Read this guideline because…

When you submit a presentation for the 2019 Capability Counts program, you will need to select a focus area that relates the best to your subject matter. This guideline will help you choose the most appropriate category. It answers common submission form questions, required submission materials, and details the mandatory commitments for speaker participation in the event.

FAQ

Submission Platform

• **Do I have to login?** Yes. Cvent, will build a profile based on the log in credentials. Please use your **work** email and professional name.

• **Can I submit more than one abstract?** Absolutely! After submission of your first abstract, there will be a link to return to the start of the form. Click 'Submit Abstract' and the form will auto populate your name, email, and work address.

• **Can you reset my password?** No, unfortunately we cannot. Follow the prompts at log in to reset your password.

• **How can I update my email address due to a job change or other reason**? The email used to setup your log in and submit your abstract(s) is not editable. Please contact events@cmmiinstitute.com to discuss the situation.

• **How do I find my abstract to make an edit?** You will have access to your submission(s) to make edits if required up until the deadline of 21 September 2018. CMMI Institute requires you to make all edits in the platform for them to be considered before the review process. To locate your presentation submission(s) and make edits, return to the Call for Participation 'Home' page, log in to your account, and if necessary select 'My Submissions' to navigate to your content.

Selection Process

- All presentations submitted to the Call for Participation will be reviewed by CMMI Institute staff as well as the program committee members.
- Submissions will be reviewed following the submission deadline
- You will hear by December 2018 if you have been accepted to present.
- Selected presenters will receive further detailed instructions upon their acceptance.
- Selected presenters must consent to the Presenter Terms and Conditions* upon acceptance.

Presentation Details

Sessions are designed with presentation of 30 minutes, followed by 5 minutes for questions and answers with attendees. Speakers will create a PowerPoint slide deck on the provided template with final slides due in January 2019.

Submission Guidance – Detailed requirements and descriptions available on pages 4 - 5

Conference Speaker Agreement

Thank you for agreeing to present at Capability Counts 2019 ("Conference") 30 April – 1 May 2019 at the Hyatt Regency Reston. This Agreement defines the obligations of you, ("Speaker") and CMMI Institute with respect to the Conference (collectively "Parties").

DEADLINES

Speaker agrees to submit the following items to CMMI Institute by each of the given deadlines:

- **21 September 2018**   Submission form completed including agreement to Terms and Conditions
  Speaker bio, photo, and session details ready for PUBLIC/FINAL use
- **4 January 2019**   Event registration and payment deadline

- **11 January 2019**   **Final presentation slides due**
- **1 March 2019**   **Slide requested edits returned**
- **1 April 2019**   Changes to Audio Visual Requirements (if applicable)

SPEAKER COMMITMENTS

Speakers will be required to agree to each commitment below during the submission form process in order to be considered for inclusion in the conference agenda:

Presenter Terms and Conditions:
- Presenters must complete the event registration form, including submission of a conference registration fee of $1,299 by the stated deadline of 4 January 2019 at 11:59 PM eastern. If invited after this date presenters must register within 5 business days following notification. Failure to complete your registration or make payment by the specified due date on an invoice may result in removal from the program.
- Presenters grant the CMMI Institute permission to reproduce and distribute any materials provided by presenter for use in the proposed presentation in online conference proceedings.
- Presenter warrants and represents that he/she has all rights and permissions necessary for any material included in his/her presentation and fully indemnifies CMMI Institute for any costs, fees, or judgments, including reasonable attorney fees, resulting from a claim by a third party that materials provided by presenter violate such third party's rights.
- Presenters grant CMMI Institute permission to edit biographies, session titles, and abstracts to ensure consistency in program and promotional materials.
- Presenters grant permission to CMMI Institute, or anyone acting on their behalf, permission to photograph, film, or otherwise record and use their name, likeness, image, voice and comments and to publish, reproduce, exhibit, distribute, broadcast, edit, or digitize the resulting images and materials in publications, advertising materials, or in any other form, in any media now existing or hereinafter invented, and for any purpose worldwide without compensation.
- Presenters agree that inclusion of their presentation in the agenda is solely determined by CMMI Institute and CMMI Institute reserves the right to replace any session in the agenda as deemed necessary. If your presentation is removed from the agenda, CMMI Institute will cancel your conference registration and refund the registration fee at your request. CMMI Institute will not be responsible for and will not reimburse you for any non-cancellable travel or other expenses.

PRESENTATION INFORMATION

Presentation Template
The 16:9 format PowerPoint template to be utilized for all presentations will be available upon acceptance to all speakers. Should an alternate template be used without written approval by CMMI Institute, Speaker agrees to transfer the presentation to the conference template.

Speaker's PowerPoint presentation must be submitted in either .ppt or .pot format only and be editable. In addition, all materials (i.e. PowerPoint slides and/or any handouts) must be submitted for electronic review by CMMI Institute by **11 January 2019.** Speakers who do not submit by this deadline may be replaced at the sole discretion of CMMI Institute.
All materials and any questions should be sent to events@cmmiinstitute.com.

All presentation materials will be available on the mobile app a few weeks prior to the conference. All conference presentations will be posted publicly on the event website resource page approximately one month following the event.

Presentation Review
Once the presentation has been submitted, Speaker will be notified if the review team has questions or requests changes. Revisions requested by CMMI Institute's SME's or legal team are to be re-submitted for final review in the time-frame requested. Once the presentation has been approved by CMMI Institute's SME's and legal team, it will be password protected and posted in .pdf format to the conference website and in the conference mobile app for attendees to view.

Your final presentation **must be submitted by 11 January 2019.** You agree that CMMI Institute may post the Speaker presentation and supporting materials on CMMI Institute's website and mobile event app.

SPEAKER CONCESSIONS
- Speaker will receive the base registration rate ($1,299) for the Capability Counts 2019 Conference- deadline 4 Jan. 2019

- Speaker will have access to the Speaker Ready Room at the Host Hotel from Tuesday 30 April – Wednesday 1 May 2019.

CO-SPEAKERS
Should the Speaker have a co-presenter, they will be required to register and pay for the conference by the speaker deadline on **4 January 2019**. There is a limit of two (2) presenters per presentation session. CMMI Institute will promote session presenters. Presenters are advised to give appropriate attribution to all presentation authors within their slides.

ROOM / AUDIO VISUAL REQUIREMENTS
All rooms will be set either classroom or theater style in order to accommodate the maximum number of attendees. An LCD projector, screen, laptop computer with slides pre-loaded and internet access, slide advancer will be standard in each room. **PLEASE NOTE: Presentation sound, lavaliere microphones, presenter stole / chairs, and flipcharts will NOT be provided. Please include any interest in these items for consideration during the submission process.**

Please complete the following for each of your sessions. If this information changes, Speaker is responsible for notifying CMMI Institute in writing no later than **1 April 2019.**

SPEAKING TIMES
Track assignments and final session times will be finalized in March. Speakers concerned about their speaking time related to their travel can expect to hear from CMMI Institute on or before **15 March 2019**. As a reminder, registration for the event is required so that speakers participate in the two-day event. Assigned session times are non-negotiable for this reason.

TRAVEL EXPENSES AND ACCOMMODATIONS
Airfare
You, as a Speaker, are responsible for your own airfare and travel charges.

Accommodations
Speaker is responsible making any necessary hotel reservations in order to participate in the conference. Should hotel accomodations be required, CMMI Institute strongly encourages all conference participants to stay at the host hotel for their own convenience and to support the overall conference.

Host Hotel Information
Hyatt Regency Reston
1800 Presidents St
Reston, VA 20190
Phone: (703) 709-1234

Book Hotel Room Reservations here
CMMI Institute Group Rate: US$219 + tax per night, double/king room, single/double occupancy*

Group Rate Deadline: Monday, 1 April 2019
Please note that room availability is on a first-come, first-serve basis.

CANCELLATION POLICY
CMMI Institute reserves the right to terminate this agreement if materials violating the intellectual property rights of any other party are used or submitted for use as part of the presentation; or if presentation materials are not submitted in a timely and complete manner; or if Speaker fails to appear at the Event; or if the Event is cancelled for any reason. You agree to notify by writing **Courtney Connor, Marketing Specialist** at **cconnor@cmmiinstitute.com** and the **Events Team** at **events@cmmiinstitute.com** immediately if an emergency keeps you from meeting the requirements of this Agreement.

INTELLECTUAL PROPERTY AND SPEAKER REQUIREMENTS
Speaker shall not make any statement, orally or in writing, publicly or privately, or do any act or otherwise conduct itself in such a manner as will or may disparage CMMI Institute, it's directors, officers, employees, or their business, products or services.

Speaker understands and agrees to abide by CMMI Institute's rule not to allow obvious solicitation of Speaker's services or products.

Speaker grants a non-exclusive, unlimited, irrevocable, global and royalty free license to CMMI Institute to record the presentation via any medium and to reproduce, display, create derivative works from and disseminate the recorded presentation and presentation materials ("Materials").

Speaker agrees to uphold CMMI Institute's policy prohibiting harassment in the workplace or in any other work-related setting based on an individual's race, color, religion, sex, national origin, age, ancestry, disability, genetic information, citizenship, sexual orientation, veteran status, marital status, familial status, military discharge status, or any other characteristic or status protected by federal, state, or local law.

Speaker represents and warrants to CMMI Institute that all materials used in the preparation and delivery of a presentation ("Presentation Materials") on behalf of CMMI Institute is original material created by the undersigned, or otherwise are materials which the undersigned has all rights and authority to use and/or reproduce in connection with such presentation and to grant the rights to CMMI Institute as set forth herein.

Speaker agrees to defend, indemnify and hold CMMI Institute harmless against all damages, costs, expenses, fines and other amounts incurred by or asserted against CMMI Institute arising from Speaker's conduct in connection with such presentation.

Speaker grants CMMI Institute a royalty-free license to use his or her name, likeness, photograph, and biographical data, including current or previous employer's company name, in connection with promotion and sales of the Conference and Materials.

Speaker grants CMMI Institute license to reproduce, display, create derivative works from and disseminate the Presentation Materials.

MISCELLANEOUS

Speaker understands that they are an independent contractor and not an employee of CMMI Institute. CMMI Institute does not carry insurance covering independent contractors who provide services or products to CMMI Institute. Submission and agreement within to the Speaker Terms and Condition for the Call For Papers constitutes the Speaker's agreement with all of the above conditions.

SUBMISSION GUIDANCE

Submission Materials Required

• **Short professional biography.** You must submit a bio that is **700 characters or less** and use a third-person point of view. Your biography will be used to promote the session and event.

• **High resolution photograph.** You must submit a head shot photo to accompany your bio. The minimum dimensions of your photo should be **200 x 200 pixels** and the minimum file size is **10 KB**. If you do not submit a head shot or if the quality is not suitable for use in the conference media, we will require a new photo from you to secure your session. Your photo will be used to promote the session and event.

• **Abstract / Presentation Summary.** You must submit a presentation abstract or summary that is **700 characters or less**. We reserve the right to edit the summary for reasons such as clarity and to ensure it does not contain jargon unfamiliar to our attendees who are prospective CMMI users. Your abstract will be used to promote the session and event.

• **Presentation Title.** You must submit a title for your presentation that is **60 characters or less.** We reserve the right to edit the title for reasons such as clarity, copyright infringement, and to ensure it does not contain jargon that might be unfamiliar to attendees. Your presentation title will be used to promote the session and event.

• **Author(s) / Presenter(s).** You must identify the name(s) and professional job title(s) of the primary presenter and no more than 1 additional co-presenter. There are no accommodations for additional speakers or for promotion of full author lists beyond event presenters. Due to space constraints, presenter name(s) should be **25 characters or less.**

• **Learning Objective (Takeaways / Key Points).** You must submit a description of the learning object including any takeaway(s) and key points that will be conveyed in your presentation. These can be value-adding work products, documents, or technology that participants can use in their organizations. Your takeaways may be used to promote the session and event. **300 characters or less.**

Focus Areas Detailed

In the Focus field in the presentation submission form, choose from the drop-down list the focus area most closely associated to your presentation. The focus topics to choose from are:

Focus (pick one)	Description
Appraisals	Choose this topic for any presentation related to CMMI appraisals and assessments/evaluations not accredited by the CMMI Institute including but not limited to: • Innovations and new approaches to appraisal • Appraisal planning and preparation • Appraisal execution • Value-adding appraisal activities • Appraisal deliverables • Sampling
CMMI adoption/transition V1.3	Choose this topic if your presentation is about an innovative or effective and efficient non-traditional adoption of the CMMI in your organization. Topics may include transition from V1.3 to V2.0.
CMMI adoption/approach V2.0	Choose this topic if your presentation is about the use of CMMI V2.0.
Data management	Choose this topic if your presentation is most closely associated with data management, including data integrity, data protection, data modeling, data warehousing, data rights, data structure, data security, or data extraction and transformation.
Improvement ROI	Choose this topic if your presentation is predominantly about qualitative and quantitative benefits (e.g., improved performance) resulting from your organizations use of the CMMI.
Methodology	Choose this topic if your presentation is related to process and performance improvement resulting from your organization's adoption of the CMMI in conjunction with other models, standards, bodies of knowledge, or approaches, including but not limited to: • Agile/Scrum or SAFe • Lean Kanban • Six Sigma • PMBOK • ISO/AS/TL • DevOps • ITIL • RMM • Malcolm Baldridge • SPICE/Automotive SPICE • PRINCE • EQFM
Quality	Choose this topic if your presentation is more closely associated with product, service, or process quality, including innovative approaches to achieving quality, establishing a culture of quality, measuring quality, and quality results.