

2024 Leadership Institute Meeting (LIM) FAQs (updated 9 February 2024)

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General Information



What is the dress code for LIMs?

We want you to be comfortable and enjoy the event. Business casual attire is recommended and since meeting rooms are often cold, you may wish to bring either a jacket or a sweater. Be sure to wear comfortable shoes as there will be plenty of walking throughout the venue.



I need a hotel room. Where do I start?

Information on making hotel reservations is included in your registration confirmation email and on the individual region LIM tabs on the pmi.org/lim webpage.



What if I am contacted by a third party for hotel reservations?

PMI has been made aware of incidents in which organizations falsely claim to be or to represent PMI by extending offers to register you for hotel rooms or PMI events. PMI will not reach out to solicit hotel rooms or register you for a PMI event. Should you be contacted by any organization or come across any other website that appears to reference PMI or PMI Leadership Institute Meeting and claims to offer lower rates or a promotion to register through such organization and/or website, we urge you to use extreme caution and contact events@pmi.org with any relevant information. These entities often create fake websites that look authentic but are not authorized to represent PMI.



Does PMI share my data?

It is a common occurrence with large events, conferences and tradeshows for companies to claim to offer PMI attendee lists. It is PMI's policy to never sell, rent or share attendee contact information, including email addresses. No company is authorized to distribute or sell any lists of attendees for PMI events. PMI will not provide these lists nor generate these messages. If you receive an email offering to sell you a list of PMI attendees, we recommend you do not respond to it. By responding—even with a request to unsubscribe—you confirm that your email address is a valid one, which may increase the likelihood that you'll be contacted again. Please forward any email solicitations to events@pmi.org.



What is PMI's policy regarding COVID-19?

UPDATE AS OF 16 JUNE 2023

As of 5 May, the World Health Organization (WHO) has declared that COVID-19 is now an established and ongoing health issue which no longer constitutes a public health emergency of international concern (PHEIC).

PMI continues its commitment to create a healthy and safe in-person meeting environment for our Community. To do our part, PMI will refer to any federal, local, venue and public health guidelines (i.e., CDC) to aid in health precautions for in-person meetings.



Are there accommodations for dietary restrictions and allergies?

Dietary needs are captured during registration, and we ensure that PMI events offer vegetarian, vegan, gluten-free, and dairy-free food options. If needed, when onsite, please connect with the venue Team and provide them your name and they will address your needs.

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What accessibility options are at Leadership Institute Meetings?

Accessibility needs are captured during registration. If you require additional reasonable accommodations or have questions regarding any of the elements listed above, please email the PMI Events team at <mailto:events@pmi.com>.

Registration



What is a Registration ID?

A unique Registration ID is assigned to each participant at the time registration is confirmed. You will receive a Registration ID (Reg ID) number when your registration is paid in full. The Reg ID will appear on your meeting confirmation. You will need to enter this number if you make changes to your registration form after it is submitted.



How do I modify my registration?

Visit the registration page and login using the email address that you used when registering. You will also need your Registration ID, which appears on your meeting confirmation. If you have any issues making changes, please contact the PMI Events team at events@pmi.org.



How can I recover my PMI password?

Visit the [PMI login page](#) to reset your username or password.



Will I receive a registration confirmation letter?

Once you have completed your online registration, an e-mail confirmation will be sent immediately to the e-mail address you provide during the registration process.

NOTE: PMI registration is managed via a third-party company. Please adjust your junk or spam mailbox to ensure delivery to your e-mail account.



How will I receive my name tag and materials?

You may pick up your name tag and materials on-site at the registration area.



Is there an age requirement for attending PMI receptions where alcohol is served?

All attendees invited to PMI-sponsored receptions where alcohol is served must be of minimum legal drinking age applicable to the host country.



Are meals included with my registration?

Registrants receive lunch, a.m./p.m. breaks, and food served during networking receptions published in the agenda. If breakfast is not included in the hotel room rate, breakfast will also be served.



How can I get a formal invitation letter for my visa application?

During the online registration process, you will have the option to request an Embassy Letter. You will receive the letter via email 24-48 hours after you complete your registration.

NOTE: Refunds due to being denied a visa will only be honored if PMI is notified of the denial prior to two weeks before the event start date.



How do I apply to be a presenter?

Please check the individual region tabs on the pmi.org/lim webpage for Call for Proposals information for each event.

Please note that Chapter Leaders **are only eligible to present at the LIM in their region.**

The selection process is competitive, and we seek the highest quality presentations to ensure a successful event.

Event Code of Conduct



What is the PMI Event Code of Conduct?

LIM is a platform to learn, engage and spark thought-provoking conversations. This is what events are all about, and we provide a welcoming environment for all. Harassment (including, but not limited to, homophobia, racism and/or behavior that discriminates against a group or class of people) or inappropriate behavior of any kind toward any participant will not be tolerated. We require all event participants and attendees to adhere to our [Culture Values](#) and [Code of Ethics and Professional Conduct](#).

Please contact the PMI Events team at events@pmi.org to report any misconduct at an event that undermines our Culture Values or violates the Code of Ethics and Professional Conduct. We take all reports seriously and will endeavor to address each promptly. The result of failing to uphold our [Culture Values](#) and/or [Code of Ethics and Professional Conduct](#) could include termination of membership or certification, expulsion from an event without refund, and/or dismissal from future activities with us.

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Travel Grant and Comp Codes



Are there travel grants and comp codes available to the chapters this year?

Leadership Institute is pleased to offer travel grant and comp code assistance to chapters attending the 2024 LIMs. Please contact your Chapter President for details.



What changes are there to the travel grant reimbursement process for 2024?

Changes to the travel grant reimbursement process for 2024 include:

- No receipts will be required to receive the grant.
- Travel Grants will be distributed to the chapter post-event, upon verification of attendance.
- The Travel Grant may be used only for the LIM in the chapter's region, and only by chapter volunteers verifiable in the Volunteer Engagement Platform (VEP).
- To receive the Travel Grant, at least one (1) chapter member per chapter must stay at the host hotel.

Chapters sending 1 person will receive 50% of the grant. Chapters sending 2+ will receive 100% of the grant.

Chapter Presidents will receive the amount of their Travel Grant from their PMI Chapter Partner.

To learn more about the 2024 Travel Grant, please visit the pmi.org/lim Home tab.

Payment



How do I obtain a receipt for my registration?

You will receive a confirmation letter via e-mail once your registration is paid in full. This confirmation also serves as your receipt and contains your individual Registration ID number.

NOTE: PMI registration is managed via a third-party company. Please adjust your junk or spam mailbox to ensure delivery to your email account.



Can I use a purchase order or be invoiced for my registration?

No. At this time, attendees cannot use purchase orders or invoices for registration.

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What types of payment methods are accepted?

- American Express
- Diners Club
- Discover
- MasterCard
- Visa
- Visa Electron
- Maestro
- PayPal



Am I able to pay by wire transfer?

No. Wire transfer payment is not available for this event.



Whom do I contact with questions about my invoice?

For invoice questions, please contact the PMI Events team: events@pmi.org.

Cancellations/Refunds



I registered for LIM but I cannot attend. What is the cancellation policy?

CANCELLATION AND REFUND POLICY | Deadline: 11:59 p.m. (ET) 30 days before the first day of the event.

All cancellation requests must be received in writing and emailed to the PMI Events team at events@pmi.org.

If the event is canceled, PMI is not responsible for any airfare, hotel, or other costs incurred by registrants. Speakers and program agenda are subject to change.

Requests received 29 days or closer to the first day of the event will not be refunded.

Refunds due to being denied a visa will only be honored if PMI is notified of the denial prior to two weeks before the event start date.

All written requests must be emailed to the PMI Events team at events@pmi.org.



Can I cancel on behalf of someone else?

No. Verification in writing from the attendee must be received for cancellation.

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Can I send a substitute in my place?

Yes. Registration substitutions may be made in writing without penalty until two weeks prior to the first date of the event.

All written requests must be emailed to the PMI Events team at events@pmi.org.



How will my fees be refunded?

Registration fees will be refunded by the same method in which you paid. Note: If the refund is applied to your credit card, your credit card company may take up to 10 additional business days to post the refund to your account.

Refunds will not be given to registrants who do not attend without canceling in advance (no shows).

Professional Development Units (PDUs)



How many PDUs will I receive for attending a LIM?

The number of PDUs awarded varies for each LIM. Additional details will be included in the What to Know Before You Go that you will receive 7-10 days prior to the event.



How do I claim PDUs for attending a LIM?

Information on claiming PDUs for the LIMs will be included in the What to Know Before You Go that you will receive 7-10 days prior to the event.

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