



Speaker Guidelines

About CAI Bay Area & Central CA

The Bay Area & Central Chapter of Community Associations Institute serves the educational, business, and networking needs of community associations from the Bay Area along the coast to the Oregon Border and down to Paso Robles and across Tulare County to the Nevada State Line. Members include condominium, cooperative, and homeowner associations as well as those who provide services and products to associations. The CAI BayCen Chapter has over 600 members including nearly 127 businesses, and over 50 Associations representing several thousand households. The chapter is one of 56 Community Associations Institute chapters in the nation

For more information, visit www.caibaycen.com

2021 Goals and Objectives

CAI Bay Area & Central CA is striving to create a better sense of community and cohesiveness among its members and is working on building this objective into all levels of the organization's offerings. We are looking to our professional presenters to help us achieve this by adhering to the guidelines outlined below. We request that our presenters implement some form of interaction among the audience whether a simple networking component at the beginning of the presentation or an interactive exercise as a part of the presentation.

Speaker Guidelines Introduction

Below are a set of guidelines to help you understand the level of professionalism we expect from our presenters.

Pre-Event Preparation

Speaker will:

- Be available to discuss plans for presentation
- Become knowledgeable about CAI Bay Area & Central CA and its members
- Know the theme of CAI Bay Area & Central CA meeting and relate presentation to it
- Know why attendees would want to hear about the topic at hand
- If needed, collaborate with other speakers to assure goals are met

On-Site

Speaker will:

- Notify CAI Bay Area & Central CA Liaison upon arrival on-site and contact CAI Bay Area & Central CA Liaison immediately should any serious delays occur
- Be accessible to CAI Bay Area & Central CA Liaison from the time of arrival until time of departure
- Be in the meeting room for a sound check before the time of presentation
- Coordinate with set-up crew and other presenters to ensure all needs are met
- Study the audience and other speakers
- Provide an easy, brief introduction and be available to coach introducer
- Be in the room, seated and visible well before introduction begins

Please remit to:

CAI Bay Area & Central CA Chapter, 156 2nd St., Suite 627, San Francisco, CA 94105 Fax# 925.355.1784



During Presentation

Speaker will:

- Open presentation with energy and purpose
- Stick to time frame and adjust if needed
- Interact with the audience and involve them through questions, a show of hands, eye contact and exercises as appropriate
- Present well-researched information
- Use stories and humor as appropriate to the presentation
- Use appropriate slides and audio clips or video clips to enhance the look, feel and impact
- React flexibly to any problems that arise, including audio visuals, lights, sounds, emergencies, etc.
- Allow for questions and comments from the audience during presentation as appropriate
- Summarize points and provide ways to remember key points
- Refrain from verbally marketing any personal tapes, books, or other products or services immediately before, during, or after the presentation and from giving away or raffling any products or services during the presentation unless approved or requested in advance. Speakers who violate this self-promotion policy will NOT be invited to present again
- Exhibiting speakers may announce your booth number and ask attendees to bring their product related questions to your booth

After Presentation

Speaker will:

- Be around after presentation briefly to answer questions or hear comments
- Suggest strategies to continue the impact of message during follow-up
- Never disclose any sensitive information about CAI or the Bay Area & Central CA Chapter
- Be willing to accept personal phone calls or emails to follow up on the speech from individual audience members or executives

In Summary

CAI Bay Area & Central CA expects the speaker will:

- Deliver an exceptionally good presentation in a highly professional manner

CAI Bay Area & Central CA can provide speaker with

- Content of Speaker's program to be described on CAI Bay Area & Central CA Web site
- Provide a link on CAI Bay Area & Central CA homepage, for up to a month
- Provide opportunity to have an article published in the CAI Bay Area & Central CA electronic newsletter or quarterly magazine

Please remit to:

CAI Bay Area & Central CA Chapter, 156 2nd St., Suite 627, San Francisco, CA 94105 Fax# 925.355.1784



Speaker Application

The CAI Bay Area and Central CA Chapter is looking for a diversified group of qualified speakers for its Educational Luncheons. If you are interested in volunteering as a speaker, please complete this form and mail it to the chapter office or e-mail it to the Chapter Executive Director, Kelvin Nanney, at kelvinn@meetingpossibilities.com

If you know someone who would be a great candidate to speak, please give them this form or submit their name!

- Yes, I am interested in speaking at a future CAI Bay Area and Central CA Chapter program
 Please consider the following as a speaker for a CAI Bay/Cen Chapter program

Name _____

Member of CAI Bay/Cen? Yes No

Previous speaking experience (when, where, for whom, what topics)?

Topic(s), subject matter, area(s) of expertise qualified to speak on?

*Please see reverse side for our programs and a list of sample topics.

Name of Speaker: _____

Title/Position : _____

Company : _____

Phone : _____ Fax : _____

E-mail : _____ Website : _____

Submitted by : _____



Please indicate which program(s) you are available to speak:

- | | |
|---|--|
| <input type="checkbox"/> East Bay Luncheon, Date : _____ | <input type="checkbox"/> San Francisco Luncheon, Date : ____ |
| <input type="checkbox"/> South Bay Luncheon, Date : _____ | <input type="checkbox"/> Other : _____ Date : _____ |
| <input type="checkbox"/> Stockton Luncheon, Date : _____ | |

Pease indicate which topic(s), subject matter, area(s) of expertise qualified to speak on:

- | | |
|--|--|
| <input type="checkbox"/> 12 Common Mistakes Boards Make | <input type="checkbox"/> Organizational Skills for Managers |
| <input type="checkbox"/> Aging Populations in Communities | <input type="checkbox"/> Owner's Legal Rights & Expectations |
| <input type="checkbox"/> Budgets for Seasoned Managers | <input type="checkbox"/> Previous Maintenance – |
| <input type="checkbox"/> Budgets for Up & Coming Managers | Asphalt/Concrete |
| <input type="checkbox"/> Building Successful Communities | <input type="checkbox"/> Previous Maintenance – Elevator |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Previous Maintenance – |
| <input type="checkbox"/> Collections & Foreclosures | Painting/Caulk/Wood |
| <input type="checkbox"/> Community Websites/Newsletters | <input type="checkbox"/> Previous Maintenance – Pools |
| <input type="checkbox"/> Dealing with Difficult Boards/Owners | <input type="checkbox"/> Previous Maintenance – Roofing/Tuck |
| <input type="checkbox"/> Dealing with Under-funded Assns. | Pointing |
| <input type="checkbox"/> Developer Turnover | <input type="checkbox"/> Previous Maintenance – |
| <input type="checkbox"/> Energy Reduction | Windows/Doors/Sliding |
| <input type="checkbox"/> Ethics and Fraud | <input type="checkbox"/> Reserves |
| <input type="checkbox"/> Green Communities | <input type="checkbox"/> Request for Proposals (RFP's) |
| <input type="checkbox"/> Handling Evictions & Depositions | <input type="checkbox"/> Rules & Regulations |
| <input type="checkbox"/> How to Prioritize Repairs & Maintenance | <input type="checkbox"/> Running Effective Board Meetings |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Selecting a Management Company |
| <input type="checkbox"/> Landscaping & Tree Care | <input type="checkbox"/> Selecting an Attorney & CPA |
| <input type="checkbox"/> Managing a Mid-Rise | <input type="checkbox"/> Self-Managed & Small Associations |
| <input type="checkbox"/> Mixed Use Properties | <input type="checkbox"/> Other : _____ |