



Speaker Confirmation

Two easy ways to submit form:

1. Email to Lauren Ebbin at lebbin@caionline.org
2. Fax to (703) 997-2177

Please return this form by **October 31, 2015.**

I acknowledge receipt and have read the contents of the Speaker materials for CAIs Annual Conference & Exposition in Las Vegas.

PRESENTER AGREEMENT: I will adhere to the deadlines set regarding my presentation.

- I will adhere to deadlines for submitting a photo, handouts, slides, audio-visual equipment request, etc.
- 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, my co-presenters and I understand the discounted registration fee is \$299.
- 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 related to seminar during my session.
- I understand that I am responsible for my own travel and conference-related expenses.
- I will view a 20-minute webinar for speakers (first time conference speakers).
- I understand that this program is for professional development, and agree to not use my presentation for sales or promotional purposes.
- I understand that CAI may record my session and make it available to other participants after the conference. [If you have questions about this please note them below or contact CAI Education Dept].

Print Name: _____

Signature: _____

Date: _____



Speaker Release and License Form

Please fill in this form and return to Lauren Ebbin at lebbin@caionline.org or fax to (703) 997-2177.
Please return this form by **October 31, 2015**.

In connection with CAI's Annual Conference and Exposition, May 4-7, 2016 I,

_____ hereby grant permission to CAI to record in any medium my
Speaker Name:

[Presentation title]

and grant to CAI a nonexclusive, irrevocable, worldwide license to use, reproduce, make derivative works, publish, distribute, and/or sell the recording, transcript, and/or handouts and related materials of my presentation and comments at the presentation.

I warrant and represent that, to the best of my knowledge, nothing in my presentation violates any proprietary or personal rights of others (including, without limitation, any copyrights or privacy rights); and that my presentation is factually accurate, and contains nothing libelous or otherwise unlawful. I further warrant and represent that my presentation is my own original work, that I have the right and authority to make this Release and License, and that I am the sole owner of copyright or that I have obtained all necessary permissions or licenses from any persons or organizations whose materials are included or used in my presentation. I assume full responsibility for any and all monetary damages accruing to CAI that may result from my failure to secure legal permission and/or licenses. I understand that I will not receive any royalty or other compensation from CAI for the license and use by CAI. I understand that the Release and License does not prohibit me from using my presentation in the future in my professional or personal work.

I authorize CAI to use my name, likeness, photograph, and biographical data for the use and promotion of the seminar and my presentation.

Name of Speaker (print): _____

Signature: _____

Date: _____

In the process of finalizing your materials please make sure you have received copyright permission to include any articles in your materials.

If you do have copyright permission:

- a. Send Lauren Ebbin a copy of the permission granted. You need to put the following in the footer of each page, *"Reprinted with permission from Name of company or association. No further distribution or reprinting allowed without permission from the original copyright holder."*
- b. You need to confirm we can put it on the on the web page for advance download and on the CD-ROM. Note: Sometimes a company will not allow CAI to post the article online or on the CD-ROM. (Specifically the ABA. They only allow one-time printed copies available onsite at the event.)

If you cannot get permission you may want to reference the article with a hyperlink to the web page where they can read the article directly from the source.



Audio/Visual Request Form

Send AV Request **ONLY** if additional audio visual equipment is requested.

Additional AV Request - return to Lauren Ebbin, lebbin@caionline.org or fax it to (703) 997-2177. Please return this form by **October 31, 2015**.

All meeting rooms will be set with the following:

- Podium
- Head table and chairs
- Wireless lavalier microphones for each speaker
- (1) Laptop
- (1) LCD Projector
- (1) Screen
- Room will be set in theater style to maximize seating

CAI reserves final approval on all audio/visual equipment requests.

Session Title: _____

Primary Contact Name: _____

Business Phone: _____

Email Address: _____

** Please bring your presentation on a flash drive*

Additional Audio Visual Equipment Request: (please explain)

Additional AV request and purpose (add here):



Speaker Timeline / Checklist

Send all forms and handouts to Lauren Ebbin, lebbin@caionline.org or fax to (703) 997-2177.

	Task	Due Date
	CAI Annual Conference and Exposition	May 4-7, 2016
<input type="checkbox"/>	Make your hotel reservations at Rosen Shingle Creek. The room block expires March 30, 2016 or when block is filled. Call 866-996-6338 and identify yourself as a CAI attendee.	ASAP
<input type="checkbox"/>	Sign and return signed Speaker Confirmation and Release forms	Oct. 31, 2105
<input type="checkbox"/>	BIOGRAPHY: CAI will use the biography you submitted with your proposal unless prefer to send a more detailed biography. Please send an email with an attached Word doc or send it in the body of an email to lebbin@caionline.org	Oct. 31, 2015
<input type="checkbox"/>	Develop presentation. Use the PowerPoint template provided and follow "Specifications for PowerPoint Presentations".	Before March 11, 2016
<input type="checkbox"/>	Email outlines, handouts, and PowerPoint presentations. Refer to the "Specifications for Presentations Handouts" and the "Specifications for PowerPoint Presentations" sheet on the Speaker's web page. CAI will review all presentations before they are considered final. Please email handouts to hcarson@caionline.org .	March 11, 2016
<input type="checkbox"/>	If you are a first-time presenter at the Law Seminar you must watch a 30-minute Webinar for Speakers (link is on the speaker's web page)	March 11, 2016
<input type="checkbox"/>	Register for the Annual Conference with Speaker's discounted registration form (\$299 for speakers); You can register online and use the Discount Code - SPKR16 - in the shopping cart	March 30, 2016
<input type="checkbox"/>	Communicate with other members of your presentation group	On-going
<input type="checkbox"/>	Practice your presentation.	On-going
<input type="checkbox"/>	Stop by the registration desk at the Conference to pick up your name badge, ribbon, CD-ROM and other information you will need to make your time at the conference productive and enjoyable.	Upon arrival
<input type="checkbox"/>	Follow up with attendees who request additional resources or answers to questions.	Post-Conference

CAIs Annual Conference and Exposition, May 4-7, 2016

NEW: 6402 Arlington Boulevard Suite 500, Falls Church, VA 22042 www.caionline.org (703) 970-9220



General Information

Congratulations on being selected to present at CAI's Annual Conference & Exposition. We are available to answer questions regarding your presentation, handouts, PowerPoint, logistics, etc. Our contact information is below. We look forward to seeing you in Orlando!

<p>Lauren Ebbin Education Coordinator Community Associations Institute Office: (703) 970-9236 lebbin@caionline.org</p>	<p>Holly Carson, CMP Meetings Director Community Associations Institute Office: (703) 970-9240 Cell: (703) 598-7938 hcarson@caionline.org</p>	<p>Dave Jennings, CAE VP, Education Community Associations Institute Office: (703) 970-9234 djennings@caionline.org</p>
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Registration

Registration is \$299 (a \$350 discount from the registration fee of \$649). The registration for Annual Conference includes access to all the education sessions, the 2016 Resource Guide CD-ROM, Welcome Reception, exhibit hall and lunch on Thursday and Friday, Friday Awards Reception and additional networking breaks and activities.

Register for the Annual Conference with Speaker's discounted registration fee of \$299. You can register online and use the Discount Code – **SPKR16** - in the shopping cart

Resource Guide CD-ROM

All handouts will be provided online and on a CD-ROM. It is fully searchable making it easier to reference later.

Headquarter Hotel information:

CAI Reservations for Rosen Shingle Creek <<click here for reservations

9939 Universal Blvd

Orlando, Florida 32819

866-996-6338

CAI discounted room rate starts at \$209.

Rooms are available until March 30 or when the room block has filled.

Rosen Shingle Creek ensures that there truly is something for each of our guests to enjoy. Choose from four shimmering pools, championship golf or perhaps an exciting game of sand volleyball followed by a soothing massage.

From tee times to theme park information, their concierge staff is more than happy to assist you with your plans.

With fifteen restaurants and lounges, the luxurious Rosen Shingle Creek offers guests a wide selection of cuisines. Rosen Shingle Creek features an award-winning steakhouse, fine dining Italian bistro, an elaborate buffet and à la carte menu serving all meals of the day and everything in between — all in the beautiful setting of turn-of-the-century, Spanish-revival architecture.



For a more rejuvenating retreat, there's the full-service, 13,000 square foot Spa at Shingle Creek, with nine treatment rooms and an amazing menu of soothing services, as well as a state-of-the-art fitness center. The spa has been developed not just as an amenity for leisure and business guests but is a destination unto itself—a one-of-a-kind spa experience rooted in the area's rich history, the surrounding landscape and the traditions of Florida's indigenous people.

The David Harman designed, 18-hole, 7,149-yard championship golf course features undulating fairways and interconnecting waterways bordered by the natural backdrop of dense oaks and pines along historic Shingle Creek. The design objective is to make the course play "fair" while keeping it an exceptional "test" of golf.

CAI registration hours

Wednesday 12 – 7 p.m.

Thursday 7 a.m. – 5:30 p.m.

Friday 7 a.m. – 5:30 p.m.

What to Wear

CAI's Annual Conference and Exposition is a professional event, so business casual wear is strongly encouraged.

CAI Terms and Policies:

Cancellation

Full refunds will be issued if written cancellation is received by March 23, 2016. Cancellations received between March 24 - April 6, 2016, are subject to a 50% administrative fee. Registration fees are not refundable after April 6, 2016. All tickets purchased onsite are nonrefundable.

CAI Suitcasing Policy

CAI has a no-tolerance policy regarding "suitcasing," which describes the practice by nonexhibiting companies or individuals of soliciting sales or sales leads in conference hotel, on the tradeshow floor, in the aisles or lobbies and/or representing their services or soliciting conference participants for conflicting social activities (including Chapter Party) and wearing company logo wear.

Nonexhibiting suppliers participating in the conference as attendees or speakers are prohibited from soliciting business on the tradeshow floor, in or after sessions, or in the conference hotel.

Private Party Policy

All hospitality suites and hosted events must be approved by CAI. Hospitality suites/hosted events are not permitted during official conference activities. Non-exhibiting companies are not permitted to host events at the official hotel during the conference. E-mail Holly Carson, CMP, director of meetings, with your requests at hcarson@caionline.org.

Violators of these policies will be ejected from the show and charged the single-booth rate (\$1,750), which must be paid prior to registering as an attendee, exhibitor, or sponsor at any future CAI conference or other event. In addition, CAI will have the hotel cancel the illegal function at violator's expense.



Specifications for Presentation Handouts

Please email handouts to Lauren Ebbin at lebbin@caionline.org by **March 11, 2016**. All handouts must be reviewed before considered final. It is critical that handouts be turned in on time, as they will be included in the Conference App and the Resource Guide CD-ROM, a comprehensive body of knowledge that is published before the event and given to each attendee.

Send your presentation handouts electronically as a Word, Excel, and/or PowerPoint document.

If your documents are too big to send via email you can send them through www.hightail.com or www.dropbox.com. Go online and upload your document and enter my email address as the recipient.

Remember to incorporate the description blurb from the brochure into your presentations. Attendee feedback indicates that when they can relate the education sessions to the information they received in advance, their overall satisfaction is greater.

In addition, be sure that all handouts conform to the following guidelines:

- Do not include any company logos
- Set top and bottom margins at a minimum of .5 inch
- Set left and right margins at a minimum of 1 inch
- Use a font size of at least 12 point
- Single-space text
- Use Microsoft Word, Excel, and/or PowerPoint



Specifications for PowerPoint Presentations

CAI has provided a PowerPoint template for your use. Your PowerPoint handouts are due **March 11, 2016**.

The template was designed to enhance the quality of your presentation for the attendees and to link the presentations to the conference theme.

Do not place any company logos on PowerPoint slides. Our attendees appreciate expert and professional education sessions and will have access to your information should they wish to contact you for business reasons. On that same note, attendees are sensitive to anything that appears to be a “sales pitch” and tend to react negatively toward those presentations. A relevant, coherent, interesting presentation is the best sales pitch!

Please also refer to the tips on effective PowerPoint presentations when developing your slides. The tips will help you get your point across, enhance the value of your presentation, and make the handouts for the Resource Guide more valuable.

Specifications

Cover slide

Title of session: 48 pt. Arial (white)

Name(s) of speakers: 32 pt. Arial (white)

Sample slide

Headline: 44 pt. Arial (black)

Second level: 20 pt. Arial (black)

The file provided will be a PowerPoint template (.pot). When opened, it will appear to be a brand new document, so it is possible to return to the original if necessary.

We do not recommend using more text on a slide than is shown in the demo. The presentation will be easier to see when projected using white or light-colored text on a dark background per the template, but for printing purposes, handouts should be provided in black and white (a white background with black text).

Tips on Highly Effective PowerPoint Presentations

Effective PowerPoint Slides

- Use CAI's Speaker PowerPoint template
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Too many slides can lose your audience
- No company logos

Text guidelines

- Generally no more than 6 words a line
- Generally no more than 6 lines a slide
- Avoid long sentences
- Larger font indicates more important information
- Words in all capital letters are hard to read
- Avoid abbreviations and acronyms
- Limit punctuation marks