



### Confirmation of Receipt of Materials

Submit signed forms and biography to Holly Carson - Email to [hcarson@caionline.org](mailto:hcarson@caionline.org)

Please return this form by **February 15, 2019**

I acknowledge receipt and have read the contents of the Speaker materials for CAIs Annual Conference & Exposition, May 15-18, 2019 in Orlando, Florida.

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

- ☐ I understand 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 substantive handout and PowerPoint for my presentation.
- ☐ I will receive permission to use copyrighted materials and send approval to [hcarson@caionline.org](mailto:hcarson@caionline.org).
- ☐ If my program is selected AND I plan on attending the conference 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 conference 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

Email to [hcarson@caionline.org](mailto:hcarson@caionline.org) this form by **February 15, 2019.**

In connection with CAI's Annual Conference and Exposition, May 15-18, 2019, 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 conference 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 me a copy of the permission granted to [hcarson@caionline.org](mailto:hcarson@caionline.org). You need to add 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 it can be added to our online document library for advance download.

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 Holly Carson, CMP, [hcarson@caionline.org](mailto:hcarson@caionline.org) or fax it to (703) 997-2177.  
Please return this form by **March 29, 2019 (same day draft materials are due)**.

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 Holly Carson at [hcarson@caionline.org](mailto:hcarson@caionline.org).

	Task	Due Date
	<b>CAI Annual Conference and Exposition</b>	May 15-18, 2019
<input type="checkbox"/>	Make hotel room reservations ASAP. Group block expires April 1, 2019. NOTE: the room block usually fills early. Get a room before they are gone.	<b>ASAP</b>
<input type="checkbox"/>	Review, sign and return Speaker Forms to <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	February 15, 2019
<input type="checkbox"/>	Biography: CAI will use the biography that was submitted with the proposal unless you prefer to send a more detailed biography. Email your Biography as a MS Word document via email or in the body of an email to <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	February 15, 2019
<input type="checkbox"/>	DRAFT: Email your outlines, handouts, and PowerPoint presentation to Holly Carson – <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	March 29, 2019
<input type="checkbox"/>	FINAL: Email your final materials/PowerPoint to Holly Carson – <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	April 24, 2019
<input type="checkbox"/>	If you're a first-time presenter at the Conference you must watch a 30-minute webinar for Conference Speakers (this is for first time Conference speakers)	April 24, 2019
<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>19ACSP</b> - in the shopping cart	April 3, 2019
<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 and other information to make your time at the conference productive and enjoyable. (Registration opens Wed., May 15, 1-7 p.m.)	Upon arrival
<input type="checkbox"/>	Follow up with attendees who request additional resources or answers to questions.	Post-Conference



## Expectations of All Speakers:

The following is meant to aid each of our speakers in meeting the expectations of Conference Attendees and aiding the entire CAI Staff in producing an unforgettable 2019 Annual Conference:

1. All sessions must be accompanied by quality written materials, unless an exemption has been approved by Holly Carson. 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 March 29, 2019. Please email your presentations to [hcarson@caionline.org](mailto:hcarson@caionline.org). Your final materials are due April 24, 2019.
2. If you or anyone on your panel is unable to present at the Conference contact Holly Carson immediately. The additions and/or substitutions must be approved before the speaker is confirmed.
3. Conference 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 April 1, 2018. Once the block is sold-out rooms will be available based on best available rate.
4. Speakers who wish to attend the Conference must register. Speakers receive a discounted registration rate of \$299. The registration for Conference includes all education sessions, post-conference recordings of all sessions, the 2019 Online Document Library, Welcome Reception in Expo, Lunch in Expo on Thursday, and lunch and Awards dinner on Friday.
5. All speakers must meet the following deadlines:
  - March 29, 2019 - DRAFT materials due
  - April 24, 2019 – FINAL materials due

Contacts for logistical issues at Conference:

Holly Carson  
Cell: 703-598-7938  
[hcarson@caionline.org](mailto:hcarson@caionline.org)

Carly Reid  
Cell: 703-868-8704  
[creid@caionline.org](mailto:creid@caionline.org)





## Specifications for Presentation Handouts

Please email your draft and final materials to Holly Carson at [hcarson@caionline.org](mailto:hcarson@caionline.org):

- **DRAFT** handouts by **March 29, 2019**,
- **FINAL** handouts by **April 24, 2019**

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 Online Document Library that is published before the event.

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 [Holly Carson's](mailto:Holly.Carson@caionline.org) 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 .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, and/or PowerPoint (Contact [Holly Carson](mailto:Holly.Carson@caionline.org) if this is a problem).
- **YOU MUST** use the PowerPoint Template provided by CAI



## Specifications for PowerPoint Presentations

CAI has provided a PowerPoint template for your use:

- Draft due **March 29, 2019**
- Final due **April 24, 2019**

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 design 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