Project Management Institute. Pune-Deccan India

DiSHA 2027 Ambassador Handbook

Your guide to representing the chapter and supporting participation

Thank you for volunteering with PMI Pune-Deccan India Chapter. As a DiSHA 2027 Ambassador, you help relevant people in your organisation or community understand the event and reach the right chapter team. Your coordinator will agree a manageable commitment with you and provide current material.

Event essentials

Item	Information
Main conference	Saturday 30 January 2027 in Pune
Leadership Conclave	Friday 29 January 2027. Access depends on the applicable invitation or ticket.
Current details	https://pmipunechapter.com/landing-pages/new/events/disha/2027/
Chapter enquiries	info@pmipunechapter.org
Awards enquiries	disha.awards@pmipunechapter.com

Your first seven days

- Complete your acceptance, VEP and orientation with Volunteer Management. Use your assigned ambassador ID on internal reports.
- Agree your primary track and first outreach activity with your coordinator.
- Read the current event information and test the link before sharing it.
- Ask permission to use an employer or community channel. Introduce DiSHA to a relevant audience.
- Share the approved message and route interested people to the official portal or chapter team.
- Record what you actually did, the time spent and a safe evidence reference. Review your first week with the coordinator.

What you can contribute

Choose the activities that fit your network: a useful internal announcement, a short permitted briefing, a personal professional invitation, an introduction to an HR or PMO contact, or an approved social post. You can also route relevant enquiries about awards, membership, mentoring or CareerConnect to the owning team.

Your appointment is a volunteer role for this programme. It does not authorise you to make commercial commitments, confirm eligibility or speak for PMI Inc.

Outreach that helps people decide

Track	Useful first action
Corporate	Ask HR, L&D or the PMO for a short introduction or permission to share event information.
Academic	Seek permission from an institution contact and share a learning-focused invitation with adult students or faculty.
Community	Work through the chapter relationship owner and the group administrator before posting.
Digital	Share approved text and images on your professional channels. Use current links and accessible captions.

A short introduction

I am volunteering as a DiSHA 2027 Ambassador with PMI Pune-Deccan India Chapter. The main conference is on 30 January 2027 in Pune. It is the chapter's flagship project management event, with opportunities to explore current practice and connect with peers. You can find the latest programme and registration information at https://pmipunechapter.com/landing-pages/new/events/disha/2027/. If you are considering a team delegation, I can introduce you to the chapter team.

How to share

- Use the latest approved caption and graphic together. Preserve the chapter logo and do not add unapproved speaker photographs, employer logos or partner claims.
- Explain why the event may be relevant to the audience. Keep a personal invitation brief and useful.
- Lead with 30 January for the main conference. Explain access to the 29 January Leadership Conclave separately.
- Send a reminder only when it is appropriate to the relationship and the person has not asked you to stop.
- Ask the coordinator when you cannot verify a fact. Use the published event information for current prices, availability and terms.

Useful enquiry routes

General participation and team delegation: use your coordinator or info@pmipunechapter.org. Sponsorship introductions: pmipdic.sponsorship@pmipunechapter.com. Awards enquiries: disha.awards@pmipunechapter.com. For MentorPro, CareerConnect and masterclasses, share the published event information and ask the chapter to confirm current eligibility and access.

Referrals and responsible handling

What counts as a registration

A person expressing interest is an enquiry. A registration contributes to programme results only after the registration team verifies an eligible paid ticket and confirms its attribution to you. Group orders need a separate ticket reference for each person. A click, invitation, payment promise or purchase order is not a verified paid ticket.

Use your ambassador ID through the approved referral route. If the checkout has no referral field, ask the person to tell the registration team who introduced them. The team records the evidence. Do not create your own discount code or promise that a tracking link gives a special rate.

Corporate introductions

Ask the contact whether you may introduce them. Give the chapter team the organisation, the reason for interest, the contact's preferred route and the agreed next step. The chapter team confirms headcounts, official prices, taxes, invoices, payment and ticket access. Use the secure corporate template only when the registration team requests it.

Keep these boundaries

- Route payments through the official chapter process. Do not collect money into a personal account or handle card or banking details.
- Obtain permission before sharing someone's contact information or adding them to a WhatsApp group. Use an official email alternative where needed.
- Do not copy company directories, circulate spreadsheets of delegate details, or share screenshots containing personal information in volunteer groups.
- Avoid claims about guaranteed PDUs, awards, jobs, exclusive access or complimentary entry. Each programme has its own published terms.
- Use AI only with public or appropriately anonymised information. Have a human check any adapted copy before release.
- If you receive a complaint or disclose information accidentally, stop the affected activity and tell your coordinator promptly. Do not discuss the incident publicly.

Evidence without extra personal data

Use an approved post URL, an internal activity reference or an access-controlled introduction record. Record counts and actual hours. Keep any email evidence in the chapter's approved location rather than attaching it to an unrestricted tracker.

Reporting support and completion

Your weekly update

Submit one record each Sunday by 6 PM IST for the week ending Sunday. Include your ambassador ID, approved shares, direct conversations, actual volunteer hours and an evidence reference. Report the next action or help you need to your coordinator. Direct conversations may include repeat conversations and should not be described as unique audience reach.

The coordinator reviews your report. The registration team verifies tickets separately. Do not add your own estimate of paid registrations or sponsorship revenue to the verified totals.

Support and common questions

Question	Answer
Must I be a PMI member or certified?	The proposed programme welcomes members, professionals and adult students. The chapter confirms selection and appointment.
Is this paid work?	This is a voluntary role. No commission, pass or reimbursement follows automatically from appointment.
Can I attend all DiSHA sessions?	Your registration or assigned volunteer duty determines access. Ask the event team about the relevant ticket or invitation.
Can I promise a group discount?	Only the authorised chapter team can quote an approved offer.
Will I receive PDUs?	Eligible service may qualify under current PMI CCR rules. Track actual service and evidence. Check your certification requirements in CCRS.
What if I need to pause?	Tell the coordinator, agree a handover and stop using the ambassador title when the appointment ends.

Programme completion

After the event, submit your final activity and hours, hand over open enquiries and return or remove access as directed. The chapter verifies recognition against its adopted criteria. Obtain a person's consent before posting their name, photo or employer in a thank-you message.

Volunteer service and conference education are different records. Claim only eligible activities under the applicable rules and avoid recording the same time twice. Current PMI guidance: https://www.pmi.org/certifications/certification-resources/maintain/earn-pdus.