



# PMI Research and Education Conference 2010

## Symposium Submission Guidelines

Thank you for your interest in submitting a symposium proposal for the PMI Research and Education Conference 2010, Washington D.C., USA!

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**Please note that all Symposium Proposals must be submitted by 1 DECEMBER 2009**

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**Topics.** For the first time the 2010 PMI Research and Education Conference will include symposia, scholarly sessions typically organized as either a Panel or Presenter Symposium. A **Panel Symposium** engages a group of panelists in a formal interactive discussion on a specific topic. A **Presenter Symposium** is a series of authored papers on a designated theme. PMI is soliciting symposia *on any topic* related the theory and practice of project management.

**Submission Process.** To begin the submission process, all authors must register on PMI's Research and Education Conference Presenters Website by going to <http://pmicfp-rd.fusionproductions.com/Research/>. Here, authors can submit their symposium proposals, as electronic file attachments, and list personal information, such as a brief biography, curriculum vitae or resume, and contact information. PMI will store these files within an online record that is only accessible by PMI's administrator.

**Length of Session.** A **Panel Symposium** is 90 minutes and a **Presenter Symposium** is two hours in length.

We plan to hold one symposium on *global sustainability* if a proposal on the topic receives a high score. Because definitions of global sustainability abound, submissions for this symposium should include an operational definition of the concept, and emphasis should be placed on global sustainability as a business imperative, and the role of project management in this societal enterprise.

**Organizer.** The organizer is responsible for recruiting symposium participants and securing their commitment to participate in the session. The organizer may or may not be a participant. Organizers who are not participants will serve as the chair of the **Presenter session** or moderator of the **Panel session**. If the organizer is a participant, (s)he is responsible for recruiting a chair or moderator for the session, and the person should be identified in the proposal that is submitted. **The organizer of a Presenter Session** must also provide the **names and contact information of four potential discussants**. **Reviewers will make the final selection of discussants.**

**Presenters/Panelists.** We are interested in encouraging scholars in related fields and allied disciplines to bring applicable conceptual and analytic frameworks, angles of vision, and methodological enhancements to the study of project management. We also wish to support more extensive and intensive dialogue, interaction, and cooperation between scholars and practitioners in the research endeavor. Therefore, both **Presenter** and **Panel** Symposia that draw participants from other disciplines (e.g. management, organizational psychology, adult education, linguistics, sociology, etc.) or from the community of practice will be looked on favorably.

A **Panel Session** consists of three participants (plus a moderator if the organizer is one of the participants). A **Presenter Session** consists of three participants (plus a chair if the organizer delivers a paper), and up to two discussants.

**Review Process.** Unlike proffered papers, proposals for symposia are NOT reviewed blind (i.e. reviewers see the names of the presenters). Criteria on which proposals are evaluated include: overall quality; interest to the project management community of scholars; relevance to practice, and the potential to advance knowledge and dialogue in the field.

**Format.** Please follow these instructions to ensure your proposal is expeditiously reviewed. Those that do not conform to these instructions will be not be reviewed and will be returned. A. symposium submission must include:

- A cover page that lists
  - Title of symposium
  - Type of Symposium: Panel\_\_ Presenter \_\_\_\_
  - Name, Title, Affiliation and Contact Information of the Symposium Organizer
  - Names, Titles and Affiliations of all participants (including the organizer if also a presenter)
  - Name, Title and Affiliation of the Chair/Moderator
  - Name, Title, Affiliation and Contact information for four (4) potential discussants (**Presenter Session only**)
- Overview (3-5 pages) that includes
  - Objectives of the symposium
  - Background of the topic
  - Significance to
    - Scholarship in project management
    - Practice of project management
- Presentations and Discussions
  - 2-4 page synopsis of each paper presentation (for **Presenter** symposium only)
  - 2 page summary of each panelist's discussion (for **Panel** symposium only)
- Description of Symposium Format
  - The order of presentations or panelists opening remarks.
  - Time/length of each presentation or remarks.
  - Type and length of Interactive exercises (e.g. Question and Answer, demonstration, etc.)
  - Audio-visual aids (e.g., PowerPoint, handouts, overhead projector, etc.)

- A signed statement from the organizer declaring: "I have received signed statements from all intended presenters/panelists, the chair/moderator (and discussants in **Presenter** Sessions) agreeing to participate in the entire symposium."
- **NOTE:** Accepted proposals for symposia will be subject to the same agreement and copyright assignment for each symposium participant as are required of authors of proffered papers. These documents will be forwarded to the organizer on acceptance of the proposal for inclusion in the conference program.
- All pages should be numbered and include both the title of the symposium and name of the organizer in the bottom header.

**Proposals that do not follow these formatting instructions will NOT be reviewed.**