

## Summary of Conference Speaker Requirements

Requirement	Description	Due Date	Comments
<b>Commitment</b>	Email expressing your intention to participate and to satisfy all of the speaker requirements	February 9, 2007	Send to track chair, cc <a href="mailto:ExecAdmin@pmi-cpm.org">ExecAdmin@pmi-cpm.org</a>
<b>To Qualify: Submit Abstract</b>	No more than 250-word summary of intended presentation for Conference Flyers and Agenda Notebook	February 9, 2007	Combined on <b>one</b> page with bio in <b>Arial 10 pt</b> (see <b>attached sample</b> )
<b>To Qualify: Submit Biography</b>	No more than 250-word summary of relevant experience for Conference Flyers and Agenda Notebook	February 16, 2007	Combined on <b>one</b> page with abs in <b>Arial 10 pt</b> (see <b>attached sample</b> )
<b>CPM will notify selected Speakers</b>	Speakers and presentations will be based on Conference Objectives	NLT February 23, 2007	Each Director will notify selected Speakers
<b>Presentation Material:</b> - Training = 75 min - Practice = 75 min - Workshop = 75 min - Tool Track = 75 Min (Allow time for Q & A within above session durations.)	PowerPoint slideshow for Proceedings CD & the Training Notebook	March 9, 2007	Presentation must be PowerPoint. Please keep to a minimum number of slides for time allotted. Name of presenter & title must be shown on first slide. Include name of presenter and title of presentation on first slide. Send to track chair, cc <a href="mailto:ExecAdmin@pmi-cpm.org">ExecAdmin@pmi-cpm.org</a>
<b>Registration</b>	Registration at special speaker's rate of \$350 using special form to be provided to you by your track coordinator	April 12, 2007	This rate is based on the cost per attendee.
<b>Reception (optional)</b>	Speakers' Reception on the evening before the conference starts	Tuesday, May 8 <sup>th</sup> 6:30-8:00 PM at the Conference Hotel	This reception affords us the opportunity to recognize and reward speaker contributions
<b>Presentation Delivery</b>	Delivery of prepared Presentation at the conference during a scheduled session	May 9-11, 2007 as scheduled by track coordinator	Specific place and time of presentation will be coordinated prior to conference

## EXAMPLE

# ABSTRACT OF PRESENTATION

## PS 08 - EVM and Personal Productivity

Earned value management involves more than setting processes and tools in place as part of the integrated management system. Considerations must also be given to the human element of EVM – how can we improve how people use the system? Can we help people improve their productivity when using an EVM system? What can we learn from personal productivity systems? How can I improve my own productivity? Surprisingly, there are similarities that can be uncovered between the basic concepts of EVM and achieving personal productivity. This presentation will break new ground by exploring both the similarities and differences and the cross pollination of basic concepts. This exploration will shed new light on how we can improve the human element of EVM by applying certain productivity principles. Likewise, basic EVM concepts can help us improve our own personal productivity at work, at home, and all aspects of life.

## BIOGRAPHY OF PRESENTER

### Eleanor L. Haupt, Earned Value Associates LLC

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Eleanor is a senior partner with Earned Value Associates LLC, a training and consulting company dedicated to improving earned value management. Eleanor provides customized support for EVM implementation and policy development to private and public clients. As part of EVMS implementation for a client, she conducts gap analyses and continuous improvement assessments, as well as compliance and integrated baseline reviews. Eleanor has developed and presented a wide variety of training materials covering the full spectrum of EVM, and is also a certified wlnsight instructor. She is a frequent speaker, trainer, and keynoter at national and international EVM conferences. Eleanor is the author of several guides and manuals, and has been a major contributor to other guides.

Prior to entering the public sector, she had a successful career within the Department of Defense for over 26 years, and was a leading expert on several key teams. She worked for the U.S. Air Force, Navy and Army, and has supported numerous programs in financial and cost management, specializing in earned value management and integrated management. Eleanor was the EVM focal point at Aeronautical Systems Center and responsible for policy development, guidance, training, and direction for the application of EVM on all Air Force programs at the center.

Eleanor served as Executive Vice President and President of the PMI College of Performance Management, and now serves as Past President on the current governing board.