



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

Dear CAI Chesapeake Region Chapter Member,

The Chesapeake Region Chapter of CAI is planning Education Programs for 2021. Our hard-working Education Committee will be recommending topics for ten programs in 2021 that include five Breakfast Seminars, five Homeowner Seminars and the Annual Business Symposium General Session for Managers and Homeowners.

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

## **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 **AUGUST 1, 2020.**
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 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.

**DEADLINE FOR SUBMISSIONS IS AUGUST 1<sup>ST</sup>.**

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

