



Project Management Institute  
www.pmihnl.org

**Deadline for speaker proposal submission: Friday November 10, 2017**

Notification to selected speakers by: Friday December 8, 2017

Email Proposal to Kane Ng-Osorio at: [2018r7@pmihnl.org](mailto:2018r7@pmihnl.org)

## Call for Speakers

PMI® 2018 Region 7 Summit

*“Always Ready, Always There”*

**Thursday March 22-March 24, 2018 – Ala Moana Hotel on Oahu**

The Project Management Institute® Honolulu, Hawaii Chapter (“PMI HNL”) is delighted to announce that it will host the 2018 REGION 7 SUMMIT, a 3-day event for participants to develop their leadership skills, network and support the building and growing of PMI chapters across Region 7. The following 18 PMI Chapters (California, Nevada, Honolulu, Arizona and New Mexico) will send chapter leaders and members:

- Central Coast California
- Central Valley California
- Honolulu Hawaii
- Inland Empire California
- Los Angeles California
- Monterey Bay California
- Northern Nevada
- Orange County California
- Otowi Bridge New Mexico
- Phoenix Arizona
- Rio Grande New Mexico
- Sacramento Valley California
- San Diego California
- San Francisco Bay Area California
- Silicon Valley California
- Southern Nevada
- Tucson Arizona
- Wine Country California

### **About our Organization and Expected Attendance**

PMI is the leading professional organization for project management professionals worldwide. The Honolulu chapter was founded in 1997 and now has over 700 members. More information about the chapter can be found at <http://pmihnl.org>

Our REGION 7 SUMMIT event continues to grow as there were 120 attendees at the 2017 event in Yosemite, CA. All PMI members from Region 7 are welcome to attend.

**Date:** Thursday March 22, 2018

**Location:** Ala Moana Hotel ([www.alamoanahotel.com](http://www.alamoanahotel.com))

**Schedule<sup>1</sup>:** 8:00 a.m.–4:00 p.m. TBD (optional add on activities)

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<sup>1</sup> This is a preliminary schedule, and subject to change.

4:00–10:00p.m. Optional add on activity: Luau event

**Date:** Friday March 23, 2018

**Location:** Ala Moana Hotel ([www.alamoanahotel.com](http://www.alamoanahotel.com))

**Schedule<sup>2</sup>:** 7:00–8:00a.m. Registration / Breakfast / Networking / Sponsor-Vendor Opportunities  
8:15–9:15a.m. Keynote  
9:30a.m.– 5p.m. 12-24 Breakout Sessions  
6:30 –9:30p.m. Optional add on activity: Gala Dinner

**Date:** Saturday March 24, 2017

**Location:** Ala Moana Hotel ([www.alamoanahotel.com](http://www.alamoanahotel.com))

**Schedule<sup>3</sup>:** 7:00–8:00a.m. Registration / Breakfast / Networking / Sponsor-Vendor Opportunities  
8:15–9:15a.m. Keynote  
9:30a.m.– 5:00p.m. 12-24 Breakout Sessions  
6:30 –9:30p.m. Pau Hana Mixer/Reception (Networking / Sponsor-Vendor Opportunities)

### **Top 10 reasons to become a speaker at this year's Region 7 Summit:**

1. Showcase your knowledge/expertise in areas of interest to project management professionals.
2. Connect with chapter leaders across Region 7 resulting in new contacts and networking opportunities.
3. Gain exposure to experienced project management professionals and executives managing strategic initiatives.
4. Gain credibility through success with Region 7 and “word of mouth” referrals.
5. Potential for invitation(s) to speak at other PMI events and PMI affiliates and partners.
6. Be featured in the conference event guide and the REGION 7 SUMMIT website.
7. Have access to marketing and networking opportunities through shared exhibit space.
8. Be seen as a supporter of the project management profession.
9. Be part of an awesome event that stretches across Region 7.
10. Complimentary REGION 7 SUMMIT registration that includes access to Friday March 23 and Saturday March 24 REGION 7 SUMMIT breakout sessions, keynotes, continental breakfasts, lunches, and Saturday pau hana reception. Optional activities on Thursday March 22 including the luau and Friday March 23 Gala dinner are not included.

### **Sessions and Workshops**

There will be a broad mix of professionals who seek continuing education on how to manage projects and stay current on the latest project management skills and tools. We wish to offer general professional development sessions that will appeal to all our Region 7 chapter members. We also wish to offer sessions focused on various aspects of improving PMI chapters. Military outreach will be one of the focus areas this year aligned to the Region 7 Summit theme *“Always Ready, Always There”*. This is the motto taken from the National Guard of the United States.

The Committee planning the program welcomes all topics that are; Industry-specific, technical project management, change management, leadership, strategic & business management, and “soft skill”. The key criteria for selection will be relevance, practicality, applicability, and topics with a “real-world” orientation. We want to provide participants with practical knowledge that may be immediately applied in their daily work and supporting PMI chapters. We seek speakers that have “been-there / done that” and are willing to share their experience in a meaningful manner.

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<sup>2</sup> This is a preliminary schedule, and subject to change.

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Breakout sessions will be 60 minutes (containing time at the end for questions). Where appropriate, topics/workshop(s) may span more than one session.

## **Content**

Proposed topics should align with this year's REGION 7 SUMMIT theme *"Always Ready, Always There"*.

Presentation tracks will be organized by:

- **Leadership**
- **Strategic and Business Management**
- **Technical Project Management**
- **Improving the PMI Chapter (sessions will align to PMI Talent Triangle appropriately)**

Recommendations that we have heard from past PMI conference events:

- Attendees want speakers to interact with the crowd and allow for class participation.
- Attendees want speakers to clearly title and describe their sessions so they can assess what to attend.

Examples of topic categories:

- **Improving the PMI Chapter**
  - Military Outreach
  - Recruiting and engaging with Next Generation Leaders
  - Mentoring
  - Using social media and other marketing tools
  - How to build up sponsorships
  - How to build up professional development program
  - Chapter Governance
  - Birds of a Feather sessions for chapter leaders
  - Other tips and tricks
- **Leadership:**
  - Communication Plan and How to get Buy-In
  - Conflict Management
  - PM Leadership skills
  - Tools and techniques for inspiring others, trust building, techniques for measuring progress
  - Dealing with Change Management
  - Emotional intelligence
  - Communication and how to handle complex situations; Dealing with difficult customers
  - How to lead successful projects: what are signs you are doing things right?
  - Critical skills for a PM in any environment or job; ability to understand and work with "all" generations (baby boomers, gen x, gen y, mil, etc.); discussion of various roles in real-life applications (Project Manager, PMO, BA, Portfolio Manager, etc.)
- **Technical Project Management**
  - Risk management
  - Managing/measuring quality (best practices) within projects
  - Project Governance and Results evaluation
  - How to conduct a stakeholder's meeting; How to hold a project initiation meeting
  - How to perform a risk assessment with outside stakeholders; Managing/Mitigating Risk in projects
  - Workshop on new software or techniques.
  - How to use Lean / Process Improvement; Practical implementation tips, LEAN Six Sigma processes, Agile
  - Agile and how to make it work on the non-IT side
  - Gathering requirements

- o Enterprise focus on portfolio building strategy and business analysis
- o Scope management techniques. How to build a high-performing project team - good first steps
- o Techniques to define roles and responsibilities. Importance of the charter and techniques to take it from good to great.

### **Strategic and Business Management**

- o Developing business case for project acceptance / approval - tips, strategies, etc.
- o Business and project integration
- o Real world project discussions: lessons learned
- o Design thinking. What happens after the project ends?
- o Innovative ways to overcome challenges
- o Scheduling - ways to speed up the project. WBS - ways to combine tasks/work packages; Speed up the project. Productivity - ways to analyze how to get best team performance and efficiencies
- o How to implement agile methodology into a PMO
- o How to effectively manage programs, and key dashboard views for executives.

### **Speaker Proposals**

Speakers interested in making a presentation during the 2018 Region 7 Summit may email proposals that include the following to Kane Ng-Osorio at: [2018r7@pmihnl.org](mailto:2018r7@pmihnl.org):

- Name, address and contact information (email and phone number) and certifications
- Employer and/or affiliations
- A brief bio (100 words or less) including a list of other conferences at which you have spoken.
- Picture of yourself to be included in the REGION 7 SUMMIT program (high resolution: 300 dpi)
- Presentation Title/Topic
- A short description of session(s) or workshop(s) you would like to present (100 words or less)
- If applicable, other publications or conferences where this material has been or will be published/submitted.
- If possible send video links of past presentations or make a new short video on what you would like to present (less than 2 minutes)

Session slots are limited and we typically receive more proposals than can be accepted. **We will notify you by Friday December 8, 2017 if you have been selected as a speaker.**

### **Speaker Benefits**

Accepted presenters will receive one complimentary REGION 7 SUMMIT registration including access to Friday March 23 and Saturday March 24 REGION 7 SUMMIT breakout sessions, keynotes, continental breakfasts, lunches, and Saturday pau hana reception. Optional activities on Thursday March 22 including the luau and Friday March 23 Gala dinner are not included. (Note: Presenters will be responsible for their own travel and accommodation arrangements, printing expenses, etc. if any.)

Presentations must be made available to all attendees. Upon request, individuals (not organizations) can be provided exhibit space to display their educational material (books, tapes, etc.).

All attendees, speakers, volunteers and sponsors will have access to view the REGION 7 SUMMIT registration attendee list.

### **Speaker Guidelines**

Topic and message must deliver education value and be focused on providing skills and/or participant action items that will give or improve project/program management competencies.

The Speaker Committee will select speakers based on the most appropriate topics, speakers experience as a professional speaker, and references supplied by members, the speakers and other sources.

Speakers should refrain from giving any sales pitches or sale promotions during the Presentation. Handouts are acceptable but should be congruent with message and approved in advance by the speaker committee. Handout

replication is the responsibility of the speaker.

All speakers are expected to adhere to the PMI Code of Ethics, a copy of which is attached. The PMI Honolulu Chapter does not distribute member information. Speakers may collect attendee business cards via a raffle item basket. This should be discussed in advance with the Speaker Committee.

**Proposals may be submitted by e-mail to Kāne Ng-Osorio, PMI Honolulu Hawaii Vice President at [2018r7@pmihnl.org](mailto:2018r7@pmihnl.org) by Friday November 10, 2017.** Please feel free to contact me for clarification and/or additional information.

### **Keynote Speakers**

We are in the process of selecting our two keynote speakers. More info about them to come soon.