



CAI-Channel Islands Chapter Call For Chapter Speakers

The Channel Islands Chapter of Community Associations Institute is pleased to invite you to share your expertise with the membership through various educational programs for homeowners, Community Association Board Members and Association Managers. Please complete the following submission form and return it to the attention of Chapter Executive Director, Leah Ross. All submissions will be forwarded to the appropriate program committee for review and selection of presentations.

Speaker Selection

Once a speaker is selected, the speaker will be contacted by the Chapter Executive Director and asked to sign a speaker guidelines letter that states he/she acknowledges that they will abide by the following timeline and speaker criteria.

2 months prior – Speaker to provide a presentation outline for the event’s committee to make sure the topic of discussion is properly addressed in a professional manner. Responsibility for the Power Point and handouts will be determined.

1 month prior – Speaker to provide to the Executive Director a short biography and the signed Speakers’ Guidelines.

2 weeks prior - Speaker to submit final presentation Power Point and handouts. Schedule sufficient run-throughs to ensure the timing of the presentation (meet in person to practice, if needed).

Day of Program – Speaker to arrive at least 30 minutes prior to start of the event. Speaker should make him or herself available for sound check.

Endorsement

Speakers are prohibited from endorsing a service or company to an attendee at a program. Presenters who violate this or other chapter policies may be precluded from participating in future programs. In addition, the use of a speaker does not imply the endorsement of the speaker’s product or service by CAI.

Self-Promotion

Speakers are prohibited from distributing business cards or other promotional materials to attendees at a program. However, the speaker may network with attendees during breaks and after the program and provide business cards to attendees who specifically request such information.

AMERICA’S ADVOCATE FOR RESPONSIBLE COMMUNITIES

CAI, Channel Islands Chapter
PO Box 3575, Ventura, CA 93006
Phone: 805.658.1438 – Fax: 805.658.1732
www.cai-channelislands.org



Chapter Program Speaker Application

Please fill out the information below and return the completed form to:
leah@cai-channelislands.org

Today's Date: _____ How long have you been a CAI-CIC member? _____

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Website: _____

Please indicate your area of expertise:

- | | |
|---------------------------------|--------------------------|
| ____ Accounting / Finance | ____ Insurance |
| ____ Community Management | ____ Legal / Legislative |
| ____ Construction / Maintenance | ____ Reserves |
| ____ Governance / Leadership | ____ Other: _____ |

Please let us know which Chapter area(s) you would like to speak in:

____ Thousand Oaks ____ Oxnard ____ Pismo Beach

On a separate piece of paper, please provide us with the following information:

- If you have not presented at a CAI program: Please provide us with a brief profile of your company along with a brief bio of yourself including education, employment (that is relevant to the HOA industry) and any past speaking experience. (Please include detailed information including when, topic(s) covered, size of audience and also providing a contact person as a reference is encouraged.)
- A brief description of the topics you would like to cover in a presentation and suggestion of another Chapter member to speak with you.

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