



Confirmation of Receipt of Materials

Two easy ways to submit form:

1. Email to hcarson@caionline.org
2. Fax to (703) 997-2177

Please return this form by **August 14, 2015.**

I acknowledge receipt and have read the contents of the Speaker materials for CAI’s 37th Annual Community Association Law Seminar in New Orleans, January 27-30, 2016.

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

- Failure to adhere to the set schedule and deadlines will result in the committee cancelling the session due to lack of agreed performance.
- 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 Law Seminar, I understand the registration fee is \$649 (early bird rate).
- I will inform my co-presenters that if they are attending the law seminar they need to register.
- I understand that I am responsible for my own travel and seminar-related expenses.
- I will view a 20-minute webinar for all Law Seminar speakers.
- I understand that this program is for professional development, and agree to not use my presentation for sales or promotional purposes.
- I will inform my co-presenters of all the above stipulations.

Print Name: _____

Signature: _____

Date: _____



Expectations of All Speakers:

The following is meant to aid each of our speakers in meeting the expectations of Law Seminar Attendees and aiding the entire CAI Staff and Law Seminar Planning Committee in producing an unforgettable 2015 Law Seminar:

1. Speakers who wish to attend the Law Seminar must register. Registration is \$649 by December 18, 2015 and \$699 after December 18, 2015. The registration for Law Seminar includes access to all education sessions, unlimited access to session recordings after the Law Seminar for one year, the 2016 Proceedings CD-ROM, continental breakfasts, refreshment breaks, lunches, and a reception on Friday evening.
2. All sessions must be accompanied by quality written materials, unless an exemption has been approved by the Law Seminar Planning Committee Chair, Richard Kennedy. A PowerPoint presentation is not sufficient by itself. The written materials should be substantial. In theory someone who does not attend your session should be able to read your written materials and gain knowledge of most of what is covered during your session. Materials should contain case analysis and citations as appropriate. Materials which include checklists, forms or templates are generally well received by participants. Your rough draft materials must be received by November 1, 2015. Please email your presentations to your Point of Contact (POC) and hcarson@caionline.org. Your final materials are due December 1, 2015.
3. Law Seminar faculty members are responsible for making their own travel arrangements and are also responsible for registration, travel and hotel expenses incurred. We encourage you to make your reservations ASAP as the block is sure to sell out before it expires on December 12, 2015.
4. All speakers must meet the following deadlines:

Task	Due Date
Sign and return: <ol style="list-style-type: none"> 1) "Speakers Confirmation of Receipt of Materials" 2) "Speakers Promise of Responsible Conduct" 3) "Speaker Release and License Form" 4) "AV Form" 	August 14, 2015
BIOGRAPHY: CAI will use the biography you submitted with your proposal unless you 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.	August 14, 2015



Email your outlines, handouts, and/or PowerPoint presentations to your assigned Point of Contact and Holly Carson. Refer to the "Specifications for Presentation Handouts" and the "Specifications for PowerPoint Presentations" before sending. Your Point of Contact will review all presentations before they are considered final.	Nov. 1, 2015
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)	Dec. 1, 2015
Communicate with other members of your presentation group.	On-going
Practice your presentation.	On-going
Stop by the registration desk at the Seminar to pick up your badge, ribbon, CD-ROM and other information you will need to make your time at the Seminar productive and enjoyable. (Early Registration, Wednesday, January 27, 5-7pm)	Upon arrival
All speakers are invited to the CCAL Dinner. Additional information will be provided soon. The CCAL dinner is Wednesday, January 27.	Jan. 28, 2015

5. Contacts for logistical issues at Law Seminar:

Holly Carson, CMP
 Meetings Director
Hcarson@caionline.org
 (703) 598-7938 Cell
 (703) 970-9240 Ofc

Carly Reid, CMP, CAE
 Sr. Meetings Manager
Creid@caionline.org
 (703) 970-9228 Ofc

6. If you or anyone on your panel is unable to present at the Law Seminar contact your Point of Contact and Holly Carson know immediately. The committee will review any additions and/or substitutions before the speaker is confirmed.



Speaker Checklist

Submit forms and materials one of two ways:

1. Email to hcarson@caionline.org
2. Fax to (703) 997-2177

Task	Due Date
<input type="checkbox"/> Register for Law Seminar – Speakers must pay for registration if they want to attend the Law Seminar	ASAP
<input type="checkbox"/> Make hotel room reservations ASAP. Group block expires on December 12, 2015 , but the block may fill prior to the cut-off date. Click here to make your Roosevelt New Orleans <<click here for online reservations.>	ASAP – or by Dec. 12, 2015
<input type="checkbox"/> Sign and return: <ol style="list-style-type: none"> 1) “Speakers Confirmation of Receipt of Materials” 2) “Speakers Promise of Responsible Conduct” 3) “Speaker Release and License Form” 4) “AV Form” 	August 14, 2015
<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.	August 14, 2015
Email your outlines, handouts, and/or PowerPoint presentations to your assigned Point of Contact and Holly Carson. Refer to the “Specifications for Presentation Handouts” and the “Specifications for PowerPoint Presentations” before sending. Your Point of Contact will review all presentations before they are considered final.	Nov. 1, 2015
<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)	Dec. 1, 2015
<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 Seminar to pick up your badge, ribbon and other information you will need to make your time at the Seminar productive and enjoyable. (Early Registration, Wednesday, January 27, 5-7pm)	Upon arrival
<input type="checkbox"/> All speakers are invited to the CCAL Dinner. Additional information will be provided soon. The CCAL dinner is Wednesday, January 27.	Jan. 27, 2016



Speaker Release and License Form

Two ways to submit form:

1. Email to hcarson@caionline.org
2. Fax to (703) 997-2177

Please return this form by **August 14, 2015**.

In connection with CAI's 37th Annual Community Association Law Seminar, January 27-30, 2016,

I, _____ hereby grant permission to CAI to record

in any medium my presentation titled:

[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 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.

Print Name: _____

Signature: _____

Date: _____



Audio/Visual Request Form

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

Additional AV Request - return to Holly Carson, CMP, hcarson@caionline.org or fax it to (703) 997-2177.
Please return this form by **August 14, 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):



Tips for Successful Law Seminar Presentations

- Preparation is key to an effective presentation. Have the first 2 minutes fully scripted. Start with an attention grabber. You will be introduced so no need to waste time on your credentials, subject matter, etc.
- Make sure the audience is able to hear the presentation and that equipment is working at the outset.
- If the presentation involves co-speakers, provide brief overview of the session. Presentation should be coordinated so the topics flow. Be considerate of time allotted and the other speakers.
- The presentation should be organized. Start with a brief overview of your topic and the objectives. Discuss how you will handle questions- as they arise or during a questions and answer portion.
- Your presentation should convey 3-5 key points on the topic. Include a brief conclusion to summarize these key points.
- 7 ways to lose your audience
 - Not having your first minutes or 5 sentences planned and scripted
 - This is your opportunity to grab attention, make a statement, engage your audience. Don't waste the time. You and the topic will have already been introduced to jump in!
 - Apologizing for not being prepared;
 - You should be well prepared with at least 1.5 hours of practice for each hour you are speaking in terms of your actual speaking;
 - If you aren't as prepared as you'd like to be then certainly don't tell anyone!
 - Apologizing for being boring or subject matter being boring;
 - Your audience doesn't think the subject matter is boring or they wouldn't be attending your session;
 - If they don't know you, let them judge you on your speaking ability and knowledge not a planted idea that you are boring!
 - Indicating that you are not an expert on the topic
 - You are an expert or you would not have been asked to speak. Show your knowledge with a well prepared presentation and quality written materials
 - Sitting behind a table (being a 'talking head')
 - Time and time again evaluations are the lowest in those sessions where the speakers sit behind table and talk. It insulates you from your audience and does not make the session dynamic or exciting. Get out from behind the podium or table – walk around or at least 2-3 feet from the podium
 - Stating that you are only going to talk about law from your state
 - This is a national seminar and your presentation must be geared to national issues. There may be variances from state to state and that can be acknowledged but do not focus on just your jurisdiction – attendees will walk out and your evaluation will not be good.



- Apologizing for your written materials
 - Your written materials are a reflection of your knowledge and preparation as much as your verbal presentation. They should provide appropriate analysis of case law, sample forms, checklists, and in depth analysis of your 3-5 key objectives. See Speaker Expectations for more information on written materials.
 - If your materials aren't as detailed as you'd like them to be then certainly don't tell anyone!

- If you use PowerPoint it is an AID – it is not a presentation and is not written materials so:
 - Keep words on each slide to no more than 12
 - Consider use of visuals (movies, clips, photos) – visuals make a last impression, not words
 - Use CAI template and guidelines found at on the Law Seminar Speakers page (link will be provided to speakers in a separate email)
 - Watch webinar [How to Give a Great Law Seminar Presentation](#)
 - Preparation
 - Know your audience and use their experience and knowledge to your advantage
 - Interactive sessions generally rate higher
 - Consider learning styles of audience and limited attention spans
 - Session Itself
 - Opening
 - Content
 - Closing
 - Creating Energy



Specifications for Presentation Handouts

Please email handouts to your Point of Contact (**POC**) and Holly Carson at hcarson@caionline.org by **November 1, 2015**. All handouts must be reviewed by your **POC** before considered final. It is critical that handouts be turned in on time, as they will be used to submit for state MCLEs, and they will included on the Law Seminar web page and in the Law Proceedings 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. An electronic version is required. If you email a scanned document please note that the document is not searchable.

Document Too Big to Send Via Email?

Another way to send it electronically, if your documents are too big, is to send it through www.dropbox.com, a free web based document holder. You go online and upload your document and put 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 or company letterhead
- Set top and bottom margins at a minimum of .75 inch
- Set left and right margins at a minimum of .75 inch
- Use a font size of at least 12 point
- Single-space text
- Use Microsoft Word, Excel, or PowerPoint (Contact [Holly Carson](#) if this is a problem.)
- **YOU MUST** use the PowerPoint Template provided by CAI



Specifications for PowerPoint Presentations

We have provided a PowerPoint template for your use. This template will be available on the speaker's web page.

The template is to enhance the quality of your presentation for the attendees and to link the presentations to the seminar 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.

Guidelines

Cover slide

Title of session: 48 pt. Times New Roman (black)

Subtitle: 26 pt. Arial (black)

Name(s) of speakers: 16 pt. Arial (black)

Sample slide

Headline: 42 pt. Times New Roman (black)

First level: 27 pt. Arial (black)

Second level: 26 pt. Arial (black)

Third level: 24 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 the PowerPoint template provided by CAI
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Too many slides can lose your audience

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