

5th International Conference on

Project Management Leadership

Best Practices in Action

July 13, 2009, Hotel Crowne Plaza, Delhi



Best Paper / Practice / Tutorial Submission Instructions



TABLE OF CONTENTS

INSTRUCTIONS AND INFORMATION

The QAI Conference Program Committee is pleased that you wish to submit a Paper/Practice/Tutorial at the 5th Annual International Conference on Project Management scheduled on July 13, 2009 at Hotel Crown Plaza Surya, New Delhi, India..... III

APPENDIX II

REQUIRED FORMS..... VIII

INSTRUCTIONS AND INFORMATION

The QAI Conference Program Committee is pleased that you wish to submit a Paper/Practice/Tutorial at the 5th Annual International Conference on Project Management scheduled on July 13, 2009 at Hotel Crown Plaza Surya, New Delhi, India.

Submitting Your Paper/ Practice/ Tutorial for the Technical Program

Conference attendees will receive a CD-ROM containing the author's papers, therefore, it is required that all papers be submitted as computer files i.e a softcopy.

IMPORTANT DEADLINES FOR DELIVERABLES AND REMINDERS:

- May 11, 2009:** Submission of Author Intent Form with the Author Biography and Paper Abstract.
- May 18, 2009:** Submission of Final Paper and Copyright Release Form signed by the respective authors.
- June 08, 2009:** Accepted authors notified.
- June 22, 2009:** Submission of Final Presentation.

Author Intent Form Submission

A completed copy of the [Author Intent Form](#) must be received by the submission deadline for your Paper/Practice/Tutorial to be considered for inclusion in the conference.

The biographies that are included on this form will be used to promote the conference. Each biography should be limited to 100 words. Examples of the type(s) of information that may be included in a biography includes, but is not limited to :

- Current position/core responsibilities
- Previous positions/core responsibilities
- College attended, degree
- Place of graduate study, degree
- Professional associations
- Certifications
- Total years of experience

Author needs to mention the title and the level of submission along with an abstract of the paper. Paper abstracts have to be submitted for comments and suggestions. Comments from the technical committee are for information purposes only and do not ensure selection of the paper for presentation at the conference.

Paper/Practice/Tutorial

Final paper submissions will be used for the selection of papers for the conference. If an abstract is submitted but the final paper is not submitted, the paper will not be considered for the conference.

Final paper submissions will be used in the proceedings. These proceedings will be made available as a CD-ROM and distributed at the conference. The CD-ROM will include the final papers. Authors to be aware that there would be no IP associated with the information, unless agreed upon, and can be shared/used/referred by the society.

The submissions will be evaluated using a detailed evaluation criteria. A subset of submissions will be invited to present at the conference. The other selected papers/practices will get published in the Conference Proceedings CD. The best entries will be awarded with the 'Project Management Leadership Awards' selected by an eminent panel of reviewers.

Paper abstracts and final papers should all be submitted to the Conference Manager at conferences@qaiglobal.com as MS Word 97/2000/2003 attachments. Files may be WinZip compressed. Media is non-returnable. Questions concerning file compatibility should be addressed to the Conference Manager.

To assure uniformity and that the proceedings reflect the professional image and quality that QAI India wishes to project, please use the instructions - the Style Guidelines template, when preparing your final paper/practice/tutorial. In order for a paper to be eligible for the Best Paper Award, it must be submitted in compliance with the submission guidelines. Your paper should be in the range of 10-14 pages (including illustrations). Questions concerning style guidelines or length should be addressed to the Conference Manager.

Copy Right Release Form

A separate Copyright Release Form in Appendix II must be completed and signed by each author of an accepted paper. The agreement does not limit your use of the material in any way. This form should be sent to the **Conference Manager** along with the final paper. Each individual whose name appears on the written material must sign a separate Copyright Release Form. If you have other authors, a copy of the form is required to be signed by the co-author(s) also. Print their name clearly at the top. Ensure that the wordings of the form does not get altered in any way.

Contact and Address

ATTN: Conference Manager
QAI India Ltd, 1013-14 A, Ansal Towers
38, Nehru Place, New Delhi-110019
Tel: +91-11-26219792/26220580
Fax: +91-11-26218974
Email: conferences@qaiglobal.com

APPENDIX I

PAPER/PRACTICE/TUTORIAL SUBMISSION GUIDELINES

Please note:

The Best Paper Chair may provide direction for improvements or ask authors to enhance a Report for final publication.

Content:

Best Practices should cover the following:

Best Paper would be evaluated on the following criteria:

THE BIG PICTURE: (Weightage: 30%)

- Relevance and importance to Industry
- Criticality of IT Usage and strategic advantage
- Ease of understanding
- Ease and likelihood of use & applicability in diverse environments
- Impact on macro level policies and practices

QUALITY OF CONTENT: (Weightage: 30%)

- Coverage of Organization Need, Organization Solution, Organization Results and Organization Learning
- Completeness
- Innovation and Creativity
- Presentation
- How it addresses technical issues like, transition from old practice/ concept/ technology/ model to new; how it integrates with other technologies, disciplines etc; degree to which current Information Systems techniques are taken advantage of
- How it addresses people issues and change management issues etc
- How it incorporates Quality Principles

FUNCTIONALITY, USAGE & RESULTS: (Weightage: 30%)

- Whether objective well defined and degree to which it is met
- Quantitative Analysis: Clarity, rigor, quality and thoroughness of the data analyses projecting the
 - impact on each of the key quality attributes
- Practical Tools like forms, checklists, procedures etc
- Results: quantitative and qualitative impact of the practice/concept/ technology/model etc
- Supporting evidence via benchmarking, industry surveys, SEI assessments, ISO assessments or competitive analysis

- References: Quality of quotes, references and success stories from key customers, managers and engineers about the practical experiences using the practice/concept/technology/model etc. and its positive impact on their organizations
- Degree to which it is continuous-improvement & self-check oriented (PDCA)

GENERAL: (Weightage: 10%)

- Overall Merit
- Communication, clarity, conciseness and readability of the Best Practice Report/Paper
- Others

Proposed structure of the Paper

All the papers submitted for the conference must follow the following guidelines w.r.t. the content

- **First Page /Cover page**

This page should contain the name of the paper, the name of the conference like “PML 2009” and so on. The name of the author(s) and their mail ids, the name and address of the organization to which the authors belong to.

- **The Second page**

Should contain the paper “Abstract” which provides an essence of what is contained in the paper, in 150-200 words.

- **The Body**

The body of the paper should start immediately after the “Abstract” (no page break) and may contain the headings, sub-heads, paragraphs, as desired by the author.

All figures/pictures should be numbered below the figure/picture and a caption/title given to explain the same.

In case the content of the paper is using any quotes from another author or publication, such excerpts should be in line with the copyright rules of the relevant publication from which the content has been taken or with written permission of the author(s).

- **Last Page**

Must contain the list of “Reference materials” based on which the paper has been written. The last section after the References should be “Author’s biography” in brief.

Appendix

Include the list of Acronyms and their expansions, and the definitions for the complex or unique words, with the source of definition if any, or self explanation, as applicable in this appendix.

Few formatting rules

Follow the same font across the paper - Times New Roman or Verdana

- The main text should be in 10 points font size
- No heading should be larger than 12 point size
- Use British English only (check spellings, etc. accordingly)
- Do pagination at top right corner
- Use page breaks to give a logical end to a page
- Do spell check before submission, without fail

Conference Materials:

All attendees will receive a kit consisting of final program, a presenter abstract and biography book, logistics & directions sheet and other elements. The Conference Proceedings will be mailed post-conference.

OTHER IMPORTANT INFORMATION

Conference Presenter Terms:

- The fee for exactly one presenter will be waived for each conference presentation. Co-presenter(s) must decide which person is to receive the waived fee. All other co-presenters will pay the author special registration fee.
- The speakers would have to make their own arrangements towards boarding, lodging and travel. No reimbursements would be made here. Official host hotels and official travel agents would be announced in the conference brochure, and their services can be availed of.

Address for Submission of All Materials:

ATTN:Conference Manager
QAI India Ltd
1013-14A, Ansal Towers
38, Nehru Place,
New Delhi 110 019
Phone:+91-11-26219792/6220580
Fax: +91-11-26218974
E-mail: conferences@qaiglobal.com

APPENDIX REQUIRED FORMS

II

[Copyright Release Form](#)

COPYRIGHT TRANSFER FORM

QAI India Ltd. (hereinafter called QAI) is hereby authorized to publish the contribution entitled:

.....
(Hereinafter called Work)

The author(s) of the Work (hereinafter-called Author):

1. Irrevocably assigns and transfers all rights, title and interest that the Author may have, or may at any time be found to have in and to the Work and any revisions or versions thereof, to QAI as a sole and exclusive property of QAI without limitation or restrictions, including but not limited to, the right to print, publish and sell the Work throughout the World in all languages and media either individually or as part of the Conference Proceedings or other publication, subject only to the limitations stated herein. The parties acknowledge that there will be no basis for any claim of copyright about this Work.
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 - 4.4. (b) the copies are not used in a way that implies QAI endorsement of any product or service.



Agreed Date Signed:..... Signature*:.....

Lead Author's Name and Address (please print or type):

.....

Phone Number:

Fax Number:

Email:

*For jointly authored Work, all the joint authors should sign or one of the authors should sign as an authorized agent for the others.

Mail / Fax the completed form with the contribution to the following address:

ATTN: Conference Manager
QAI India Pvt. Ltd
1013-1014A, Ansal Towers,
38 Nehru Place, New Delhi- 110019
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