



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](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.

The 360 case study of ESA animals

**Format:**       Workshop                       Panel Discussion                       Ted Talk Style                       Other

**Category:**       Small Company                       Large Company                       Personal Development  
(Check all       Technology                       Office Procedures                       Legal  
that apply)       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**.

Cassandra Swanson RMP and MPM Candidate, serving 3 years on SW Idaho NARPM board. [cassi@paramountpm.com](mailto:cassi@paramountpm.com) Paramount Property Management Inc. 943 W Overland Road #149 Meridian Idaho 83642 (o) 208-333-7767 (C) 208-695-0135  
Courtney Wolfe RMP, and MPM Candidate, serving 3 years on SW Idaho NARPM board. [courtney@rentwise.com](mailto:courtney@rentwise.com) Rentwise Property Management (p) 208 949-3085

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

Cassandra Swanson – Has had years of course development and training presentations and workshops while working at the Idaho Department of Labor. This presentations occurred at least once a month for a period of 4 years. Audiences included professional engineers, employees at large company headquarters, business owners, audiences of mixed education and professional experiences, high school students as well as at prisons with inmates. Cassandra continues public speaking in front of rooms of children with animals (the most challenging and least attentive audience in the world) for the last 3 years as a volunteer to prepare 4-H kids to learn, present and demonstrate their knowledge with others. As well as information as needed for the local SW Idaho chapter.

Courtney Wolfe - Was awarded the Darryl Kazen Memorial Scholarship at the 2018 National Convention and has organized and implemented workshops locally with national business experts to provide learning opportunities for other property managers and their staff. She participates constantly in numerous group settings to share and deliver information in the property manager industry with inperson groups and online forums. As well as presenting information as needed at the SW Idaho chapter where she serves on the board. Courtney also volunteered with Junior Achievement program where for 3 years she held weekly classes for 6 week sessions teaching elementary level curriculum for varying grade levels to help prepare young minds to learn about business, and government and economics in groups of 30.

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

**Cassandra Swanson – member of the Professional Development Committee**

**Courtney Wolfe – member of Membership Committee**

## 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.

Property Managers have had an obstacle in getting real life cases and information regarding Emotional Support Animals. This break out session is going to walk through

how a person that legally qualifies for an Emotional Support Animal goes through the process and options available, previously property managers had a barrier to learning this information as there have not been individuals willing to share their needs and their private health information to help landlords navigate and learn. Learning by trial and error has been the only real option for many property managers and it is too risky of a way to learn. So we created a case study and moved forward to learn where the limits were in a safe environment we constructed and want to share the facts we learned.

## 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: Cassandra Swanson & Courtney Wolfe

Date: 3/22/2019

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