PMI® Portland Chapter 2017 Annual Conference

Frequently Asked Questions (FAQs)

General Information

What is the PMI Portland Chapter Annual Conference?

The PMI® Portland Chapter Annual Conference is designed to inspire and support you and your fellow teammates in strengthening your project management, and leadership skills to benefit both your organization operations and your career development.

Where is Annual Conference being held?

This year's meeting is 14-15 September 2017 in Portland, Oregon, USA, at the Oregon Convention Center.

Address: 777 NE M L King Blvd, Portland, OR 97232

Phone: (503) 235-7575

What is the dress/attire at the Conference?

Business casual attire is appropriate for all conference attendees. Because meeting rooms often are cold, you may wish to bring either a jacket or a sweater.

What is the best way for me to arrange my hotel accommodations?

Looking for hotels in Portland, Oregon? Whether you prefer boutique lodging, upscale suites or alternative accommodations, the Oregon Convention guide to hotel districts will help you find just the right place to lay your head.

Link: https://www.oregoncc.org/visitors

What are some other important logistics information that I should know?

FREE Wifi - Attendees will have free wifi access

PMI PDX App - PMI Portland Chapter will be using the **PMI PDX App** to provide event information and live updates to the attendees of the Annual Conference using an App on their smart phone.

Several weeks prior to the Annual Conference please be on the lookout for an email containing information that will allow you to download and open the **PMI PDX App** from the Apple Store or Google Play.

Parking Information – Fees apply

Registration

What is a Registration ID?

You will receive a Registration ID (Reg ID) number when your Annual Conference registration is paid in full. The Reg ID will appear on your meeting confirmation.

 How do I modify my registration?

Once your registration is completed, you will not be able to make changes. For any inquiries or questions, please contact registration@pmi-portland.org

How can I recover my lost password?

We share a single-sign on with PMI Global; therefore, current Chapter members use the Member Login link to log in to our site and use the same username and password as they use at PMI.org.

Non-members: Only Chapter members can log in to our website. Non-members register for events without logging in.

If you forgot both your username and your password, please recover the username first, then the password. To recover your username, please enter your E-mail Address, leaving Username field empty, then click the Send Username button, and your username will be sent to your email address. From there you can use this same form to recover your password.

Follow this link for more information: https://www.pmi-portland.org/alternate-login

Will I receive a registration confirmation letter?

If you register online, an e-mail confirmation will be sent immediately to the e-mail address you provide on the registration form.   See the Event Pricing & Payment for additional information

How will I receive my name tag and Annual Conference materials?

You may pick up your name tag and conference materials on-site at the registration area.

Payment

See the Event Pricing & Payment for additional information

What is the cost to attend the conference?

Registration Type	Promo Rate (with code*) Ends 7/2/2017	Standard Rate Ends 9/4/2017	Late Pricing Begins 9/5/2017
Chapter Member	$399 $349	$399	$549
Non-Member	$499 $449	$499	$649
Student Chapter Member	$149 $ 99	$149	$549

[Become a PMI Portland Chapter member and save $100!](#)

Late Pricing begins 9/5/2017

- Add $150 to your pricing above.
- Student Chapter Member pricing ends, and Students will pay Member pricing plus Late fee.

Save big with our Group Discounts! One person pays for a group of 5 or more. Then each attendee registers individually, at no cost, using a Registration code.

Number of Attendees	Pricing per Attendee
5-10	$349
11-20	$324
21-50	$299
50+	Contact the Dir. of Registration (registration@pmi-Portland.org)

Does PMI offer any complimentary registrations to the Conference?

The PMI Portland Chapter endeavors to provide the support necessary to encourage and empower volunteers to make a meaningful contribution and gain significant benefits from their voluntary work.

Category	Level of Discount
Speakers	1 Free ticket per speaker and 1 Free ticket for co-speakers as well
Sponsors	Free
Volunteers	50% discount if they put in a minimum of 20 hours, prior to registration, or if scheduled to work at the conference.
	100% discount if they put in put in 40 or more hours.

Is financial assistance available to attend the Conference?

Financial assistance is available for volunteers only. PMI Portland Chapter offers volunteer opportunities to qualifying leaders/attendees. Additional information on volunteering can be found [here](#).

 How do I obtain a receipt for my registration fee?

You will receive a confirmation e-mail once your registration is paid in full. This confirmation also serves as your receipt and contains your individual Registration ID number. Contact [registration@pmi-portland.org](#) if you need this to be resent.

Can I be invoiced or use a purchase order for my registration?

Purchase orders will not be accepted and we do not invoice individuals.

What types of payment methods are accepted?

- PayPal

- Bankcard
- American Express
- MasterCard
- Visa
- Discover

Whom do I contact with questions about my conference payment?

For invoice questions, please or e-mail your inquiries to registration@pmi-portland.org

Cancellations / Refunds

I registered for the conference but I cannot attend. What is the cancellation policy?

Cancellation/Refund Policy:

- 90% of the registration amount will be refunded if the request for cancellation/refund is received more than 30 days prior to the event.
- 75% of the registration amount will be refunded if the request for cancellation/refund is received between 29 and 8 days prior to the event.
- If request for refunds are received less than 7 days prior to the start of the event, the refund will not be processed since monetary outlays have been incurred for meals and materials.
- Registrations cannot be transferred.
- Refunds will be applied to the original credit card.
- All requests for refunds must be made in writing to the event registration coordinator: (registration@pmi-portland.org)
- See the Chapter [Refund/Cancellation Policy](#) for additional information

I registered for the Annual Conference but I cannot attend. Can I send a substitute in my place?

We unfortunately cannot swap registrations. Registrant must officially cancel and the other person must register.)

Can I cancel on behalf of someone else?

We are sorry, but unfortunately, verification in writing from the attendee must be received for cancellation.

Presenters

How do I apply to be a presenter at the Annual Conference?

We encourage interested speakers to submit a proposal to present at the Annual Conference during the open call for presentation proposals, which typically takes place from 6-9 months before the conference. The selection process is competitive and we seek the highest quality presentations to ensure a successful event. The selection process is guided by a volunteer review committee of your peers. Please monitor Friday emails for notification of when the call for presentation proposals is open.

Professional Development Units (PDUs)

How many PDUs will I receive for attending conference activities?

The number of PDUs awarded varies for each conference, for each session and for each certification type. Conference specific information can be found in the onsite agenda.

How do I claim PDUs for the Conference? How do I file for PDUs?

You may submit your claim(s) manually. To learn more about maintaining your PMI certification, click here.