



## Speaker Confirmation

Two easy ways to submit form:

1. Email to Carly Reid at [creid@caionline.org](mailto:creid@caionline.org)
2. Fax to (703) 997-2177

Please return this form by **October 28, 2017.**

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 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 [hcarson@caionline.org](mailto:hcarson@caionline.org)].

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## Speaker Release and License Form

Please fill in this form and return to Carly Reid at [creid@caionline.org](mailto:creid@caionline.org) or fax to (703) 997-2177.  
Please return this form by **October 28, 2016**.

In connection with CAI's Annual Conference and Exposition, May 3-5, 2017 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 Carly Reid 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 APP. Note: Sometimes a company will not allow CAI to post the article online, but they will 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 Carly Reid at [creid@caionline.org](mailto:creid@caionline.org). Please return this form by **October 28, 2016.**

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

	Task	Due Date
	<b>CAI Annual Conference and Exposition</b>	May 3-5, 2017
<input type="checkbox"/>	Make your hotel reservations at Caesars Palace. The room block expires March 30, 2017 or when block is filled. Call 866-227-5944 and identify yourself as a CAI 2017 National Conference attendee	<b>ASAP</b>
<input type="checkbox"/>	Sign and return signed Speaker Confirmation and Release forms to Carly Reid at <a href="mailto:creid@caionline.org">creid@caionline.org</a>	Oct. 28, 2016
<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 <a href="mailto:creid@caionline.org">creid@caionline.org</a>	Oct. 28, 2016
<input type="checkbox"/>	Develop presentation. Use the PowerPoint template provided and follow "Specifications for PowerPoint Presentations".	Before March 10, 2017
<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 <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a> .	March 10, 2017
<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 10, 2017
<input type="checkbox"/>	Register for the Annual Conference with Speaker's discounted registration form (\$299 for speakers); You can <b>register online</b> and use the Discount Code - <b>2017SPKR</b> - 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 3-5, 2017

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



**General Information**

Congratulations on being selected to present at CAIs 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!

<p>Holly Carson, CMP          Meetings Director          Community Associations          Institute          Office: (703) 970-9240          Cell: (703) 598-7938  <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a></p>	<p>Carly Reid, CMP, CAE          Sr. Meetings Manager          Community Associations Institute          Office: (703) 970-9288  <a href="mailto:creid@caionline.org">creid@caionline.org</a></p>	<p>Dave Jennings, CAE          VP, Education          Community Associations Institute          Office: (703) 970-9234  <a href="mailto:djennings@caionline.org">djennings@caionline.org</a></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, 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 – **2017SPKR** - in the shopping cart

**Conference APP**

All handouts will be provided on the Annual Conference APP. Your biography and information will be listed under “speakers” on the APP.

**Headquarter Hotel information:**

**CAESARS PALACE <<ONLINE RESERVATIONS**

**Exclusive room rates (single/double)**

\$209 for Run of the House

**These rates are valid until March 30 or until the room block is sold-out.**

Reservation Center at **866-227-5944** to secure a reservation for the group is listed as **CAI 2017 National Conference**.

For reservations contact the hotel at (702) 731-7222 and identify yourself as a CAI attendee. A limited number of rooms have been reserved and will be held as a block until March 28 or until the block has been filled. To ensure a room reservation, call as soon as possible. Once the block is sold-out rooms will be available based on best available rate.

**Conference Headquarters**

Our Las Vegas conference headquarters is Caesars Palace—one of the most prestigious resorts in the world. Celebrated for its impeccable service and luxury, here you can enjoy legendary shopping at 120 stores.

The Spa at Caesars features a full selection of services such as massage, body treatments, wraps and salt glows, and you can also scale the rock-climbing wall and participate in yoga classes. At the Garden of the Gods Pool Oasis, graceful



fountains and classically inspired statuary surround three large swimming pools and two outdoor whirlpool spas where you can relax with friends.

Then cap off your night at Pure, a remarkable club that sets new standards for Las Vegas nightlife. Featuring three stylish venues in one, including a VIP room, a dance floor with progressive DJs and a large outdoor patio with cascading waterfalls, walls of fire and breathtaking views of the Las Vegas Strip, an evening at Pure is a must.

And, let's not forget the 129,000 square feet of casino space to occupy your time after an inspiring day at the conference.

### **Las Vegas**

Las Vegas inspires a wealth of possibilities and offers convenient and inexpensive travel. We took full advantage of these benefits by expanding our pre-conference training opportunities and organizing the conference in the heart of the action.

### **CAI registration hours**

Wednesday 1 – 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 17, 2017. Cancellations received between March 18 - April 7, 2017, are subject to a 50% administrative fee. Registration fees are not refundable after April 7, 2017. 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.

It is considered bad form to conduct business outside of your booth. Talking to clients or prospects in or in front of someone else's booth is also a violation of CAI policy and will not be tolerated. All parts of the exhibit must remain in exhibitor's assigned space. No exhibit will be allowed to infringe upon aisle space.



Prospective exhibitors who want to check out the show will be given a guest badge and escorted through the exhibit hall by a CAI staff member.

**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](mailto:hcarson@caionline.org).

**Violators** of these policies will be ejected from the show and charged the single-booth rate (\$1,950), 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 Holly Carson at [hcarson@caionline.org](mailto:hcarson@caionline.org) by **March 10, 2017**. 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 provided to all attendees before the event for material download.

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.dropbox.com](http://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 .5 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 10, 2017**.

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)

Do not put too much text on a slide as it is meant to enhance your presentation. We recommend providing your materials in Word that offers more in-depth information and resources for the attendee. The presentation will be easier to see when projected using white or light-colored text on a dark background per the template.

## 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