

Invitation to Symposium Speakers

On behalf of Project Management Institute Singapore Chapter, it is my great pleasure to invite potential Speakers to participate in the 11th *SPMI Regional Symposium 2016*, to be held in Marina Bay Sands on the 10th, 11th March 2016. This year's theme is "**Project Leadership 360: Leading Change and Transformation**".

SPMI Regional Symposium is a premier conference attracting more than 800 Project Management professionals, executives, scholars and practitioners. This prestigious Symposium brings subject matter leaders from various industries and provides excellent networking opportunities. It is a platform where we discuss latest developments on leadership, managerial skills, best practices and latest trends in the Project, Program and Portfolio management.

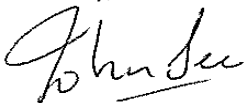
During the last 10 years, the annual symposium has created a unique experience for the Project Management professionals. As an internationally recognized symposium, we have been fortunate to attract the most highly respected speakers to participate in the symposium year after year. By inviting industry experts and expertise, we aim to provide a comprehensive program, covering many new exciting topics and trends in Project Management profession, via keynote sessions, presentations and panel discussion with active participation of the audience.

We are now reaching out to industry experts, and we request potential speakers to fill the attached Speaker Application Form and submit to our Speaker Selection Committee. Due to anticipated high volume of submissions expected, we appreciate early submissions. Speaker selection committee decision will be final. We expect to finalize and inform the outcome by 31st December 2015 or earlier.

In case of any queries, please contact us at symposium.speakers@pmi.org.sg

Thank you.

Sincerely,



John Lee
Chair, SPMI Regional Symposium 2016

**11th SPMI Regional Symposium
Scheduled on 10th and 11th March 2016
Marina Bay Sands Exhibition and Convention Centre, Singapore**

General guidelines

All potential Speakers are required to complete this mandatory Application for Speaker Form below. Please scan all pages and submit via e-mail to symposium.speakers@pmi.org.sg for SPMI's Speaker Selection Committee evaluation and consideration. If you submit for multiple topics, please complete a separate Form for each topic. Attach additional sheets as necessary, including your latest photo (640 X 480 pixels maximum).

Part 1 – Speaker's Profile

Speaker's name : (To appear in the Symposium's Program Booklet)	
Company Information : (Include webpage and Profile)	
Position in Company (Add department information, if applicable)	
Contact Number & Email Address :	
Speaker's Profile : (Not more to 100 words)	
Topic of Presentation : (Not more to 200 words) <i>Note: It is encouraged to keep the topic in line with the Symposium Theme</i>	
Synopsis of Presentation : (Not more to 200 words) <i>Note: it is encouraged to keep the content in line with the Symposium Theme</i>	
Areas of Project Management Application :	
Duration of Presentation : (Speaker slots are 55min maximum, including Q&A)	

PMI Singapore Chapter
c/o PMI- Asia Pacific Service Centre
20 Bendemeer Road,
Cyberhub #04-02
Singapore 339914
E-Mail: symposium.speakers@pmi.org.sg

Any Special Requests: <i>(See Section 12 of the Terms and Conditions)</i>	
Distribution of Presentation Materials :- Do you allow PMI SINGAPORE CHAPTER to distribute your materials if approved for presentation (Yes / No)? <i>(Specify Conditions, if any such as Distribution is via in PDF Form and/or in PPS format only, etc.,</i>	
Past Presentation Reference: What is the biggest attendance at a conference where you have spoken?	
Disclosure of contact details : Do you allow us to share your contact details with the Chapter Member and the Symposium Attendees? (Y/N)	

Agreed and Signed by

Company Stamp

Date

PART 2

Terms and Conditions

1. Definition and Acknowledgement of Terms and Conditions

The “**Applicant**”, defined as the entity submitting this form to PMI Singapore Chapter, to be a 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 recent updated photos to symposium.speakers@pmi.org.sg. The deadline for the submission of the Speaker Application form along with the supporting details is as reflected below or when all the speaking slots have been filled out, whichever is earlier.

Submission Deadline is on 15th December 2015, at 11:59 PM, Singapore Time.

3. Review and Selection of Topics

A PMI Singapore-Speaker Selection Sub-Committee will evaluate your submitted topics for speaking engagement. The Applicant shall be interviewed either in person or over phone to gauge his or her capabilities as a potential Speaker.

Note: The Speaker Selection Committee reserves right to evaluate the proposals on its discretion. Decision of Speaker Selection Committee will be final.

4. Format of Presentations and Speaker Photographs

The final presentation to be submitted to PMI Singapore Chapter must be in 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. PMI Singapore Chapter, in its discretion shall crop, enhance and layout the submitted photos for the purpose of printing symposium booklet, marketing materials and relevant web pages.

5. Contents of Presentation

The topic of presentation being proposed by the Speaker should be:

- a. Aligned or partially aligned with PMI’s PMBOK® of Knowledge latest Edition.
- b. Aligned or partially aligned with the theme of the Symposium 2016
- c. The topic proposed should not focus on specific products such as software, tools, services or the like, instead the emphasis should be on Project Management Methodologies and Best Practices
- d. The proposed topic and mode of delivery should conform to PMI’s Code of Ethics and Practices.

6. Notification by SPMI’s decision on Speaker Selection

Applicants will be notified by the Speaker Selection Sub-Committee, on its decision, by **31st December 2015**. This includes the proposed timeslot for the Applicant to be negotiated between PMI Singapore and the Applicant.

7. Symposium 2016 Theme:

The Theme for Symposium 2016 is as follows:

“Project Leadership 360: Leading Change and Transformation”

Our focus for this Symposium is for Speakers and Presenters to cover the above theme extensively by reflecting the new market trends, challenges of management professionals and more importantly sharing the success stories, making references to case studies and real life experiences.

Topics of interest may relate to challenges in managing stakeholders, demands from changing economy, market conditions and project/program/portfolio management. We would also like to cover new management practices, and methodologies which recently have become more popular among Project, Program and Portfolio management professionals. Topics of interest might also include leadership, EQ, Agile, Business Analytics etc.,

We are not limited only to the topics as stated above. All the proposed topics from speakers will be considered equally. We encourage you to submit novel, interesting and quality content.

8. **Presentation Contents and Intellectual Properties**

The Applicant is the sole responsible entity for his/her 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.

9. **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 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 during submission of Speaker Application Form.

10. **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 overseas speakers are 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, as a gesture of appreciation, shall be invited to the Gala Dinner that the Chapter hosts for all its VIP Guests on the first night of this Symposium event.

11. **Cancellation and Replacement of Speakers**

Once the final presentation has been submitted by Speakers, cancellation of the topic will not be allowed unless proper reimbursement 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-to-case basis.

12. **Arrival at the Venue on day of event**

The approved speakers should be at the venue at least 30 minutes before the start of his/her talk for briefing and registration, with proper business attire, shirt with tie, or suit jacket. No informal wear such as shorts, jeans and t-shirts will be allowed.

13. **Presentation Delivery, Compilation and Equipment**

All presentations for the event will be collated and arranged by PMI Singapore Chapter, in 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 does 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, like 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.

14. **Symposium Event Entrance for the Speakers**

All Speakers, except the PMI Keynote and PMI Track Speakers sponsored by PMI, are only allowed in the Symposium event hall/room, 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 event rate during the time of registration at Symposium.

15. **Self-promotion during Symposium event**

All speakers will speak for free during this event. However, as a gesture of 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.

End of document