



**We are seeking CUTTING
EDGE TOPICS for our
Members that reflect the
top expertise
and excellence of CAI!**

Dear CAI Chesapeake Member,

The Chesapeake Chapter CAI is planning and implementing Education Programs for 2019. Our hard-working Education Committee will be recommending topics for ten programs in 2019 – Five Wednesday Breakfast Seminars and the Annual Business Symposium General Session for Managers and Homeowners and Four Saturday Homeowner Seminars.

Our Members are an important part of our education initiatives, and we know you have lots of knowledge and skills to share with peers to support their becoming better Managers, Board Members and Industry Professionals!

We would like to invite our Members to Submit a Seminar presentation proposal!

Proposal Criteria:

1. All submissions must be received by the Chapter Office no later than **MAY 1, 2018.**
2. All submissions will be reviewed by the Chapter Education Committee. Committee recommendations will then be presented for approval by the Membership at the Chapter's Annual Planning Retreat in September. The Chapter Board of Directors will give final approval for all seminar topics and speakers. We want you to **INSPIRE, CHALLENGE AND COLLABORATE!**
3. Presentations should feature **DYNAMIC** content that is specifically relevant to community associations and should be targeted to managers, management company executives and homeowner board members.
4. Seminar must be interactive and enable and encourage audience participation in the program either through table discussions, sharing of ideas and opinions, etc. We want to uncover actionable opportunities and tackle the most important industry issues!
5. Submissions that do not abide by the guidelines of the "Call for Presentations" application will be rejected. Presentations should NOT market specific companies or products and/or services. Presenters who violate the spirit of this or other policies may be precluded from participating in future programs.

6. Submissions should be specific with a title and a description. Generic topics that do not offer specifics will not be accepted.
7. Submissions must include a brief outline of the presentation. If selected, a more detailed outline will be required at a later date.
8. Submissions must identify the speaker/s and include a brief bio. If your panelists include a manager, the manager should have a CAI designation.
9. Wednesday Breakfast Programs run approx. 1 ½ hours; the Annual Business Symposium General Session is 2 hours including time for Q & A; a Saturday Homeowner Seminar is 1 ½ - 2 hours.
10. Please note: The Chapter does not pay CAI member speakers nor does it pay or reimburse for travel expenses. Speakers will receive promotional value through listings in the promotional emails, event flyers, the Chapter website, etc.

[Click here to access our online Call for Presentations Proposal Submission Form.](#)

DEADLINE FOR SUBMISSIONS IS MAY 1ST.

On behalf of the Education Committee, thank you for your submissions!

Best regards,

Camille G. Cimino
Chapter Executive Director

Chesapeake Chapter CAI

CALL FOR SEMINAR PRESENTATION PROPOSALS

Please provide a title, brief description (for use in the marketing brochure), a short outline of your proposed presentation and proposed speaker names and bios. Panels should be comprised of at least two individuals who are not from the same company. If the proposed presentation includes a professional manager, it is suggested that they be credentialed (CMCA, AMS and/or PCAM) members of CAI. You may attach extra pages if you wish.

If your presentation proposal is selected, you will work with CAI member volunteers to help plan and cultivate the presentation. Final panelist approval will be made by the Chapter Board of Directors. All program materials (PowerPoints, handouts, etc.) must be submitted in electronic format, are the property of the Chesapeake Chapter CAI and may be edited to meet program guidelines.

Program Title:

Program Description: (for marketing purposes. Text must be well written; goal is to maximize attendance; description should be no more than 150 words)

Proposed Speakers' Names/Firm or Company: (Please attach a short bio of presenters)

1.

2.

3.

4.

Topic Outline:

Please provide a brief outline of your topic, including bullet points that you plan to cover in your presentation. Presentations that market specific products and/or services will not be approved.

Seminar Type: Check the appropriate Seminar type

Breakfast Seminar

Saturday Homeowner Seminar

Expo General Session

Please complete, scan and return to the Chapter office at contact@caimdches.org

PROPOSAL SUBMITTAL DEADLINE: May 1, 2018

If your presentation proposal is selected, program coordinators will be in touch to work with you in preparing the program. **ALL DEADLINES PROVIDED BY THE CAICRC MUST BE STRICTLY ADHERED TO.**

Seminar concept submitted by:

Name: _____

Company: _____

Email Address: _____

Mobile Phone: _____