

CAI New England Chapter  
Program Presentation Requests  
**Approved 4/30/04 Program Committee**  
**Revised/Approved 2/4/16 Seminar and Conference Committee**  
**Revised/Approved 6/14/18 Seminar and Conference Committee**

The CAI New England Chapter (CAI-NE) may provide members an opportunity to submit programs for presentation consideration in the chapter states of Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. The Seminar and Conference Committee will review submissions which should feature intermediate level content targeted to community association managers and/or homeowner board members. Submission of a program request does not guarantee that the program will be selected and/or scheduled in the calendar year. In addition, the committee may ask that programs be shortened or expanded, include other related subject matter and/or additional speakers.

### **PROGRAM CONTENT & FORMAT**

The following items must be addressed in the request to present a program and will be used by the Seminar and Conference Committee in evaluating the request and making a final determination on the request.

#### *Theme and Topic*

The request submitted must contain an outline that describes the theme of the program as well as the specific topics and/or principles that will be presented.

#### *New or Innovative Information*

The presentation should attempt to focus on new insights, methods, technology or legislation relevant to the community association industry and lifestyle.

#### *Length of Presentation*

It is recommended that presentations be a minimum of 1 ½ to 2 hours in length and include time for audience questions. Submissions must include an estimated length of the presentation. The Seminar and Conference Committee has the right to change or otherwise limit the length of presentations.

#### *Presentation Format*

The submission must include presentation format selected from the following options:

- **Single Presentation**  
An individual presenter.
- **Multi-presenter Session**  
A 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 session featuring interaction and discussion among three or more panelists with attendees offering potential differing opinions on a given subject matter.

- **Roundtable**

A session where attendees are broken out into groups to discuss specific and/or differing topics of interest. Attendees/speakers will be provided an opportunity to move between discussion groups at predetermined time intervals.

- **Webinar**

A session that has already been developed as a webinar by the presenter or is being submitted as a proposed webinar to be developed by the chapter. Submission must indicate if this is an existing webinar or one to be developed.

#### *Audio Visual Needs*

Multi-media presentations are encouraged and the speaker should provide their anticipated audio visual needs with the initial request.

### **SPEAKERS**

Proposed speakers should be included in the submission and must be CAI members to be considered for chapter speaking opportunities unless authorized by Seminar and Conference Committee due to qualifications of speaker. The Seminar and Conference Committee in its sole discretion will have the final approval of all program speakers and may also request that additional speakers be added to the program.

#### *Prepared Materials and Handouts*

Take-away handouts are encouraged and all handouts must be pre-approved by the Chapter Executive Director at least one week prior to the presentation. Handouts and Power Point presentations must be educational in nature and may not be a promotion of the company/speaker. Handouts and Power Point presentations may include the speaker's name, firm/company logo, address, phone, email and may credit the speaker with authoring and making the information available.

#### *Substitution*

If any speaker(s) after being confirmed to present the program are unable to fulfill the program requirements, the Seminar and Conference Committee will have the sole authority to find a replacement speaker.

### **AUDIENCE**

#### *Intended Audience*

The submission will indicate which audience segment would be most interested in the presentation. i.e. homeowners, board members, trustees, community association managers.

**SELECTION CRITERIA**

Program submissions will be considered on a case by case basis and the final determination will rest with the Seminar and Conference Committee and in their sole discretion.

Requests that market the hosts specific products and/or services will not be approved by the Seminar and Conference Committee and presenters who violate the spirit of this or other policies may be precluded from participating in hosting future programs. Speakers must be members in good standing with CAI national and with the CAI-NE chapter. Speakers selected agree to abide by all chapter speaker and/or sponsor policies as amended from time to time.