



## 2019 Southern States Conference Call for Presentations

July 17-19, 2019

JW Marriott – Nashville, Tennessee

Hosted by: Atlanta Chapter of NARPM®

Proposed workshops/breakout sessions being considered for the 2019 Southern States Conference hosted by the Atlanta Chapter of NARPM®. The Southern States Conference boasts attendance of approximately 175 of the professions 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, web site, 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 or 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.

All NARPM® members are 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 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.**

- \* **Proposals must be received by NARPM® Atlanta Chapter no later than March 1, 2019.**
- \* **Notification of acceptance will be made no later than April 15, 2019.**

# 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)

**Small Talk** A 12-minute session in which a particular issue is explored in brief

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

The Southern States Conference Planning Committee will review all proposals. Proposals **must be typed**, with all information filled out completely. This form has data entry sections to complete the information. The submitter must sign all submissions. Incorrect, hand written, or incomplete submissions will be returned and not considered until properly submitted. NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

Fax your completed proposal to ATTN: Bess Wozniak 770-427-3955 or e-mail to [bess@mccrearyrealty.com](mailto:bess@mccrearyrealty.com).

**Title of 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.

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- Format:**       Workshop                       Small Talk
- Category:**     Small Company             Large Company             Personal Development  
(Check all       Technology                 Office Procedures         Legal  
that apply)     Tools and/or Forms       Skills                         Management  
                     Professional Advice       Marketing

## 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.

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

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

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**Session Description**

**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.

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**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 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](mailto:bess@mccrearyrealty.com).
- 4. **If you are attending any Conference sessions/events other than your own session, the presenter(s) is responsible for registering and paying Conference registration fees.**

- 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 Nashville, Tennessee 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: \_\_\_\_\_

Date: \_\_\_\_\_

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