



Project Management Challenge 2005

Second Annual NASA Project Management Conference

Tool Time Presenter Requirements

Requirement	Instructions	Deadline	Send Via:
Commitment			
A brief statement expressing your intention to participate and to satisfy all of the presenter requirements.	E-mail a brief statement expressing your intention to participate and to satisfy all presenter requirements.	October 15, 2004	E-mail to all of the following: Diane.E.Trakas.1@gsfc.nasa.gov Sandra.L.Adorney.1@gsfc.nasa.gov Dorothy.J.Tiffany@nasa.gov Walter.Majerowicz.1@gsfc.nasa.gov
Abstract			
250-word summary of proposed presentation for Conference Website and Conference Program Guide.	On one-page in Arial 10 pt, list your abstract and biography (see attached sample). NO Sales Pitches Permitted.	November 15, 2004	E-mail to all of the following: Diane.E.Trakas.1@gsfc.nasa.gov Sandra.L.Adorney.1@gsfc.nasa.gov Dorothy.J.Tiffany@nasa.gov Walter.Majerowicz.1@gsfc.nasa.gov
Biography			
250-word summary of relevant experience for Conference website and Conference Program Guide.	On one-page in Arial 10 pt, list your biography and abstract (see attached sample).	November 15, 2004	E-mail to all of the following: Diane.E.Trakas.1@gsfc.nasa.gov Sandra.L.Adorney.1@gsfc.nasa.gov Dorothy.J.Tiffany@nasa.gov Walter.Majerowicz.1@gsfc.nasa.gov
Presentation Material			
Time allotted: 55 minutes including time for Q&A	The most important aspect of this session will be to acquaint the audience with your software tool. <ul style="list-style-type: none"> • <i>Presentations</i> – If applicable, presentations must be in PowerPoint and be PC-compatible. After the conference, the file will be converted to a secure PDF and posted on the website. • <i>Software tool</i> – Presenter must provide their tool software for installation on conference provided laptops by February 28, 2005 • <i>Internet Access</i> – If internet connectivity is required, notify Sandy Adorney 	January 28, 2005 February 28, 2005 February 28, 2005	E-mail to all of the following: Diane.E.Trakas.1@gsfc.nasa.gov Sandra.L.Adorney.1@gsfc.nasa.gov Dorothy.J.Tiffany@nasa.gov Walter.Majerowicz.1@gsfc.nasa.gov Contact Sandy Adorney for questions at 301-286-3413. Contact Sandy Adorney for questions, at 301-286-3413.
Registration			
You must be approved prior to registering as a presenter/speaker.	Register using Speaker's Form found on the Conference Website. In recognition for time and effort spent in preparing for the Conference, the speaker registration fee is waived (only one per presentation).	February 15, 2005 Registration will open October 25, 2004.	See website URL: http://pmchallenge.gsfc.nasa.gov
Reception (Optional)			
Conference Reception on the first evening of the conference.	The reception affords you the opportunity to meet and greet other conference participants.	March 22, 2005	
Presentation Logistics			
Conducting your Tool Time Presentation at the conference.	Specific time and room location of your presentation will be coordinated prior to conference with Diane Trakas.	February 15, 2005	Diane.E.Trakas.1@gsfc.nasa.gov Sandra.L.Adorney.1@gsfc.nasa.gov