



2015 Call for Presentations

The Southwestern Chapter of Community Associations Institute is pleased to make the Call for Presentations for 2015. Educational programs are offered to benefit homeowners, community association board members and association managers. If you have a topic that you would like to present which you believe will be beneficial to our members, the Board of Directors invites you to submit your ideas.

Program Parameters: A minimum of four presentations will be selected to be held during 2015 with the option for additional presentations as the chapter schedule permits. The Board of Directors reserves the right to cancel or otherwise revise the presentation calendar.

Submission Guidelines: The deadline for submissions is October 31, 2014. Only those presentations submitted on the form below will be considered. The forms may be submitted electronically or in hard copy. Presenters may submit multiple proposals.

Selection Criteria: Presentations that market specific products will not be approved. Presenters who violate this policy may be precluded from participating in future programs. Presenters must be in good standing with CAI national and the Southwestern Virginia Chapter. Presenters may opt to also sponsor their program, but sponsorship of a program will not impact the eligibility of the presentation or selection of the program. Presenters will not have the right to select or approve the program sponsors.

Presentation Format: Three formats are available to presenters. The choice, along with any potential additional presenters, should be disclosed within the proposal. While multi-presenter and panels are encouraged, formats include:

- *Single Presentation* – an individual presentation that will encompass the entire Professional Luncheon or Community Program session.
- *Multi-Presenter Session* – a full Professional Luncheon or Community Program session comprised of two or more individual but interrelated aspects of a single topic and/or offering perspectives of two or more “experts” on the subject matter.
- *Panel* – a full Professional Luncheon or Community Program session featuring interaction and discussion among three or more panelists and attendees offering potential differing opinions on a given subject matter.

Speakers should provide an autobiography and photo at least 60 days in advance of the program to be used with promotional media.

You may use additional sheets if necessary

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Name(s): Title:

Firm/Association:

Mailing Address:

Phone & Email address:

Presenter Firm Profile:

Individual Presenter Autobiography:

Overview of the Presentation (Theme Topic, Subject Matter):

Presentation Format:

Speaking Engagement References:

You may use additional sheets if necessary. Please be sure to email them to lbroughton@caiswva.com

Special Requirements (laptops, handouts are to be provided by the presenter. Any specialized presentation needs other than LCD projector and screen must be supplied by and/or paid for by the presenter (i.e. 35mm slide projectors, DVD player, audio cassette or CD player.) Power outlets, screen, and microphones can be provided.

Speaker Autobiographies: Presenters must provide the Chapter with a brief autobiography and digital photograph at least 45 days in advance of the scheduled program.

Substitution: Should your program be accepted and scheduled, and you become unable to fulfill the program requirements, please name a possible substitute who is qualified to speak on your topic.

Signature of Submitter:

Thank you for your submission!

*CA Day will be on October 9, 2015 next year.
 The Essentials Class, with guest speakers and the Chapters Education Committee, is TBD
 Lunch and Learns, with guest speakers and the Chapters Education Committee, are TBD*