



Address: 3000 Valley Forge Circle, Suite G-14
Valley Forge, PA 19406
Phone: (610) 783-1315
Fax: (610) 783-1318
Email: info@cai-padelval.org

Call for Presentations

Pennsylvania and Delaware Chapter of Community Associations Institute is pleased to invite you to share your expertise with the membership through various educational programs for homeowners, community association boards and association managers. Please complete this submission form and return it to the attention of the Executive Director in the chapter office. All submissions will be forwarded to the appropriate program committee for review and selection of presentations.

Submission Guidelines

The following items must be explicitly addressed in the your submission and may be submitted via fax, mail or email:

Program Description: Please provide a short written description of your presentation. The description must convey the basic theme of the presentation and specific discussion points. For example, does it address maintenance, financial, or management aspects of the industry? What specific points will be discussed?

New or Innovative Information: Each presentation should attempt to focus on new insights, methods, technology or legislation relevant to community association living.

Length of Presentation: Proposals must include an estimated length of the presentation, including time for a question and answer period.

Speaker's biography: education, experience and credentials of the speaker

Selection Criteria

Presentations that market specific products and/or services will not be approved. Presenters who violate the spirit of this or other policies may be precluded from participating in future programs.

To be considered to speak at a chapter program, you must be a member of the chapter Speaker's Bureau and abide by the chapter Speaker's Policy.

Presentations by non-members are eligible provided the potential speaker is a government employee, legislator, or staff/faculty of a college or university or other educational institution. **Note: The Chapter does not pay speakers nor does it pay or reimburse travel expenses of program speakers, but those expenses may be sponsored.**

Presenters may sponsor the program at which they are presenting, but this does not influence the selection of speakers. Presenters do not have approval rights over program sponsors.

Presentation Guidelines

Manager Education Programs

The Tuesdays with CAI Manager Education Series consists of four programs throughout the year that are three hours in length. The programs are held in locations in Southeast Pennsylvania.



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New Jersey Regional Council (NJRC)

NJRC programs are usually held for three hours in the morning or evening. Topics address both managers and community association volunteer leaders.

Poconos Mountains Regional Council (PMRC)

PMRC dinner programs consist of a forty-five (45) minute presentation with a question and answer period at the end. Program time includes registration at 5:30 PM, dinner at 6:00 PM, and the presentation at 7:00 PM. Additional programs at other times may be scheduled.

Central Pennsylvania Regional Council (CPA)

CPA programs vary and are held both during lunch (12:00 to 2:00 PM) and in the evening (5:30 to 8:00 PM). Times may vary. Topics address both managers and community association volunteer leaders.

Philadelphia Regional Council (PHILA)

PHILA programs are held for two hours at lunchtime or in the evening. Topics address both managers and community association volunteer leaders are not limited to high-rise issues exclusively.

Chapter programs

The chapter will also accept submissions for chapter programs that address homeowner education and other topics of interest to the general membership. Presentations should be one to two hours in length, including time for audience questions.

Audio Visual Needs

Multi-media presentations are encouraged. However since the chapter provides significant promotion to speakers and presentations, presenters must provide their anticipated A/V needs at the time of proposal. Any specialized presentation needs must be supplied by and/or paid for by the presenter (i.e. power point and slide projectors, VHS/DVD players, audio equipment.) Power outlets, screen, and microphones are provided.

Handouts

Take-away handouts are encouraged and presenters are expected to provide their own handouts at no expense to the chapter. Handouts may be reproduced on company letterhead.

Acknowledgement

The chapter faces printing and mailing deadlines for publicity flyers and newsletters. Each speaker is required to read, sign and return this call for presentations along with your topic description and speaker bio no later than 90 days in advance of your scheduled program date. Speakers who do not provide this information within the deadline may be replaced as a speaker.

I have read and agree to abide by the requirements contained in this document.

Speaker's signature

Date

Program Topic

Program Date



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Call for Presentations Outline

Speaker is responsible for filling out the information below. This information is due 90 days prior to your speaking engagement and must be in before the deadline in order to insure proper promotion of the event. CAI reserves the right to replace a speaker if this information is not provided by the deadline.

Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Date of your Program: _____ This outline is due 90 days prior to program

Topic: _____

Please provide a brief written description of your topic. This information will be printed on the program flyer and on our website. If you need additional room, please continue on the reverse or on a separate sheet of paper.

Presentations that market specific products and/or services will not be approved. Presenters who violate the spirit of this or other policies may be precluded from participating in future programs.

Audio Visual Needs

Multi-media presentations are encouraged. Presenters must provide their own specialized presentation needs such as power point and slide projectors, VHS/DVD players, audio equipment, etc. Power outlets, screen, and microphones will be provided by the chapter if necessary.

Will you require a: Power outlet: _____ Microphone: _____ Screen: _____

If this information is left blank, the equipment will not be provided. Last minute requests may not be honored.

Please fax this form to the chapter office at (610) 783-1318 or email to tony@cai-padelval.org.