



2020 Southern States Conference Call for Presentations

June 24-26, 2020

Crowne Plaza Midtown – Atlanta, Georgia

Hosted by: Atlanta Chapter of NARPM®

Proposed workshops/breakout sessions being considered for the 2020 Southern States Conference hosted by the Atlanta Chapter of NARPM®. The Southern States Conference boasts attendance of approximately 175 of the profession's most influential and qualified residential property managers throughout the Southeast. The attendees include company owners, managers, executive officers, support staff, and suppliers – including those working with technology, website, personal assistants, and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that conference attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied, tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break – let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

Everyone is invited to submit proposals for Conference Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters, presentation format, and audio-visual requests.** The Atlanta Chapter will provide a screen and projector for sessions needing them. **You must provide your own laptop and presentation clicker for any PowerPoint presentations.** The Atlanta Chapter will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis. **Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.**

This year we are looking for people to do specific topics. Please see the next page for the topics that we are looking for and select the one that you would like to speak on and fill out the rest of the form accordingly.

- * **Proposals must be received no later than March 1, 2020.**
- * **Notification of acceptance will be made no later than March 31, 2020.**

Submission Guidelines and Information

Types of Sessions

Workshop A presentation in which a particular issue is explored in depth (1 hour, 15 minutes in length)

Panel Discussions A general session or breakout session of 3-5 panelists that can bring different perspectives to the same topic

Note: We reserve the right to change your presentation format and/or length, if necessary, in order to balance the conference program. If this becomes necessary, we will contact you.

The Southern States Conference Planning Committee will review all proposals. Proposals **must be legible**, with all information filled out completely. The submitter must sign all submissions. **Incorrect or incomplete submissions will be returned and not considered until properly submitted.**

Email your completed proposal to DD Lee at dd@skylinepropertiesga.com

Session Information

Workshop Topic options 2020 Southern States Conference

- Chick-fil-A level experience for your owners and tenants
- No longer a puppet master: one touch leasing process
- How to have tough conversations - with your staff members, owners, and tenants
- Designing the kind of owner on-boarding process where you never have to hear from them again
- How to grow 99 new doors by making best friends
- Utilizing banks, credit cards and other tools to put more money into your pocket
- Reputation Management – How to Get the Good and How to Handle the Bad and the Ugly
- Tenant benefit packages
- How to run your business with a 20-hour (or less) week
- Methods to track your business growth and other measurables

Panel Topic options 2020 Southern States Conference

- All about maintenance - which way works best for your business
- Exploring Process Street, Asana, and other automation programs
- Running a profitable AirBNB and short-term rental business
- Do's and Don'ts of working with family
- Exploring different exit strategies for your business

Title of Workshop Presentation: This title will be used in the Registration Brochure and On-site program. Limit the title to 150 characters, including spaces and punctuation. The title should be descriptive and eye-catching.

Description/Summary of session: Limit to 250 words. Be as specific as possible about the learning that will take place at your presentation. This version will be edited and used in the Registration Brochure and On-site program to describe the session. Please include the primary learning objective for the session.

Presenter(s) Information

Presenter Listing: List submitter's name first. For each presenter (maximum of 4), list name, **NARPM® membership status**, address, zip code, phone and fax numbers, and **email address**.

Describe public speaking experience of all presenters and expertise with proposed topic:

List of NARPM® board and committee positions held by each presenter to avoid schedule conflicts with meetings:

Presenter Contract

On my (and my co-presenters) behalf, should this proposal be selected, I (we) agree that:

1. Individual submitting this proposal and signing this form agrees to receive all conference correspondence and accepts responsibility for conveying conference-related information to any co-presenters.
2. Unless checked at the end of this statement, NARPM® Atlanta Chapter may videotape and/or audiotape this entire presentation (no partial taping), including videotape and audiotape excerpts, and distribute the tape for educational purposes. **There is no honorarium or reimbursement to workshop presenter(s).**

Check here if you do not want an audiotape or videotape made of your session.

3. Provide headshots, bios, and audio/visual requests to Bess Wozniak, Conference Planning Committee Chair at bess@mccrearyrealty.com.
4. **NARPM® Atlanta Chapter will be providing full attendance to the conference at NO COST to the presenter(s) selected for the event.**
5. **It is understood that "selling" a product or service during the session is prohibited and will result in not being accepted to speak in the future.**
6. Individuals submitting or included within this proposal have agreed to be present in Atlanta, Georgia during the core dates of the Southern States Conference and conduct this proposed presentation according to the conditions listed above during the specific time slot assigned by the program sub-committee.

Agreed to this date: _____

Signature: _____

Printed Name: _____

For Committee Use Only:

- Presented to Committee
 - Accepted
 - Declined
- Presenter contacted

If Accepted:

- Headshot Received
- Bio Received
- Submitted info to Marketing Team for program & website
- Submitted info to Volunteer Team for Session Monitors