Call for Presentations
for 2017 Professional Luncheons

The Central Virginia Chapter of Community Associations Institute is pleased to make the Call for Presentations for 2017. Educational programs are offered to benefit homeowners, community association board members, association managers and business partners. If you have a topic that you would like to present which you believe will be beneficial to our members, the Board of Directors invites you to submit your ideas.

Program Parameters: A minimum of four presentations will be selected to be held during 2017 with the option for additional presentations as the Chapter schedule permits. The Board of Directors reserves the right to cancel or otherwise revise the presentation calendar.

Submission Guidelines: The deadline for submissions is October 29, 2016. Only those presentations submitted on the form below will be considered. The forms may be submitted electronically or in hard copy. Presenters may submit multiple proposals.

Selection Criteria: Presentations that market specific products will not be approved. Presenters who violate this policy may be precluded from participating in future programs. Presenters muyst be in good standing with CAI national and the Central Virginia Chapter. Presenters may opt to also sponsor their program, but sponsorship of a program will not impact the eligibility of the presentation or selection of the program. Presenters will not have the right to select or approve the program sponsors.

Presentation Guidelines: Presentations should be approximately 45 minutes to one hour in length including time for participant questions. Programs may be in the format of single presenter, multi-presenter or panel discussion. Multi-media presentations are encouraged. the Chapter is able to provide a projector and screen. If you will require the use of the projector or screen, you should indicate this request with your presentation submission. Any other A/V needs must b provided by the presenter. Any handouts that will be included with the presentations must be approved by the Chapter Executive Director and should be provided no later than two weeks prior to the presentation. The presenters name, firm and logo may be printed on handouts and should be provided by the presenter.

Speakers should be able to provide an autobiography and photo at least 60 days in advance of the program to be used with promotional media.

Name(s) & Title(s):

Firm/Association:

Mailing Address:

Phone & Email Address:

Theme, Topic or Subject:

Presentation Format:

Speaking Engagement References (2):

_You may use additional sheets if necessary. Please be sure to email them to sdrayer_cvccai@verizon.net_

   A/V Needs, please check that all that apply:

   Screen   _Projector_   _None_