



Call for Presentations

2018 CALNARPM Conference & Tradeshow

May 23-25

Riviera Hotel, Palm Springs, Ca

May 23rd, NARPM® Education Classes

May 24-25 Conference & Tradeshow

Submission Deadline: January, 15 2018

Workshops and panel presentations are being invited for the CALNARPM 2018 California Conference. The CALNARPM Conference boasts attendance of approximately 200 attendees of the professions most influential and qualified residential property managers throughout the State of California. The attendees include company owners, property managers, executive officers, support staff, and suppliers - including those working with technology, website, personal assistance, and others. CALNARPM attendees want *practical knowledge*. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break - let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by using questions, exercises, and other activities.

Members and Non-members of NARPM® and CALNARPM are invited to submit proposals for Conference Presentations using the following form. The professional submitting this proposal for the program is responsible for all details including proposal submission, communication with co-presenters, presentation format, audio-visual requests, and payment of fees. CALNARPM will provide audio-visual equipment at no cost if requested by the deadline on the Speaker Guidelines sent later. Audio-visual equipment includes: projector, screen, microphone (if needed), and extension cord. Presenters will be responsible for providing their own laptops and laptop cables.

Proposals must be received by CALNARPM no later than **January 15, 2018**

When submitting the proposal, keep the 2018 Conference theme in mind:
“The Stars of Property Management”



Submission Guidelines and Information

Types of Sessions

Please note that all workshop sessions are **one hour and fifteen minutes** in length and we reserve the right to change your presentation format and/or length, date, or time, if necessary, in order to balance the conference program. CALNARPM reserves the right to request that any changes be made to your presentation you to balance the conference program.

Workshop: A presentation in which a particular issue is explored in length.

Panel Discussion: A session in which a particular issue is explored by a panel with audience participation.

Any other type of session? *(Please describe)*

The 2018 Conference Committee will review all proposals. Proposals must be typed, with **all** information filled out completely. Please make sure to answer each section and include any and **all** requested information. The **presenter** must sign all submissions and incorrect or incomplete submissions may be returned and may not be considered.

Please submit all proposals via email to the 2017-2018 CALNARPM Education Director:

Matt Borries

matt@prandiprop.com

Please make sure to include the subject line "2018 Call For Presentations".



Presentation Information

You may type directly onto this form using a different color or use a new page.

Answer each section and include all requested information.

Incomplete proposals will not be accepted.

All proposals must include any PowerPoint (or other) that will be used during the proposed presentation.

Title of Presentation:

Format: Workshop Panel Discussion
Other (please describe):

Category: *(Check all that may apply)*

Small Company Large Company Legal
Personal Development Technology Skills
Office Procedures Management Marketing
Tools and/or Forms Professional Advice

Presenter(s)

- Presenter Listing:
 - List *submitter's* first & last name.
 - For each *presenter* (maximum of 4 may be listed in program), list:
 - first & last name
 - NARPM® membership status
 - Full Address
 - Phone number & Fax number
 - Email address
- Describe public speaking experience and expertise with proposed topic: Extensive for both.
- List of NARPM®, CALNARPM, or Local Chapter board and committee positions held by each presenter to avoid schedule conflicts with meetings.
- Has a presenter(s) authored a book? If so, please list: Title, Author, & Publisher
- Provide a short Bio for each speaker, limited to 250 words, to be used in the conference program and marketing materials.



Session

- Summary of session: Limited to 250 words and please be as specific as possible about the learning that will take place at the presentation.
- Learning objectives: List at least three learning objectives, i.e., what participants will know or will be able to do by the end of the presentation.
- What is new or unique about this material/topic/presentation?
- Short description of session: This edited version may be used in the conference program. Please include primary learning objectives. Limited to 300 characters, *including spaces and punctuation*.
- Attach any PowerPoint files or handouts that will be used during your presentation.

Proposals will not be accepted if any of the requested information or documents are missing. Make sure to review and sign the contract on the next page.



Presenter Contract

On my (and my co-presenters) behalf, should this proposal be selected, I (we) agree that:

1. Individual submitting this proposal and signing this form agrees to receive all conference correspondence and accepts responsibility for conveying conference related information to co-presenters.
2. Unless checked at the end of this statement, CALNARPM may video tape and/or audio tape this entire presentation (no partial taping), including videotape and audio tape excerpts, and distribute the tape for educational purposes with no remuneration or reimbursement to presenter(s).
 Do not audio tape or video tape my/our session.
3. Provide handouts, bios, and audio/visual requests.
4. If you are attending any other conference session other than your own session, the presenter(s) is responsible for registering and paying conference registration fees.
5. Presenter must receive prior approval from CALNARPM for any survey or data collection at the California 2018 Conference or for any advertising, promotion, marketing of any products or services.
6. Individuals submitting or included within this proposal have agreed to be present at the Riviera Hotel, Palm Springs, CA during the time and date assigned to this presentation at the CALNARPM 2018 Conference and conduct this proposed presentation according the conditions listed above, at their own expenses. CALNARPM is not in any way responsible for any expenses related to your presentation.
7. Presenters will not be permitted to market, sell, or promote any products and/or services related to their presentation or related to their business without prior written approval from CALNARPM. Any violation of the above may result in the presenter being asked to leave the conference.

Agreed: _____

Date: _____