



National Association of Residential Property Managers

## 2017 Broker/Owner Retreat Call for Presentations

March 20-22, 2017

Proposed workshops/breakout sessions are now being considered for the 2017 NARPM® Broker/Owner Retreat. This event boasts an attendance of approximately 800 brokers and owners. 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® Broker/Owner 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 who are either a Broker and/or a company Owner are invited to submit proposals for presentations using this form.** The member submitting this proposal for the program is responsible for contacting all co-presenters and for all details including proposal submission, communication with co-presenters, presentation format and audio-visual requests. The Association will provide a screen and projector for sessions needing them. **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. Internet access in the meeting space is not provided by NARPM®. **Please note: NARPM® policy states that only NARPM® members who are company brokers/owners may attend and speak at this event.**

- \* **Proposals must be received by NARPM® no later than December 3, 2016.**
- \* **Notification of acceptance will be made no later than January 20, 2017.**

# Submission Guidelines and Information

## Type of Breakout Sessions

- Workshop** A presentation in which a particular issue is explored in depth (can vary in length from 1 to 1 ½ hours depending on the event schedule)
- Panel Discussion** A 1½ to two-hour session (depending on the event schedule) in which a particular issue is explored by a panel of no more than three participants with audience participation

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

The Broker/Owner Planning 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.

### WORKING REMOTELY

#### Using Asana for Online Checklists

<b>Format:</b>	<u>Workshop</u>	Panel Discussion	Other
<b>Category:</b>	✓ <u>Small Company</u>	Large Company	Personal Development
(Check all	✓ <u>Technology</u>	✓ <u>Office Procedures</u>	Legal
that apply)	✓ <u>Tools and/or Forms</u>	✓ <u>Skills</u>	✓ <u>Management</u>
	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**.

**Jennifer Kellogg, MPM® RMP®, Professional Member** [jennifer@kelloggagency.com](mailto:jennifer@kelloggagency.com)  
**Courtney Warnock, RMP®, Professional Member** [courtney@kelloggagency.com](mailto:courtney@kelloggagency.com)

**Kellogg Agency, Inc. 1005 21st St SE, Suite C, Rio Rancho NM 87124**  
**505.896.1750 f 505.896.9554**

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

**Jennifer has been doing public speaking since high school. She has been a corporate trainer and was a certified NM Real Estate Commission Instructor (2009-2014). She was a workshop presenter at the NARPM National Conference in Orlando. The workshop was about managing roommates.**

**Courtney Warnock is also a practiced public speaker. She has presented numerous company training programs.**

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

**None.**

## 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.

**We will share our strategies for successfully working away from the office. Kellogg Agency, Inc. is a property management company in New Mexico, founded in 2003. Jennifer Kellogg has been working remotely from Boston, MA since Sep 2014. Our Maintenance Coordinator has been working from Houston, TX since June 2011. One of our key strategies is to use Asana, a free app. We will demonstrate how we use Asana to create online checklists and more!**

## 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 event 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. Provide bios, and audio/visual requests using the instructions in the Speaker Guidelines (which will be sent if your proposal is selected.)

5. NARPM® **requires** that all handouts/presentations be provided electronically to staff by the deadline specified to be included on the Broker/Owner Micro-site so that they can be downloaded/printed by attendees prior to the convention.
6. **If you are attending any conference sessions/events other than your own session, the presenter(s) is responsible for registering and paying registration fees.**
7. Presenter must receive prior approval from NARPM® for any survey or data collection at the Broker/Owner Retreat.
8. **Individuals submitting or included within this proposal have agreed to be present in Las Vegas, NV during the core dates of the NARPM® Broker/Owner Retreat and conduct this proposed presentation according to the conditions listed above during the specific time slot assigned by the program sub-committee.**

Agreed: **Jennifer Kellogg**

Date: **2016-09-06**

*Jennifer Kellogg*

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