

## 2018 COURSE PRESENTATION APPLICATION

**The Greater San Diego Association of REALTORS® recognizes the value of guest speakers and presenters from inside and outside the organization. SDAR encourages interested parties to submit a Course Presentation Application that will be presented to the Education Committee for consideration.**

*Please read the entire Course Presentation Application and answer all the questions. Additional materials are required along with the application and must be submitted together. Incomplete applications will not be considered. Seminars that openly promote a particular product or service during the seminar, will not be approved.*

**Instructions:**

- Fill in the requested form information. Items with a red asterisk (\*) indicate required fields.
- After completing the form, save the forms as "SDAR\_coursepresentation\_your\_name.docx" (substitute your name portion of file name with your name) and email to [education@sdar.com](mailto:education@sdar.com).

PRESENTER INFORMATION	
Date*	<b>Click here to enter text.</b>
First Name*	<b>Click here to enter text.</b>
Last Name*	<b>Click here to enter text.</b>
Email Address*	<b>Click here to enter text.</b>
Phone Number*	<b>Click here to enter text.</b>
Location (City) *	<b>Click here to enter text.</b>
Title*	<b>Click here to enter text.</b>
Company*	<b>Click here to enter text.</b>
Bio* <i>Please limit to 200 words</i>	<b>Click here to enter text.</b>
Do you hold a current real estate license?*	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Have you ever had a professional license in this state, or any other suspended, cancelled, revoked or ever surrendered such license?*	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Have you ever been convicted of a criminal offense?*	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<i>Include felonies and misdemeanors other than minor traffic violations?</i>	
Are there any disciplinary hearings or investigations pending against any professional licenses you hold?*	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

## COURSE INFORMATION

Title of course	<b>Click here to enter text.</b>
Brief description of course	<b>Click here to enter text.</b>
Length of course	<b>Click here to enter text.</b>
Does the course have credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>How many? Here</b>
Will you be providing copies of the handout? <i>Please note that you will need to provide either a course outline, class handout or PowerPoint presentation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compensation required? <i>Please include breakdown on the total costs, including travel costs, food and lodging</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Rate: Here</b>
Cost of Course to Members	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Rate: Here</b>
Equipment Needed <i>Please check all that apply</i>	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Internet Connection  <b>Please list any additional equipment: <u>Click here to enter text.</u></b>
Primary Audience <i>Please check all that apply</i>	<input type="checkbox"/> Residential Agents <input type="checkbox"/> Commercial Agents <input type="checkbox"/> Brokers/Office Managers <input type="checkbox"/> Property Managers <input type="checkbox"/> Other - please explain - <b><u>Click here to enter text.</u></b>
Type of Course	<input type="checkbox"/> Live <input type="checkbox"/> Online
Will you be selling or promoting any product after the course or offering your product online?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain	
Will you be marketing the class to an external population? <i>If yes, please include flyer/marketing materials/ registration site information</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional information: <b><u>Click here to enter text.</u></b>
Will you sponsor breakfast or lunch, if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### ADDITIONAL INFORMATION

#### YOUR SOCIAL MEDIA LINKS

Facebook URL	<b>Click here to enter text.</b>
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Twitter URL	<b>Click here to enter text.</b>
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LinkedIn URL	<b>Click here to enter text.</b>
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#### YOUR VIDEOS

YouTube Video 1	<b>Click here to enter text.</b>
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YouTube Video 2	<b>Click here to enter text.</b>
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YouTube Video 3	<b>Click here to enter text.</b>
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#### YOUR PROFILE IMAGE

You may email your profile photo as an attachment with this document to the email address noted above. Allowed image file formats: PNG, GIF, JPG/JPEG; optimal image dimensions: 175 x 200 pixels.

**REQUIRED DOCUMENTS:**

*To prevent delays please make sure you have answered all the questions and included all the additional information requested on this form. Please check all documents that you have included:*

- Course Presentation Application
  - Course Outline
  - PowerPoint Presentation
  - Class Handout
  - Marketing Flyer
  - Testimonials/List of other AORs where you have presented the requested course
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**ROLE OF THE PRESENTER:**

The presentation should provide the attendees with a learning experience that is both beneficial and valuable to the attendee. Requirements of the presenter:

- Well prepared
- Deliver information in a concise manner
- Begin and end on time
- Demonstrate knowledge of course material
- Provide relevant examples
- Respond accurately to questions

Applicants may also be required to attend an in person interview the Education Committee.

If approved, your course or seminar will be added to the online calendar as well as promoted via email. One SDAR staff member may be allowed to attend the course for evaluation purposes at no cost. SDAR will take reservations and collect payment. SDAR will collect member feedback with a course feedback survey. SDAR may provide the presenter with a list of attendee names, however, email addresses and other contact information will not be provided.

Applicants understand that presentations may be photographed and recorded. These photographs and/or recordings may be used at the discretion of SDAR for member and or public access for the purpose of promoting SDAR and its members.

**I acknowledge that I have read and understand and agree to the terms above.**

**Date:** [Click here to enter text.](#)