



National Association of Residential Property Managers

2019 Annual Convention Call for Presentations

October 15-18, 2019

Proposed workshops/breakout sessions are now being considered for the 2019 NARPM® Annual Convention. The NARPM® Convention boasts an attendance of approximately 900 professionals and qualified residential property managers. The attendees include company owners, brokers, managers, executive officers, support staff, and suppliers – including those working with technology, web sites, personal assistants and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that NARPM® Convention attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied or tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break—let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

All NARPM® members are invited to submit proposals for Convention Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters and presentation format.** The Association will provide a screen and projector and microphones for all sessions based on the specific session needs. **You must provide your own laptop** for any PowerPoint presentations. The Association will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis.

Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

- * Proposals must be received by NARPM® no later than March 22, 2019.
- * Notification of acceptance will be made no later than April 19, 2019.
- * If chosen, all PowerPoints **MUST** be submitted no later than 30 days prior to the event, otherwise you forfeit your presentation.

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 15 minutes to 1 hour depending on convention schedule)

Panel Discussion A 60 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.

Email your completed proposal to 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.

Things you NEVER put in your Management Agreement

Format:

☒ Workshop

☐ Panel Discussion

☐ Ted Talk Style

☐ 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.

Robert M. Locke, RMP, MPM Lifetime Member, 1704 Macy Dr, Roswell Ga, 30076, 404.787.3749, robert@crowninvestorinstitute.com

Attorney Monica Gilroy, THE GILROY FIRM, 3780 Mansell Road Suite 140, Alpharetta, Georgia 30022, (678) 317-0401 Direct Dial

Monica and I have worked together for 20 years

Monica specializes in Landlord/Tenant litigation

We taught together at National Oct 2018 and Broker/Owner 2019

Describe public speaking experience of all presenters and expertise with proposed topic:

Been training for 20 years in my own school with Georgia Real Estate Commission for CE credit, been NARPM nation trainer for 8 years, spoken at most of the regional, national and many state NARPM conferences and I'm a Partner in Education with Georgia Association of Realtors. Have attended 10+ Train the Trainer workshops in last 4 years. I use multiple customized slides/graphics, special videos and group activities.

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

Georgia Chapter President, board member, national trainer for 10 years.

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.

Without realizing it managers put language in their management agreements that limit income streams, create confusion, aren't enforceable, add to their liability, shrink their companies value, create extra work, add unnecessary pages to their agreements and make their business harder than they need to be. In this workshop students will learn what they need to drop, add or rewrite to make their agreements more streamlined (like 6 pages) more defensible in a courtroom, less cluttered, clearer, safer, more profitable and more scalable. These strategies work in any state on any size company and any style or model of management.

I taught this class at the Atlanta NARPM luncheon in September of 2018 and it got great reviews.

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: Robert M. Locke

Date: March 20, 2019

Copyright 2019, National Association of Residential Property Managers (NARPM®). All Rights Reserved.

All content, material, seminars, presentations, handouts, brochures, and all other publications (“Services”) are PROPRIETARY, PRIVILEGED, PROTECTED and OWNED by NARPM® or its approved authors. YOU ARE PROHIBITED FROM COPYING, REPRODUCING, DISTRIBUTING, MODIFYING, DISPLAYING, VIDEOTAPING, RECORDING, PUBLISHING, PERFORMING, OR TRANSMITTING ANY OF THE CONTENTS OF THE SERVICES FOR ANY PURPOSES, WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF NARPM® AND THE AUTHOR.

THE SERVICES AND ALL CONTENT ARE PRESENTED WITH THE UNDERSTANDING THAT NARPM® AND THE AUTHORS DO NOT RENDER ANY LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICE. BECAUSE OF THE RAPIDLY CHANGING NATURE OF THE LAW, INFORMATION CONTAINED HEREIN MAY BECOME OUTDATED. IN NO EVENT WILL NARPM® AND THE AUTHORS BE LIABLE FOR ANY DIRECT, INDIRECT, OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THE SERVICES AND THE CONTENT THEREFROM.

National Association of Residential Property Managers

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

conventioninfo@narpm.org



National Association of Residential Property Managers

2019 Annual Convention Call for Presentations

October 15-18, 2019

Proposed workshops/breakout sessions are now being considered for the 2019 NARPM® Annual Convention. The NARPM® Convention boasts an attendance of approximately 900 professionals and qualified residential property managers. The attendees include company owners, brokers, managers, executive officers, support staff, and suppliers – including those working with technology, web sites, personal assistants and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that NARPM® Convention attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied or tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break—let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

All NARPM® members are invited to submit proposals for Convention Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters and presentation format.** The Association will provide a screen and projector and microphones for all sessions based on the specific session needs. **You must provide your own laptop** for any PowerPoint presentations. The Association will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis.

Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

- * Proposals must be received by NARPM® no later than March 22, 2019.
- * Notification of acceptance will be made no later than April 19, 2019.
- * If chosen, all PowerPoints **MUST** be submitted no later than 30 days prior to the event, otherwise you forfeit your presentation.

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 15 minutes to 1 hour depending on convention schedule)

Panel Discussion A 60 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.

Email your completed proposal to 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.

Building a Killer Management Agreement

Format:

☒ Workshop

☐ Panel Discussion

☐ Ted Talk Style

☐ 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.

Robert M. Locke, RMP, MPM Lifetime Member, 1704 Macy Dr, Roswell Ga, 30076, 404.787.3749, robert@crowinvestorinstitute.com

Attorney Monica Gilroy, THE GILROY FIRM, 3780 Mansell Road Suite 140, Alpharetta, Georgia 30022, (678) 317-0401 Direct Dial

Monica and I have worked together for 20 years

Monica specializes in Landlord/Tenant litigation

We taught together at National Oct 2018 and Broker/Owner 2019

Describe public speaking experience of all presenters and expertise with proposed topic:

Been training for 20 years in my own school with Georgia Real Estate Commission for CE credit, been NARPM nation trainer for 8 years, spoken at most of the regional, national and many state NARPM conferences and I'm a Partner in Education with Georgia Association of Realtors. Have attended 10+ Train the Trainer workshops in last 4 years. I use multiple customized slides/graphics, special videos and group activities.

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

Georgia Chapter President, board member, national trainer for 10 years.

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 class is the sister to what Monica and I taught in San Diego at national conference for NARPM. This is a non-state specific workshop born out of reading management agreements from across the country and seeing mistakes managers make in their PMA. We'll cover the property manager styles, discuss Big A vs Small a agency, address Things You Never Put In Your PMA and Things You Always Put In Your PMA. This class leans into the legal issues of the PMA and addresses the big picture of how managers can protect themselves from the hazards of the management business. This is perfect for Brokers and Owners of management companies.

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: Robert M. Locke

Date: March 20, 2019

Copyright 2019, National Association of Residential Property Managers (NARPM®). All Rights Reserved.

All content, material, seminars, presentations, handouts, brochures, and all other publications (“Services”) are PROPRIETARY, PRIVILEGED, PROTECTED and OWNED by NARPM® or its approved authors. YOU ARE PROHIBITED FROM COPYING, REPRODUCING, DISTRIBUTING, MODIFYING, DISPLAYING, VIDEOTAPING, RECORDING, PUBLISHING, PERFORMING, OR TRANSMITTING ANY OF THE CONTENTS OF THE SERVICES FOR ANY PURPOSES, WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF NARPM® AND THE AUTHOR.

THE SERVICES AND ALL CONTENT ARE PRESENTED WITH THE UNDERSTANDING THAT NARPM® AND THE AUTHORS DO NOT RENDER ANY LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICE. BECAUSE OF THE RAPIDLY CHANGING NATURE OF THE LAW, INFORMATION CONTAINED HEREIN MAY BECOME OUTDATED. IN NO EVENT WILL NARPM® AND THE AUTHORS BE LIABLE FOR ANY DIRECT, INDIRECT, OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THE SERVICES AND THE CONTENT THEREFROM.

National Association of Residential Property Managers

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

conventioninfo@narpm.org



National Association of Residential Property Managers

2019 Annual Convention Call for Presentations

October 15-18, 2019

Proposed workshops/breakout sessions are now being considered for the 2019 NARPM® Annual Convention. The NARPM® Convention boasts an attendance of approximately 900 professionals and qualified residential property managers. The attendees include company owners, brokers, managers, executive officers, support staff, and suppliers – including those working with technology, web sites, personal assistants and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that NARPM® Convention attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied or tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break—let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

All NARPM® members are invited to submit proposals for Convention Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters and presentation format.** The Association will provide a screen and projector and microphones for all sessions based on the specific session needs. **You must provide your own laptop** for any PowerPoint presentations. The Association will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis.

Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

- * **Proposals must be received by NARPM® no later than March 22, 2019.**
- * **Notification of acceptance will be made no later than April 19, 2019.**
- * **If chosen, all PowerPoints MUST be submitted no later than 30 days prior to the event, otherwise you forfeit your presentation.**

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 15 minutes to 1 hour depending on convention schedule)

Panel Discussion A 60 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.

Email your completed proposal to 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.

Built to Grow

Format:

☒ Workshop

☐ Panel Discussion

☐ Ted Talk Style

☐ 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.

Robert M. Locke, RMP, MPM Lifetime Member, 1704 Macy Dr, Roswell Ga, 30076, 404.787.3749, robert@crowinvestorinstitute.com

Attorney Monica Gilroy, THE GILROY FIRM, 3780 Mansell Road Suite 140, Alpharetta, Georgia 30022, (678) 317-0401 Direct Dial

Monica and I have worked together for 20 years

Monica specializes in Landlord/Tenant litigation

We taught together at National Oct 2018 and Broker/Owner 2019

Describe public speaking experience of all presenters and expertise with proposed topic:

Been training for 20 years in my own school with Georgia Real Estate Commission for CE credit, been NARPM nation trainer for 8 years, spoken at most of the regional, national and many state NARPM conferences and I'm a Partner in Education with Georgia Association of Realtors. Have attended 10+ Train the Trainer workshops in last 4 years. I use multiple customized slides/graphics, special videos and group activities.

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

Georgia Chapter President, board member, national trainer for 10 years.

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.

Managers naturally build their systems and processes to work perfectly for the number of properties they manage TODAY without realizing that some of those systems won't work a double the size. What works at 20 MPH doesn't work at 50 MPA. To double in size managers often find themselves having to give up some of the manual, archaic, clunky or cherished systems they have in place and give up some of their favorite services. To scale one must take on new technology, new systems, different strategies and holding-on-to-the-current-model may prevent them from growing. This workshop addresses the issues of streamlining your agreements and processes so you can take on another 200 properties and survive the growth. Being scalable is relevant to everyone no matter what their

size is today. Students will learn What They Need to Change, Give Up (or take on) and Through Out to Scale.

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: Robert M. Locke

Date: March 20, 2019

Copyright 2019, National Association of Residential Property Managers (NARPM®). All Rights Reserved.

All content, material, seminars, presentations, handouts, brochures, and all other publications (“Services”) are PROPRIETARY, PRIVILEGED, PROTECTED and OWNED by NARPM® or its approved authors. YOU ARE PROHIBITED FROM COPYING, REPRODUCING, DISTRIBUTING, MODIFYING, DISPLAYING, VIDEOTAPING, RECORDING, PUBLISHING, PERFORMING, OR TRANSMITTING ANY OF THE CONTENTS OF THE SERVICES FOR ANY PURPOSES, WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF NARPM® AND THE AUTHOR.

THE SERVICES AND ALL CONTENT ARE PRESENTED WITH THE UNDERSTANDING THAT NARPM® AND THE AUTHORS DO NOT RENDER ANY LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICE. BECAUSE OF THE RAPIDLY CHANGING NATURE OF THE LAW, INFORMATION CONTAINED HEREIN MAY BECOME OUTDATED. IN NO EVENT WILL NARPM® AND THE AUTHORS BE LIABLE FOR ANY DIRECT, INDIRECT, OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THE SERVICES AND THE CONTENT THEREFROM.

National Association of Residential Property Managers

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

conventioninfo@narpm.org



National Association of Residential Property Managers

2019 Annual Convention Call for Presentations

October 15-18, 2019

Proposed workshops/breakout sessions are now being considered for the 2019 NARPM® Annual Convention. The NARPM® Convention boasts an attendance of approximately 900 professionals and qualified residential property managers. The attendees include company owners, brokers, managers, executive officers, support staff, and suppliers – including those working with technology, web sites, personal assistants and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that NARPM® Convention attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied or tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break—let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

All NARPM® members are invited to submit proposals for Convention Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters and presentation format.** The Association will provide a screen and projector and microphones for all sessions based on the specific session needs. **You must provide your own laptop** for any PowerPoint presentations. The Association will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis.

Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

- * **Proposals must be received by NARPM® no later than March 22, 2019.**
- * **Notification of acceptance will be made no later than April 19, 2019.**
- * **If chosen, all PowerPoints MUST be submitted no later than 30 days prior to the event, otherwise you forfeit your presentation.**

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 15 minutes to 1 hour depending on convention schedule)

Panel Discussion A 60 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.

Email your completed proposal to 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.

Staging Your Company To Sell

Format:

☒ Workshop

☐ Panel Discussion

☐ Ted Talk Style

☐ Other

Category:

(Check all that apply)

☒ Small Company

☒ Large Company

☐ Personal Development

☐ Technology

☐ Office Procedures

☐ Legal

☐ Tools and/or Forms

☐ Skills

☐ Management

☐ Professional Advice

☐ Marketing

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.

Robert M. Locke, RMP, MPM Lifetime Member, 1704 Macy Dr, Roswell Ga, 30076, 404.787.3749, robert@crowinvestorinstitute.com

Attorney Monica Gilroy, THE GILROY FIRM, 3780 Mansell Road Suite 140, Alpharetta, Georgia 30022, (678) 317-0401 Direct Dial

Monica and I have worked together for 20 years

Monica specializes in Landlord/Tenant litigation

We taught together at National Oct 2018 and Broker/Owner 2019

Describe public speaking experience of all presenters and expertise with proposed topic:

Been training for 20 years in my own school with Georgia Real Estate Commission for CE credit, been NARPM nation trainer for 8 years, spoken at most of the regional, national and many state NARPM conferences and I'm a Partner in Education with Georgia Association of Realtors. Have attended 10+ Train the Trainer workshops in last 4 years. I use multiple customized slides/graphics, special videos and group activities.

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

Georgia Chapter President, board member, national trainer for 10 years.

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.

Everybody wants to sell their company someday. We've acquired 14 and sold to a fortune 500 company. Monica has handled the legal work for six other property management acquisitions. When owners say "I'd like to sell" they seldom know what reports, records, studies, company executive summaries and other documents they need to present to a potential buyer. Some reports must be kept for 3 to 5 years to prepare a company to present itself to a potential buyer properly. This is about Getting Ready to Sell Your Company. It's not about EBITDA as much as it's about instituting the right strategies, putting the right systems in place, accumulating reports and collecting the right data so Your

Ready When The Time Comes. This is the one hour version of a three hour CE workshop offered to managers in Georgia.

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: Robert M. Locke
Date: March 20, 2019

Copyright 2019, National Association of Residential Property Managers (NARPM®). All Rights Reserved.

All content, material, seminars, presentations, handouts, brochures, and all other publications (“Services”) are PROPRIETARY, PRIVILEGED, PROTECTED and OWNED by NARPM® or its approved authors. YOU ARE PROHIBITED FROM COPYING, REPRODUCING, DISTRIBUTING, MODIFYING, DISPLAYING, VIDEOTAPING, RECORDING, PUBLISHING, PERFORMING, OR TRANSMITTING ANY OF THE CONTENTS OF THE SERVICES FOR ANY PURPOSES, WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF NARPM® AND THE AUTHOR.

THE SERVICES AND ALL CONTENT ARE PRESENTED WITH THE UNDERSTANDING THAT NARPM® AND THE AUTHORS DO NOT RENDER ANY LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICE. BECAUSE OF THE RAPIDLY CHANGING NATURE OF THE LAW, INFORMATION CONTAINED HEREIN MAY BECOME OUTDATED. IN NO EVENT WILL NARPM® AND THE AUTHORS BE LIABLE FOR ANY DIRECT, INDIRECT, OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THE SERVICES AND THE CONTENT THEREFROM.

National Association of Residential Property Managers

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

conventioninfo@narpm.org



National Association of Residential Property Managers

2019 Annual Convention Call for Presentations

October 15-18, 2019

Proposed workshops/breakout sessions are now being considered for the 2019 NARPM® Annual Convention. The NARPM® Convention boasts an attendance of approximately 900 professionals and qualified residential property managers. The attendees include company owners, brokers, managers, executive officers, support staff, and suppliers – including those working with technology, web sites, personal assistants and others. Consider becoming a part of the rich NARPM® tradition of sharing professional and business knowledge by submitting a proposal to speak.

As you consider submitting a presentation proposal keep in mind that NARPM® Convention attendees want practical knowledge – give attendees ways to become more effective professionals, information that can be applied or tools that can be put to use, and job aids which are always popular. Theory is useful only when session participants are shown how to use it. Learning is not a passive activity. Give yourself a break—let others help do the talking. Attendees usually learn best when they are doing, not only when they are listening. Involve participants by asking questions, using exercises, and other activities.

All NARPM® members are invited to submit proposals for Convention Presentations using this form. **The professional submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters and presentation format.** The Association will provide a screen and projector and microphones for all sessions based on the specific session needs. **You must provide your own laptop** for any PowerPoint presentations. The Association will determine if and what type of microphones will be used in each session. Requests for additional audio/visual equipment will be considered on a case-by-case basis.

Please note: NARPM® policy states that affiliates may not attend or speak at NARPM® events unless they are paid exhibitors at that event.

- * **Proposals must be received by NARPM® no later than March 22, 2019.**
- * **Notification of acceptance will be made no later than April 19, 2019.**
- * **If chosen, all PowerPoints MUST be submitted no later than 30 days prior to the event, otherwise you forfeit your presentation.**

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 15 minutes to 1 hour depending on convention schedule)

Panel Discussion A 60 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.

Email your completed proposal to 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.

10 Biggest Mistakes Property Managers Make

Format:

☒ Workshop

☐ Panel Discussion

☐ Ted Talk Style

☐ 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.

**Robert M. Locke, RMP, MPM Lifetime Member, 1704 Macy Dr, Roswell
Ga, 30076,
404.787.3749, robert@crowninvestorinstitute.com
Workshop**

Describe public speaking experience of all presenters and expertise with proposed topic:

Been training for 20 years in my own school with Georgia Real Estate Commission for CE credit, been NARPM nation trainer for 8 years, spoken at most of the regional, national and many state NARPM conferences and I'm a Partner in Education with Georgia Association of Realtors. Have attended 10+ Train the Trainer workshops in last 4 years. I use multiple customized slides/graphics, special videos and group activities.

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

Georgia Chapter President, board member, national trainer for 10 years.

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.

Managing rentals for 35 years means I made more mistakes than most and have the scars to prove it. I've watched other managers repeat the same mistakes over and over and it's not necessary. Why must we only learn from our own mistakes? Why can't we learn from others mistakes and avoid all the growing pains others have already experienced. This workshop takes the student through the most common mistakes managers make when learning the business and helps them see that "the direction they are going won't get them where they think it will." If you autopsy managers that have ended up in the graveyard of property managers you'll see common themes and mistakes they made that guaranteed them a bad outcome. This workshop addresses those mistakes and helps the student see the outcome without having to experience them personally.

I taught this class at the Atlanta NARPM luncheon in September of 2018 and it got great reviews.

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: Robert M. Locke

Date: March 20, 2019

Copyright 2019, National Association of Residential Property Managers (NARPM®). All Rights Reserved.

All content, material, seminars, presentations, handouts, brochures, and all other publications (“Services”) are PROPRIETARY, PRIVILEGED, PROTECTED and OWNED by NARPM® or its approved authors. YOU ARE PROHIBITED FROM COPYING, REPRODUCING, DISTRIBUTING, MODIFYING, DISPLAYING, VIDEOTAPING, RECORDING, PUBLISHING, PERFORMING, OR TRANSMITTING ANY OF THE CONTENTS OF THE SERVICES FOR ANY PURPOSES, WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF NARPM® AND THE AUTHOR.

THE SERVICES AND ALL CONTENT ARE PRESENTED WITH THE UNDERSTANDING THAT NARPM® AND THE AUTHORS DO NOT RENDER ANY LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICE. BECAUSE OF THE RAPIDLY CHANGING NATURE OF THE LAW, INFORMATION CONTAINED HEREIN MAY BECOME OUTDATED. IN NO EVENT WILL NARPM® AND THE AUTHORS BE LIABLE FOR ANY DIRECT, INDIRECT, OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THE SERVICES AND THE CONTENT THEREFROM.

National Association of Residential Property Managers

638 Independence Parkway, Suite 100

Chesapeake, VA 23320

P: 800-782-3452

conventioninfo@narpm.org