properties and ownership of the presentation materials remains the property of the Applicant, the Applicant's Company or Cited Sources. However, the Applicant agrees that PMI Singapore can use the materials, **in its original form only**, to compile all presentations for the

PMI Singapore Chapter
c/o PMI- Asia Pacific Service Centre
20 Bendemeer Road,
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Singapore 339914
E-Mail: speakers2013@symposium.sg



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Symposium. Distribution of the presentation materials is only with the permission from the Applicant, as asked in the application form. SPMI reserves the right to take video recording during the presentation in the event. Any objection to this must clearly be specified by the Speaker in the application submission.

9. **Reimbursement of presentation given:** PMI Singapore Chapter is a non-profit organization, and the annual symposium is organized by the chapter as a resource to the membership. As such to ensure that costs are kept at minimum there is no reimbursement for time or travel to the speakers. If an overseas speaker is able to bring in sponsorship to support their travel and accommodation, we are most willing to give this sponsor due recognition through the event. All speakers, though as a thank you will be invited to the Gala Dinner that the chapter hosts for all its VIP Guests on the first night of the event.
10. **Cancellation and Replacement of Speakers:** Once the final presentation has been submitted, cancellation of the topic will not be allowed unless proper re-imbusement of damages and loss of time have been made in favor to PMI Singapore Chapter to their fullest satisfaction. A change of speaker however, may be allowed by the PMI Speaker Selection Sub-Committee, on a case by case basis.
11. **Arrival on the Venue:** The approved speaker's should be at the venue at least 30 minutes before the start of his/her talk for briefing and registration with proper attire shirt with tie, or suit jacket. No informal wear such as shorts, jeans and t-shirts will be allowed.
12. **Presentation Delivery, Compilation and Equipment:** All presentations for the event will be collated and arranged by PMI Singapore Chapter, in a one laptop per room with internet access. This is to shorten the preparation time and transition between speakers during the event. The Applicant is advised to include under the "Special Request" section of the form any free downloadable software the Applicant should need during the event (i.e., internet explorer, fire fox web browser, etc.). PMI Singapore Chapter will try its best but will not guarantee these software applications will be included in the centralized presentation laptops.

All standard Audio-Video Equipment will be provided by PMI Singapore Chapter, these are projector/s, speaker and audience microphones, rostrum, wireless presenter and presentation laptops.

Non-basic presentation equipment and materials will be provided by the Applicant as needed, this may include product models, project samples, demonstration tools used in audience participation, etc.

13. **Symposium Event Entrance for the Speakers:** All Keynote and Track Speakers, except the PMI Keynote and PMI Track Speakers sponsored by PMI, are allowed only on the Symposium before and during their assigned speaking sessions. If a Speaker wants to attend the Symposium Event, the speaker should register and make payment for the event at the current prevailing rate and class during the time of registration at symposium.sg.
14. **Self promotion during Symposium event:** All speakers will speak for free during this event. However, as goodwill, PMI Singapore Chapter will provide two (2) tables at the symposium venue, which each speaker may use on a shared basis with all other speakers who wish to sell their books or promote themselves only on the day of the event that they are speaking.

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**PART II. Application for
Speaker for the Project Management Symposium 2013
Marina Bay Sands Exhibition and Convention Centre**

Note: Please fill up the application for Speaker below, scan and submit via e-mail **all pages** to speakers2013@symposium.sg, for processing. One Topic for One Application. **Attach additional sheets as necessary. Attach your latest photo (640 X 480 pixels maximum).**

Speaker's Name: (To appear in the Symposium Booklet, if selected)			
Company Information. Webpage and Profile :			
Position in the Company:			
Contact Number:		E-Mail Address:	
Speaker's Profile			
Topic of Paper			
Synopsis of Summary Paper			
Areas of Applications in Project Management			
Presentation Duration	Speaker slots are 55 minutes.		

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Time Available	October 9 th , 2013, Wednesday		October 10 th , 2013, Thursday	
		Afternoon: (1:00 PM –6:00 PM)	Morning: (9:00 AM – 12 NN)	Afternoon: (1:00 PM – 4:00 PM)
Track Speaker Application (200-400 person audience. Focused topic with specific audience)	Not Applicable			
Keynote Speaker Application (800 person audience minimum. Topic crossing across all boundary of audience type)		Not Applicable	Not Applicable	
Any Special Requests: See Section 12 of the Terms and Conditions.				
Do you allow PMI SINGAPORE CHAPTER to distribute your materials if approved for presentation (Yes / No)? Specifying Conditions (in PDF Form only, in PPS Only, etc.).				
What is the biggest attendance at a conference where you have spoken?				

Signed and Agreed by

Company Stamp

Date

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