

## GPMF 2025 Submission Guidelines

The Global Project Management Forum (GPMF) is a premier event that unites industry leaders, innovators, and aspiring professionals to shape the future of project management.

GPMF 2025's Theme is **Next-Gen Project Management: The Power of People, Processes & Technology**. This theme underscores the vital synergy between human ingenuity, streamlined methodologies, and cutting-edge innovations that are redefining the way projects are envisioned, executed, and delivered.

The 2025 edition of GPMF Program Committee invites you to submit your speaker application to the GPMF Program.

Speakers for GPMF will be selected from presentation proposals submitted to the GPMF 2025 Program Committee through the Call for Speakers. The Program Committee will consider all presentation proposals submitted by the deadline of **31 January 2025**. Early submission is particularly important to ensure that the committee members have ample time to review the submission.

### GUIDELINES FOR ACCEPTED APPLICATIONS

- Presentation proposal may only be submitted via the GPMF 2025 website: <https://gpmf.world/> - Call for Speakers webpage.
  - Submissions are allowed in English and Arabic.
  - Maximum three PowerPoint slides allowed for the presentation overview.
- i- First slide to include speaker name, job title, company, speaker headshot and a short bio.
- ii- Second slide to include an overview/abstract of the proposed presentation.
- Presentation Proposals must be original work or fresh interpretations of existing material of the speaker only.
  - Brand names are not permitted and should only be used to describe a clearly differentiated product/service.
  - Abbreviations should be spelt out in full to ease reviewing.
  - Speakers are advised to obtain their company's approval prior to submitting their presentation proposal.
  - Selected speakers will be required to submit a full presentation at a later date.

### PRESENTATION PROPOSAL FORMAT

- First slide to include speaker name, job title, company, speaker headshot and a 150-word bio.
- Second slide to include an overview of the proposed presentation.
- Presentation Proposal Title: Use title case, for example: *Using Title Case is Important*.
- A short description of 200 words describing the presentation.
- Presentation cannot exceed more than 3 slides.
- Presentation in PowerPoint format only.

## FINAL PRESENTATION FORMAT

- Presentation Proposal Title: Use title case, for example: Using Title Case is Important.
- Last slide to include speaker name, job title, company, speaker headshot and a short bio.
- Any font size less than 24 points is too small to be reasonably read in most presentation scenarios. We would prefer to see most text at a 28 or 32- point size, with titles being 36 to 44-point size. Charts and graphics with small text will not be readable.

## PREPARATION BEFORE SUBMISSION

- Prepare your presentation proposal as per the format guidelines above.
- Review the theme, topics and descriptions.
- Prepare your short biography. It should summarize your current position, educational qualifications, brief career details and major career achievements.
- Ensure you have a high-resolution headshot (head and shoulders only), JPEG format, size: 400x400 px, no larger than 2MB, on a white background.

## ABSTRACT SUBMISSION PROCESS

- Visit the GPMF 2025 website: <https://gpmf.world/> - Call for Speakers webpage.
- Click on the button: Submit your application
- **Add application details:** Speaker details, presentation details, contact information.
- **Editing or withdrawing an application:** If you wish to edit or withdraw your abstract after submission, please contact us on [communication@gpmf.world](mailto:communication@gpmf.world) and the team will assist you.

## THE SELECTION PROCESS AND OTHER IMPORTANT INFORMATION

- You are allowed to submit more than one application as long as the applications are not edited versions. The applications should be about different topics.
- Please ensure the SUBMIT button is clicked after completing the form to ensure the application is submitted successfully.
- The applicant will receive an application submission confirmation email on successful submission.
- Review and Selection: The Program Committee will review all applications based on alignment with the theme, professional relevance, speaker experience, and overall program balance by 27 February 2025.
- Confirmation and Next Steps: Selected speakers will receive a confirmation email with further information and instructions for submitting their complete presentation by 27 February 2025.

For any queries or further information please contact [communication@gpmf.world](mailto:communication@gpmf.world)