

2018 CAI-IL Speaker Application

Each year, the Illinois Chapter of Community Associations Institute (CAI-IL) provides area community association leaders and managers with quality education and training.

We offer a broad range of programming hosted by industry experts to help keep participants up-to-date on the latest legislative activity, management trends, industry best practices, hot topics and subjects of special interest. Course attendees gain insight and knowledge to help them take their careers and communities to the next level, while gaining valuable credits toward earning and maintaining industry certifications and designations.

We want you to be a part of our education initiatives, giving your peers the knowledge and skills they need to be better managers, board members and industry professionals.

Why submit an application?

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

We are accepting applications for consideration in planning CAI-IL's 2017-2018 educational offerings. Educational offerings include Conference, Year Round Programs, Webinars, and Homeowner Forums. Interested presenters must complete the application in its entirety and return to Diana Lane at dianal@cai-illinois.org. Applications must include resume/biography. Presenters may be paired up to give attendees a diverse educational experience.

This is your ONLY chance to submit your application to present at the Annual Conference & Exposition! Applications for Conference are due June 30, 2017.

Conference & Exposition - 2018

The Conference Education Committee will continue to have 2 different tracks of education. The 1st track will be geared toward newer managers with 1-5 years of experience and the 2nd track will be geared toward more seasoned managers with 5+ years of experience. They ask presenters to focus on the 3 ways that adults learn to engage participants and are requiring a PowerPoint presentation along with handouts for every session. Additionally, the committee has added requirements for speaking at the conference and exposition. Please see page 3 for the Conference and Exposition Education requirements and the speaker agreement.



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PRESENTER INFORMATION

Name _____ Title _____

Company Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

E-mail _____

PRESENTER BIO: Please Attach (include years in industry, degrees, certificates, industry experience etc.)

PRESENTATION HISTORY (List organizations for which you have spoken for on topics you have spoken on in the past three years. Presenters with no previous speaking history will still be considered.):

1. _____
2. _____
3. _____

PROPOSED TOPICS (Check all topics you would be interested in and qualified to present):

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Collections | <input type="checkbox"/> Vendor qualifications/selection | <input type="checkbox"/> Effectively Using Volunteers |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Conducting Board Meetings |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Working w/Boards | <input type="checkbox"/> Software/Technology |
| <input type="checkbox"/> Hot Topics | <input type="checkbox"/> Other Suggestions _____ | |

PROGRAM CONSIDERATION (I would like to be considered for the following programs):	YES	NO
2018 Conference & Exposition (Please complete page 3 of application)	<input type="checkbox"/>	<input type="checkbox"/>
2017-18 Year Round Programs.....	<input type="checkbox"/>	<input type="checkbox"/>
2017-18 Homeowner Forum Panel.....	<input type="checkbox"/>	<input type="checkbox"/>
2017-18 Webinar.....	<input type="checkbox"/>	<input type="checkbox"/>
2017-18 Other.....	<input type="checkbox"/>	<input type="checkbox"/>

PRESENTATION STYLE (I would like to be considered for the following programs):	YES	NO
I would like to present as an individual or with a group.....	<input type="checkbox"/>	<input type="checkbox"/>
I would like to be on a panel.....	<input type="checkbox"/>	<input type="checkbox"/>

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Conference and Exposition Speaker Agreement

If you are interested in speaking at the 2018 Conference and Exposition, please review and sign below.

Name _____ Title _____

Company Name _____

Conference & Exposition Speaker Requirements:

- Minimum of 5 years of industry experience
- Management Professionals must have at minimum a AMS designations
- Previous speaking history with CAI

Speaker Agreement:

I will adhere to deadlines for submitting a photo, handouts, slides, audio-visual equipment request, etc.

- September 5th – Bio and Photo Due
- November 17th – AV Needs Due
- February 9th – Handouts Due

I will provide a PowerPoint and substantive handout materials for my presentation

I will receive permission to use copyrighted materials

If my program is selected and I plan on attending the conference/expo hall, my co-presenters and I understand the discounted registration fee is \$60

Conduct myself in a manner appropriate for a representative of Community Associations Institute-refraining from making negative comments about the institute's policies, mission, staff and board members, or issues relate to seminar during my session.

Attend speaker training on August 31st

I understand that failure to meet deadlines could result in my or my company's ability to be able to participate in future Illinois Conferences as a speaker

I certify that I meet the Conference & Exposition speaker requirements, agree to the terms of the speaker agreement and will adhere to the deadlines set regarding my presentation.

Signature

Date