



2017 Conference & Expo Request for Proposal

The 2017 Conference & Expo will be held on Wednesday, October 18, 2017 at the New Jersey Convention and Exposition Center at Raritan Center in Edison, New Jersey. This year's theme is Carnival... "Step right up to the main event where everyone is a winner with CAI-NJ" Three 45 minute sessions will be presented at the event, one for each of CAI's member representation groups. They are as follows; Community Association Managers; Community Association Board Members; Business Partners.

Proposal Guidelines:

- Proposals are currently being accepted through Friday, March 24, 2017.
- The session topics are open, therefore please feel free to submit a proposal on your area of expertise.
- Proposals may be submitted as a team or as an individual.
- Speakers must submit a formal outline with the proposal submission form and be prepared to provide a PowerPoint or other presentation to cover topics.
- The selected speaker must be engaging and knowledgeable of the subject matter and be prepared to take questions from the audience.
- The presentation should be no more than 45 minutes in length and should allow for 15 minutes of Q&A either during or after the presentation.
- Keep the 2017 Conference and Expo Carnival theme... "Step right up to the main event where everyone is a winner with CAI-NJ", in mind when titling your presentation.

Speakers Bureau – A Speakers Bureau application should accompany your proposal if one is not on file with CAI-NJ (available at www.cainj.org).

The completed Proposal Submission Form should be sent to:

Angela Kavanaugh
Director, Conference & Programs
Community Associations Institute, New Jersey chapter
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Freehold, New Jersey 07728
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Phone: 609.588.0030 Fax: 609.588.0040

Deadline for submission: Friday, March 24, 2017. All proposals will be reviewed and individuals/teams will be notified.