

PMI-HI 2026 PDD Speaker Terms and Conditions

**Project Management Institute® Hawaii Chapter (PMI-HI)
2026 Professional Development Day (PDD) Theme = tbd**

Speaker: [name]

Title of session submitted: “[title]”

PMI-HI will be conducting an IN-PERSON event for PDD.

The VP Programs Board of Director or current President of the PMI Hawaii Chapter retains the right to change or cancel your speaker time slot(s) or title(s). Any such changes will be communicated with as much advance notice as possible to mitigate any inconvenience it may cause.

You acknowledge you are not authorized to speak or act on behalf of PMI-HI, the PDD conference or the conference planning committee. Under no circumstances are you authorized to commit PMI-HI, the PDD conference or the conference planning committee to any obligation (fiscal or otherwise). Any expense or fiscal obligation initiated by a speaker is the sole responsibility of the speaker.

We plan to record your session. The recordings of your session, including any presentations and/or supporting materials may be shared in the following ways:

- Via PMI-HI’s website or another platform online,
- Via broadcast, such as on television, a limited number of times,
- Available online on demand for video streaming,
- In small video segments of 10 minutes or less with no limitations,
- In PMI-HI’s library.

PMI-HI may share your name, contact information, photo/image, and your session topic:

- To promote the event on any promotional materials,
- On social media,
- On PMI-HI’s website,
- On PDD’s On Demand platform,
- In any articles or materials, virtual or otherwise, recapping the event,
- For future marketing materials.

If you do NOT consent to recording or sharing, kindly communicate your preferences to the chapter and planning committee email PMIPDD@pmihi.org then wait for direction. Do not sign this document at this time.

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If selected as a speaker, you agree to do the following:

- Allow video recording of your session to be shared.
- Build and update your profile on the conference platform Whova.
- Submit a headshot photo at 300 dpi to Whova platform. Including head and shoulders.
- Submit your presentation slides for purposes of enhancing the video recording only and not shared unless permitted by you. (deadline: Sept 30, 2026 = 1 week before event)
- Submit any handouts or materials for sharing. Sharing will be electronic on the conference platform or links to site on PMIHI.org. (deadline: Sept 30, 2026 = 1 week before event).
- Register for the event on PMI-HI's event site.

As a selected speaker your benefits include:

- Free admission to the event for yourself.
- Opportunity to include advertisements of yourself, your company, or any classes/training courses (subject to review by PMI-HI) as a separate video (not to exceed 3 minutes), slide, or pdf flyer which may be made available in a "marketplace area" on our conference app (tbd). You may not include these advertisements within your session video or presentation slides.
- You are allowed to collect contact information from attendees yourself i.e. using a sign-in sheet.
- Upon request, you will be provided access to a copy of your session recording for your use.
- You may be added to a Speaker Database shared with other PMI chapters in Region 7 Southwest United States.

Compensation

- No additional financial compensation.

By signing below, I agree to the above terms and conditions.

Signature

Date