

**cai** CONNECT



# **Call for Webinar Presenters Information Packet**



## Call for Webinar Presenters

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Through the [CAI Connect](#) webinar program, CAI provides participants with high-quality education and training without leaving the home or office. CAI offers a broad range of programming hosted by industry experts to help keep participants up-to-date on the latest legislative activity, management trends, industry best practices, hot topics, and subjects of special interest.

Participants gain insight and knowledge to help them take their careers and communities to the next level, while gaining valuable redesignation points toward their CMCA, AMS, or PCAM. We want you to be a part of this education initiative, giving your peers the knowledge and skills they need to be better managers, board members, and industry professionals.

We invite you to submit a proposal to conduct a webinar presentation. Interested parties should complete the attached forms and return them to Jake Gold at [jgold@caionline.org](mailto:jgold@caionline.org) or 703-684-1581 (fax). Contact information for each speaker must be provided and each speaker must sign the "Guidelines for Webinar Speakers" form. Each presenter must be available on the agreed upon presentation date.

Once submitted, your programming idea will be forwarded to CAI's Webinar Team for consideration. CAI will notify you of acceptance.

### Information for the Presenter

**What is a webinar?** A webinar is a virtual program presented live on the Internet using a PowerPoint presentation for the visual part and a land-line telephone connection to provide a high quality audio portion (a cell phone does not have good enough audio for a webinar). Webinars will be recorded for archival purposes for the *CAI On Demand* webinar feature and CD box sets.

**How long does a webinar last?** CAI offers 60-minute webinars. For a 60-minute program, presenters should prepare for 35-45 minutes of presentation and 15-25 minutes for question and answer segments and poll questions (questions can be received through the chat box).

### What are the presenter's responsibilities?

1. Complete the "Guidelines for Webinar Speakers" and "Webinar Presenter Proposal" forms (attached).
2. Provide a PowerPoint presentation to be used for the visual part of the webinar. This must generally be submitted four (4) weeks in advance of the program.
3. Locate a quiet room, a computer with Internet capabilities and a landline phone connection to present the webinar. A toll-free number is used for the phone connection. The presenter incurs no costs.

4. Participate in at least one training for the webinar. The presenter's PowerPoint presentation will be used during the training to familiarize the presenter with the webinar presentation logistics, i.e., how he/she will use the capabilities of the webinar technology to highlight parts of the PowerPoint presentation, how presenter might poll the audience with a question, how the webinar and presenter will be introduced by the webinar coordinator, how questions will be handled in the presentation, etc.
5. Identify a back-up presenter should an act of God or emergency occur on the presenter's scheduled webinar date and time.

### **What does CAI provide?**

1. CAI provides all marketing for the webinar and all logistical support the presenter will need to conduct a successful webinar.
2. CAI staff is available to help the presenter in the planning and presentation of the webinar.
3. The presenter will be provided with background information for webinar speakers as well as guidelines to ensure the PowerPoint presentation is appropriate to use for this virtual presentation.
4. CAI's webinar provider will handle all technical aspects of the webinar including training the presenter and monitoring/assisting with the entire live webinar presentation. A CAI staff person will be involved during the training and entire live presentation to assure the highest quality webinar.
5. Unless agreed upon in advance, no honorarium will be paid nor expenses reimbursed for this presentation.

**When do webinars take place?** CAI's webinars are usually presented on Wednesday at 2 p.m. Eastern, 1 p.m. Central, Noon Mountain and 11 a.m. Pacific time. Typically, webinars for professional managers and board members are 60-minute programs.

### **Submission:**

Please send completed "Guidelines for Webinar Speakers" and "Webinar Presenter Proposal" forms to Jake Gold by:

**Fax:** 703-684-1581

**E-mail:** [jgold@caionline.org](mailto:jgold@caionline.org)

**Mail:** Jake Gold, CAE  
Community Associations Institute  
225 Reinekers Lane, Suite 300  
Alexandria, VA 22314

**Questions?** Call 888-224-4321

## Guidelines for Webinar Speakers:

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We know that the success of CAI's webinars is largely due to the interest and willingness of presenters like you. We are pleased that you are considering submitting a program idea for consideration. We have developed guidelines for presenters to ensure that participants will receive maximum benefit. For your attention, please follow these guidelines.

1. Webinar presentations are given voluntarily.
2. Although all proposals will be considered, preference will be given to active CAI members and those who have submitted proposals that best relate to current issues in the community association industry.
3. Webinar presentations must be submitted in the form of a PowerPoint within a CAI template. Because of copyright laws, copy must be written in your own words and accompanied by your own images. Each presentation must be received at least 4 weeks prior to the scheduled webinar so that it can be reviewed for content.
4. Acceptance of a proposal is based on the content and the presenters named at the time of submission. Any changes to content or speakers must be conveyed to CAI's Webinar Team in advance. The Webinar Team reserves the right to reassess suitability.
5. The distribution and sale of promotional materials and touting of commercial ventures which may personally or financially benefit the speaker is not permitted within the context of the presentation.
6. Presenters are strictly prohibited from "selling on the platform."
7. If selected as a webinar presenter, I will abide by the timeline set by CAI and meet all deadlines to the best of my ability.
8. I understand that CAI may audio record my presentation and make it available for purchase on a CD box set and/or via the Internet. I authorize CAI to record, reproduce, and publish my presentation in whole or in part with proper credit.
9. This signed agreement is required before a speaker can present a CAI webinar.

**As a presenter I have read and understand my responsibilities as outlined in these guidelines and I will abide by these in my presentation.**

**Presenter 1 Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Presenter 2 Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Webinar Presenter Proposal



Today's Date: \_\_\_\_\_

Thank you for your interest in presenting a webinar! To develop your program, please (1) fill out as much of this form as possible and (2) attach a brief biography & recent headshot photo.

## **PRESENTER INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address/ City/ State/ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Presenter bio: (or attach a page or web link)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached a digital photo/headshot of myself along with this completed proposal.

References: (list or attach 1-2 speaking references)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever presented a webinar before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, most recent topic and date: \_\_\_\_\_

Telephone headset: Do you have a telephone headset to conduct the presentation?

Yes, I already have one \_\_\_\_\_ No, I need CAI to send me a headset \_\_\_\_\_

\*Please submit additional pages for multiple presenters.

## **SESSION INFORMATION**

Topic & Purpose: \_\_\_\_\_

Proposed Program Title: \_\_\_\_\_

Proposed Timeframe/Date: \_\_\_\_\_ Back-up Date: \_\_\_\_\_

Proposed Length: 60 Minutes \_\_\_\_\_ 90 Minutes \_\_\_\_\_ Other: \_\_\_\_\_

Level of Material: Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

Audience: (community managers, board members, residents, service providers, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**Session Description:** (or attach sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Learner Outcomes:** By the end of this learning session, participants will be able to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please return the "Guidelines for Webinar Speakers" and "Webinar Presenter Proposal" forms at least 10 weeks prior to your proposed webinar date. Please fax or email to Jake Gold at 703-684-1581 or [jgold@caionline.org](mailto:jgold@caionline.org).