

# **North Gulf Coast Chapter**

## **2024 Trade Show and Education Conference**

### **Presenter Proposal Information Packet**



## **North Gulf Coast Chapter of Community Associations Institute Presenter Proposal**

- **How do I formally submit a program for consideration?**

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We invite you to submit a proposal to conduct a continuing education presentation at the 2024 Trade Show on Thursday, Feb 29<sup>th</sup>, 2024. Interested parties should complete the attached forms and return them to Chapter Executive Director (Summer) at [ed@cai-ngcc.org](mailto:ed@cai-ngcc.org). Contact information for each speaker must be provided and each speaker must sign the “NGCC CAI Presenter Proposal” form.

Once submitted, your programming idea will be forwarded to the committee for consideration. NGCC-CAI will notify you after they review.

### **Information for the Presenter**

- **How long should the presentation last?**

The presentation should be no longer than 60 minutes to include questions and answers.

- **What are the presenter’s responsibilities?**

- 1) Complete the “NGCC CAI Presenter Proposal” form (attached).
- 2) Optional: Provide a PowerPoint presentation to be used for the visual part of the presentation. Please submit no later than one week in advance of the program.
- 3) Provide a resume or bio for the instructor and course outline include timing of each section.
- 4) When possible, identify a back-up presenter should you be unable to attend due to sickness or other unexpected event.

- **What does NGCC CAI provide?**

The Chapter will provide a 6ft table and a space approximately 4’x6’, white tablecloth and skirt and pipe and drape as separation between tables. Electricity is available upon request, but not at every table. Please notify the Director asap of any other special needs on site at the event.

- **When and where do presentations take place?**

Programs will be presented at our Spring Trade Show and Education Conference (2/29/24) in the Capri room on 6<sup>th</sup> floor of the Beach House building behind the pool at the Island. Location is The Island at [1500 Miracle Strip Pkwy SE, Fort Walton Beach, FL, 32548](#) on Okaloosa Island.

We invite you to submit a proposal to conduct a presentation. Please send a completed proposal form to Summer Ellwood, Chapter Executive Director:

**E-mail:**        [ed@cai-ngcc.org](mailto:ed@cai-ngcc.org)

**Questions?** Call or text: 850-797-3472

## North Gulf Coast Chapter of CAI Presenter Proposal Form

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We are pleased that you are interested in submitting a program for consideration. We have developed guidelines for presenters to ensure that participants will receive maximum benefit. Please follow these guidelines.

1. Presentations are given voluntarily for educational purposes. Speakers are not compensated.
2. Although all proposals will be considered, preference will be given to active NGCC CAI members and those who have submitted proposals that best relate to current issues in the community association industry.
3. Acceptance of a proposal is based on the content and the presenters named at the time of submission. Any changes to content or speakers must be conveyed to NGCC CAI in advance, and NGCC CAI reserves the right to reassess suitability.
4. The distribution and sale of promotional materials and touting of commercial ventures which may personally or financially benefit the speaker is not permitted within the context of the presentation.
5. Presenters are strictly prohibited from “selling on the platform.”
6. If selected as a presenter, I will abide by the timeline set by NGCC CAI and meet all deadlines to the best of my ability.
7. This signed agreement is required before a speaker can present at the conference.

**Policy Statement:** Members of NGCC CAI and CAI National represent a diverse group of managers, board members and business partners. We rely on all of our member groups working together to make up a strong professional trade organization. As a professional trade organization, we work side-by-side with our competitors. It is the policy of the NGCC CAI that each individual and corporate member be treated fairly, equally and with respect. As such, the Chapter prohibits the dissemination of any information or the making of any claims that one member's abilities, products or services are superior to those of any other.

**As a presenter I have read and understand my responsibilities as outlined in these guidelines and I will abide by these in my presentation.**

**Presenter Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Thank you for your interest in presenting! To develop your program, please (1) fill out as much of this form as possible and (2) attach a brief biography/CV/resume.

**PRESENTER INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address/ City/ State/ Zip: \_\_\_\_\_

\_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Presenter bio: (or attach a page or web link) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References (optional):

List or attach 1-2 speaking references.

1.Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2.Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you an approved Continuing Education provider through the FL DBPR? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is this course already approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Course #: \_\_\_\_\_

Have you ever presented a seminar before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, most recent topic and date: \_\_\_\_\_

**SESSION INFORMATION**

Topic & Purpose: \_\_\_\_\_

Proposed Program Title: \_\_\_\_\_

Audience: (community managers, board members, residents, service providers, etc.): \_\_\_\_\_

**Session Description:** (or attach sheet)

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\_\_\_\_\_

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Please return the form or request an extension by January 12, 2024 to:

[ed@cai-ngcc.org](mailto:ed@cai-ngcc.org)