

## INTRODUCTION

Planning for CAI's 2020 Virginia Leadership Retreat is already underway! We are looking for dynamic speakers and advanced programs for the VLR 2020 education schedule. Please note that our attendees are looking for advanced education, so take that into account as you design your proposal and program.

Our education sessions are presented by industry experts and include presentations that cover the latest legislative activity, management trends, hot topics and subjects of special interests. Course attendees gain insight and knowledge to help them take their careers to the next level while gaining valuable credits towards earning and maintaining their industry certifications.

### Why should you submit a proposal?

- Share your skills, experience and vision with community managers and industry professionals.
- Increase your visibility and gain recognition and distinction within the community association industry.
- Participate in a unique forum that brings together community association professionals and service providers.
- Play a part in improving community association living and promote the professionalism of those serving community associations.

### What are we looking for?

- Advanced presentations for attendees who usually have 5+ years of community association experience.
- Presentations that target emerging issues, community management trends, and best practices for the future.
- Presentations that pair industry leaders who are with different companies or firms and who represent different facets of the community.
- Co-presenter formats are strongly encouraged, as our attendees have appreciated the unique perspective provided by presenters involved in different parts of the community association industry.

### Submission Guidelines:

- Each proposed instructor must complete and sign the 'Instructor Information' and 'Guidelines for Instructors'.
- Each proposed instructor must be available for VLR 2020 ; July 31<sup>st</sup> – August 2<sup>nd</sup>
- Submission deadline is November 29, 2019.
- Applications submitted after the submission deadline will not be considered.
- Applicants will hear back by Spring 2020 on the status of their proposal.

*Interested parties should complete the attached forms and return, via e-mail, to:*

*Carol Lare, PCAM® at [manager@glenwoodca.com](mailto:manager@glenwoodca.com)*



# 2020 CALL FOR PRESENTATIONS

APPLICATION DUE BY NOVEMBER 29, 2019

## SECTION I: SESSION INFORMATION

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TOPIC

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PROPOSED TITLE

PROPOSED FORMAT:  CASE STUDY       DEBATE       INTERACTIVE DISCUSSION       PANEL       ROLE PLAY       WEBINAR  
 OTHER \_\_\_\_\_

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SESSION DESCRIPTION (50 WORDS OR LESS):

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LEARNER OUTCOMES (BY THE END OF THIS LEARNING SESSION, PARTICIPANTS WILL BE ABLE TO):

1.

2.

3.

4.



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## SECTION II: INSTRUCTOR INFORMATION

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NAME	TITLE
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ORGANIZATION

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ADDRESS

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CITY	STATE	ZIP CODE
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EMAIL	TELEPHONE
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INSTRUCTOR BIO (50 WORDS OR LESS):

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SPEAKING HISTORY (LIST ORGANIZATIONS FOR WHICH YOU HAVE SPOKEN FOR IN THE PAST THREE YEARS)

- 1.
- 2.
- 3.

SPEAKING REFERENCES (PROVIDE TWO SPEAKING REFERENCES, PLEASE DO NOT INCLUDE CAI STAFF)

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NAME	TELEPHONE
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NAME	TELEPHONE
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## SECTION IV: GUIDELINES FOR INSTRUCTORS

We know that the success of the Virginia Leadership Retreat’s educational seminars is largely due to the interest and willingness of presenters like you. We are pleased that you are submitting a program idea for consideration. We have developed guidelines for instructors to ensure that participants will receive maximum benefit.

1. Educational seminar presentations are given voluntarily.
2. Although all proposals will be considered, the following criteria shall be used in selecting speakers: speaker experience, knowledge and reputation. Preference will be given to active CAI members and those who have submitted proposals that best relate to current issues in the community association industry, or that appeal to business partners or others involved in management of their company. No more than two speakers from a company, firm or community association shall be selected for any one program.
3. Because of copyright laws, copy must be written in your own words and accompanied by your own images.
4. Each presentation must be received at least five weeks prior to the scheduled course so that it can be provided in attendee materials.
5. Acceptance of a proposal is based on the content and the instructors named at the time of submission. Any changes to content or speakers must be conveyed in writing to the VLR Committee in advance. The VLR Committee reserves the right to reassess suitability.
6. VLR programs are intended to educate program attendees. No promotional or advertising materials that promote the commercial interest of the speakers may be used. Business cards shall only be distributed upon request of an attendee. Reference to brands or specific products or services shall be avoided. Complaints regarding a speaker’s conduct shall be brought to the attention of the VLR Committee.
7. If selected as an instructor, I will abide by the timeline set by VLR Committee and meet all deadlines to the best of my ability.
8. I understand that VLR may record my presentation. I authorize VLR to record, reproduce and publish my presentation in whole or in part with proper credit.
9. This signed agreement is required before an instructor may participate in a VLR educational program.

PRINTED NAME

SIGNATURE

DATE