

# Submission Guidelines and Information

## Types of Breakout Sessions

- Workshop** A presentation in which a particular issue is explored in depth (can vary in length from 50 minutes to 1 hour depending on convention schedule)
- Panel Discussion** A 60 to 75 minute session (depending on convention schedule) in which a particular issue is explored by a panel with audience participation

**Note:** We reserve the right to change your presentation format and/or length, if necessary, in order to balance the convention program. If this becomes necessary we will contact you.

The Convention Program Sub-Committee will review all proposals. Proposals **must be typed**, with all information filled out completely. This form has data entry sections to complete the information. The submitter must sign all submissions [an electronic signature is acceptable]. Incorrect, hand written or incomplete submissions will be returned and not considered until properly submitted. NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

Fax your completed proposal to 866-466-2776 or e-mail to [conventioninfo@narpm.org](mailto:conventioninfo@narpm.org).

**Title of Presentation:** This title will be used in the Registration Brochure and On-site program. Limit the title to 150 characters, including spaces and punctuation. The title should be descriptive and eye-catching. PLEASE ENTER THE TITLE IN THE FORM FILL BELOW AND CHECK THE APPROPRIATE BOXES.

### Hot Topics in Fair Housing

- Format:**  Workshop  Panel Discussion  Other
- Category:** (Check all that apply)  Small Company  Technology  Tools and/or Forms  Professional Advice  Large Company  Office Procedures  Skills  Marketing  Personal Development  Legal  Management

## Presenter(s) Information

**Presenter Listing:** List submitter's name first. For each presenter (maximum of 4), list name, NARPM® membership status, address, zip code, phone and fax numbers, and email address.

JOHN R. BRADFORD, III MPM, RMP  
19750 W CATAWBA AVE, CORNELIUS, NC 28031  
ACTIVE NARPM MEMBER  
VENDOR AFFILIATE  
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Describe public speaking experience of all presenters and expertise with proposed topic:

I have been the main session speaker and a breakout speaker for over 15 regional and national conference events in my NARPM career. I have also spoke at Realpage's Realworld and PM Grow's annual conferences as a breakout speaker. My topics have included Covering Your Assets, Growing your PM Business, M&A, Political Climate, Risks with Pets & Service/Assistance Animals

List of NARPM® board and committee positions held by each presenter to avoid schedule conflicts with meetings:

No current position held at this time.

## Session Description

**Description/Summary of session:** Limit to 250 words. Be as specific as possible about the learning that will take place at your presentation. This version will be edited and used in the Registration Brochure and On-site program to describe the session. Please include the primary learning objective for the session. A member of the program sub-committee will contact you to discuss the session in more depth if it is being considered.

This high-energy workshop will serve as a refresher and update on Fair Housing hot topic issues for the Property Management industry. The workshop will cover topics such as federal protected classes, familial statuses, individuals with disabilities (reasonable accommodations and modifications), LEP (Lack of English proficiency), criminal history/disparate impact, occupancy guidelines, general documentation and training.

## Presenter Contract

On my (and my co-presenters) behalf, should this proposal be selected, I (we) agree that:

1. Individual submitting this proposal and signing this form agrees to receive all convention correspondence and accepts responsibility for conveying convention-related information to co-presenters.
2. NARPM® reserves the right to videotape and/or audiotape this entire presentation (no partial taping) and distribute the tape for sale for educational purposes. By submitting this proposal to speak you are agreeing to be video/audio taped.
3. There is no honorarium or reimbursement to workshop presenter(s).
4. Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.
5. Provide bios, and audio/visual requests using the instructions in the Speaker Guidelines (which will be sent if your proposal is selected.)
6. NARPM® requires that all handouts/presentations be provided electronically to staff by the deadline specified to be included on the Convention Micro-site so that they can be downloaded/printed by attendees prior to the convention.
7. If you are attending any Convention sessions/events other than your own session, the presenter(s) is responsible for registering and paying Convention registration fees.
8. Presenter must receive prior approval from NARPM® for any survey or data collection at the Annual Convention or for any advertising/promotion/marketing of any products or services.
9. It is understood that "selling" a product or service from the stage is prohibited and will result in not being accepted to speak in the future.
10. Individuals submitting or included within this proposal have agreed to be present in San Diego, California during the core dates of the NARPM® Convention and conduct this proposed presentation according to the conditions listed above during the specific time slot assigned by the program sub-committee.

Agreed: JOHN R. BRADFORD, III

Date: 1/23/18



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