Project Controls
EXPO
Washington, DC - USA

FREQUENTLY ASKED QUESTIONS

Nationals Park, Washington DC

4-6 October 2022

PARTNERS

a. What are the instructions for setting up the stands?

The stands are pre-built for all partners (consist of Pipe and Drape).
Any additional setup can be done on **Day 1, i.e., Tuesday, between 1300 hrs. to 1800 hrs Day 2, i.e., Wednesday, 5ᵗʰ October, between 0700 hrs. to 0730 hrs.** More information will be provided closer to the event.

F. Do you have any guidance on logistics for delivery and/or collection ?

Yes, there is a guideline for **Logistics Information for Partners**. Please refer to this document.

b. Do you have a checklist for Partners to help with setting up the stand?

Yes, we have a checklist or guide for Partners, where we have explained the most common FAQs for setting up the stand.
Please refer to this **PDF**

C. How do I collect my badge?

Your name badge will be shared with you upon arrival at the venue during the expo days. Please present your registration confirmation email and an ID at the registration desk to receive your badge. Alternatively, you may also log in to the Expo App and confirm your registration.

Should you have not received the confirmation email, please contact us at info@projectcontrolexpo.com/ chetan@projcetcontrolexpo.com

d. Can workshop attendees visit the partner showcase?

Yes, from 9:00 am and during the break times.
Other delegates who registered for the partner showcase can visit throughout the day.

e. Is there a schedule for the event?

Yes, please refer to the full **agenda** of the event.

PARTNERS

G. Where can I view the media pack for partnership opportunities at Expo?

Please find the link to our **media pack** here.

h. How to hire a badge scanner for the event days?

Project Controls Expo will be using a brand-new App with a variety of useful features. A detailed guideline on its benefits and features will soon be published under the FAQ section.

The QR code scanning option is now integrated within the Project Controls Expo App. ALL our Partners and delegates will not only be able to scan and retrieve delegates' information quickly and easily, but also there will be no additional charges to procure additional scanners. The collected leads can be emailed to your own account easily within the app. Detailed guideline on how to scan the QR code and download leads is explained under the **Data Collection Guideline via App.**

i. Do you provide a list of conference attendees?

Due to data protection laws and to prevent mass marketing to our delegates, we are unable to provide a full delegate list. However, there is a way for the partners to procure delegates' data from the Expo app. You are required to scan the QR code on the badge of the delegates who would visit your stand and instantly download the excel report, from the Expo app. The process is described in details in the **Data Collection Guideline**.

j. Are there any additional services that you offer, such as meeting coordination at the event?

Unfortunately, we are not able to coordinate meetings for you.
However, we will be providing an exclusive lounge for our Headline and Platinum partners.
Additionally, we have a feature "**Ask a question to speakers/SMEs**" offering delegates to send a question to one of our speakers to arrange a 1:1 meeting with a Subject Matter Expert (SME).

k. Is there a dress code? If so does it vary on your role?

We recommend business attire for the event.

PARTNERS

l. What does my free access to the Partner Showcase include?

Free admission to the partner showcase on Wednesday 5th & Thursday 6th October 2022.
Please note: This ticket does NOT include:

• Workshops
• Seminar sessions
• This ticket is non-transferable
• Ticket does not include refreshments/lunch

m. Do you offer recognised CPD/PDU hours allocation for this conference?

We offer both CEU and PDU for attending the Expo. The Continuing Education Unit (CEU) is a nationally recognized measure of participation in an approved non-credit continuing education program. One Continuing Education Unit (1.0) is defined as: Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The Professional Development Unit (PDU) was established by PMI as the educational metric for project management educational activities. One PDU is earned for each contact hour spent in structured learning, which is relevant to project management. For conversion purposes, one (1) CEU equates to 10 PDUs.

We offer 1 PDU for each hour of attendance of the expo. So for this expo event, we offer 8 PDU with no defined split.

n. What is the last day for registration?

Delegates participating on the workshops zone, will be able to register until **4th October 12:00 pm**.
Delegates participating in Day 3, will be able to register until **5th October 12:00 pm**.

Please note: Registration is open until the last closing date; however, if you wait until the last minute, it might take some time for passes to be issued

DELEGATE

a. What should I do if I get registration failure? Who should I contact?

Should you face a failure issue whilst registering to the event, please let us know and we will arrange a complimentary ticket for you. However, in that case, you will need to provide us with clear evidence of such failure.

Please **contact us**

b. I didn't receive the registration email. What should I do?

Please check your spam folder, if you have not received the registration mail.
If you still don't see the confirmation email, please write to us at usa@projectcontrolexpo.com

C. How do I collect my badge?

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chetan@projectcontrolexpo.com

d. Are there joining instructions?

Yes, we have a **Joining Instruction** for our attendees. Please refer to this document for detailed guidance.

e. How do I arrange a meeting with a Subject Matter Expert (SME)?

Delegates have the opportunity to send their questions in advance on our **website.**

Delegates will be allocated a specific time for the meeting, subject to availability and on a first come first served basis.!
For more information please check our **Send a question page.**

f. How do I send a question to one of the speakers?

Delegates have the opportunity to send their questions in advance on our **website.**
All questions will be sent to the respective speaker to allow him/her to respond at the end of their session.

DELEGATE

g. Can I make payment via credit card instead of PayPal or can I make the payment over the phone?

Even if you do not have PayPal account, you can use your credit card to make the payment via PayPal.
If you choose to make the payment over the phone, please email us with your contact details and our team will contact you to collect the payment. It is important to highlight that we do not store credit card details nor do we share customer details with any 3rd parties.

Please note - that once payment is received, your registration is confirmed.

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i. What are the criteria for submitting a paper?

The submission of a paper must be in MS Word format/ Adobe PDF format.

To include the following critical elements:

- It must be within the domain of project controls (planning, scheduling, cost engineering and estimating, risk management, forensic analysis and/or change management)

DELEGATE

- An abstract of the paper must be of 100-175 words and should address the major aspects of your paper. Summarize the scope and nature of the work upon which the paper is based. Note the relative emphasis of the paper on either research work or practical applications for projects. Describe the results presented in the paper and state specific conclusions of your work. Describe how these differ from results or conclusions of previous work on the same or similar subjects.

- The submission paper must be within 1500-2500 words and must contain:
  - Abstract
  - Introduction
  - Brief author profile (no more than 100 words)
  - Conclusion
  - Acronyms (if any used)
  - Bibliography
  - Acknowledgement.

- Submission of papers may not contain actual intellectual property data and must focus on developing and describing concepts for practicing project controls professionals. In general, please note this is NOT an appropriate forum for academic papers that are highly theoretical. Submission papers centred on commercial products or endorsements will not be accepted. View examples of past submission papers.

For more information, please visit our **Call for Papers page.**

j. Are food and refreshments included in my registration?

- Attendees of day 2 and 3 have access to refreshments
- Attendees of partner showcase and activity day does not have access to refreshments

k. I already registered for the conference, but I cannot attend. Can I cancel the registration?

Yes, you may cancel your registration to the event in line with the cancellation policy listed on the registration page.
Please note, tickets are NOT transferable.
See **T&Cs**

DELEGATE

l. Is there a group discount for the conference?

If you are registering five (5) or more delegates from the same company you can apply for a discounted group rate.
This is however, subject to certain **terms and conditions**, Please **contact us** for more information and to get an access to the discount code.

m. How and where do I make a hotel reservation?

We have a special deal to offer from the Hilton group of hotels. Please see the below option and click on the link to directly book your accommodation at a discounted price. This offer is only for exclusive to our partners, speakers and delegates.

Please visit the accommodation section on our **venue page** for further information.

n. How do I travel from the airport to Nationals Park?

Please visit our **Venue page**

o. I need to apply for USA visa to attend Expo. Can you help with documentation?

Yes, please send the following info, to allow us to send you an invitation letter:
• Full name
• Passport number
• Place of work and employer
• Date of birth
• Job title

For security reason, we request you to please ensure to password protect the document/excel sheet, while sending the required personal details to us.

Please note: we do not guarantee the visa outcome and it is at the discretion of the USA Embassy in your region.

p. How can I promote my company at the Expo?

Please refer to our **media pack** for detailed information on how to participate at Expo as a partner.

DELEGATE

q. What does my free access to the Partner Showcase include?

Free admission to the partner showcase on Wednesday 5th & Thursday 6th October 2022.
Please note: This ticket does NOT include:

• 1. Workshops

• 2. Sessions

• 3. This ticket is non-transferable

• 2. Ticket does not include refreshments/lunch

r. Is there an Event Brochure?

Yes, we will have an **online event brochure**. Please refer to the given link.

For more information please visit : – **Home, Agenda, Speakers, Partners, Registration.**

s. What is the last day for registration?

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SPEAKERS

a. Do I need to register via the website for the main Expo day?

No, we will get you registered at our end and will contact you for the required information. Our Speaker Co-ordinator, Lomesh Taywade (lomesh@projectcontrolexpo.com) will get in touch with you with the required details.

b. Do I require a special PowerPoint template for my presentation?

Yes, this should have been supplied by our Speaker Co-ordinator. If not please contact him direct for the template.

C. When do you need the final version of my slide deck? Can I play video clips during my presentation?

We will need the final version of your slide deck at least **ONE WEEK prior** to the event date. There are no restrictions on the type of content, but avoid large, embedded files .

d. How do I collect my badge?

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e. Can I alter the Expo presentation template?

We request you to keep the Expo presentation template unchanged, to enable the theme of the Expo to be maintained.

We understand that some organisations have strict brand guidelines and press departments insist that presentations are only made on company templates. We will have to consider your application if such a request is made.

SPEAKERS

f. How long is my time slot?

It is a 45 minute session:
• 30 minutes for main presentation,
• 10 minutes for Q&A
• 5 minute buffer (which we do not encourage you to utilise.

g. Do I need to carry my presentation in a USB drive or any of my devices, on the event day?

Speakers can keep their presentation on a USB as a back-up.
All the presentations will be loaded on our computers which will be pre-installed in each of the presentation rooms.

h. Can I take part in the ball park tour?

Yes, you may take part in the stadium tour. However, you would have to confirm with our Speaker Co-ordinator at least **one week prior to the event.**

i. Is there a room for speakers where we can work or make calls during the day if required?

We will provide a room/facility for speakers to utilise if required.

j. Will I get a promo code to invite my colleagues or clients to the Expo?

Yes, we will send you a special promo code to invite your guests for the Day 3 (ONLY). For such queries contact our Speaker Co-ordinator, **Lomesh Taywade**.

k. What is the last day for registration?

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CONNECT WITH US

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