



MANAGER BEST PRACTICES ROUNDTABLE DISCUSSION AND NETWORKING RECEPTION

SPONSORED BY:

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Two networking sessions (5:30 p.m. - 6:00 p.m. and 8:00 p.m. - 8:45 p.m.)

All attendees are invited to join the Business Partner Roundtable attendees for the networking sessions.

Date: Tuesday, June 11, 2019

Location: Forsgate Country Club
375 Forsgate Drive
Monroe Township, NJ 08831

Agenda: 5:30 p.m. - 6:00 p.m.: Cocktail Reception and Networking with Business Partners
6:00 p.m. - 8:00 p.m.: Roundtables
8:00 p.m. - 8:45 p.m.: Dessert Reception and Networking with Business Partners

Pre-registration is required.

If you register for this program and cannot attend, please call the chapter office at (609) 588-0030 to cancel.

We require a cancellation notice at least 72 hours in advance. If a notice is not received, a \$25 cancellation fee may be charged per registrant. Substitutions are permitted if you cannot attend.

Questions? Email Angela Kavanaugh at Angela@cainj.org or call (609) 588-0030.

Space is limited. Attendees are strongly encouraged to register by Friday, May 31, 2019.

CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or photographed. By attending this event, the registrant(s) consents to the use of his or her image by CAI-NJ and agrees to waive any claim for the use of his or her image, including without limitation, the appropriation of his or her image for commercial purposes or the invasion of his or her privacy.

Please note: CAI-NJ only reviews CAI designations, certifications, and accreditations for validity and current status. Registrants are advised that each individual company is solely responsible for the content they provide on registration forms including all designations, certifications, accreditations and licenses by the company or the individual employee. Concerns about the validity of non-CAI designations, certifications, accreditations, and licenses should be directed to the specific company or individual in question. Removal of designations, certifications, accreditations, and licenses by CAI-NJ will only take place upon the submission of a letter written by the official credentialing and/or licensing body to CAI-NJ.

CONTINUING EDUCATION NOTICE:

This course is approved by the Community Association Managers International Certification Board (CAMICB) to fulfill 2 hours of continuing education requirements for the CMCA® certification. www.camicb.org.



TOPICS:

Joint opening session: How to negotiate contracts and establish a timeline to manage the process.

Breakout sessions:

- Tips on how to manage stress at work and take care of yourself by making healthy choices
- Update on the apps available for community association managers such as doodle
- The why and how of being socially responsible and volunteering as an individual and as a member of your company and community
- What is appropriate to post to your company website and how to create a social media company policy
- Tips on providing good customer service and what is the proper communication for community association managers whether it be through emails or phone calls

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Name: _____

CAI Designation(s): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

REGISTRATION FEES:

CAI-NJ MGR/MGMT Co. Members: FREE
Non-Members: \$25.00

Payment Options:

TOTAL: \$_____

Payment Methods:

1.) Pay by check, payable to CAI-NJ.

Mail completed form and payment to:

CAI-NJ

Attn: 2019 Roundtable Discussion

500 Harding Road

Freehold, NJ 07728

2.) Pay by credit card. Please fax to (609) 588-0040.

Or, email to angela@cainj.org.

Cardholder Name: _____

Card Number: _____

Exp. Date: _____ Security Code: _____

Cardholder Signature: _____

*Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with issuer.

For CAI-NJ Office

Use Only

Exp: _____

