



National Association of Residential Property Managers



## 2017 Annual Convention Call for Presentations

October 18-20, 2017

Proposed workshops/breakout sessions are now being considered for the 2017 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 site, 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, 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 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 8, 2017.**
- \* **Notification of acceptance will be made no later than April 5, 2017.**

# 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 1 to 1 ½ hours depending on convention schedule)

**Panel Discussion** A 1½ to two-hour 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.

### INCREASE REVEUE WITH HOA MANAGEMENT SERVICES

**Format:**  Workshop  Panel Discussion  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**.

**Thomas R. Sedlack, MPM®, RMP®, MBA**  
**1951 Woodlane Drive Suite 100**  
**Woodbury, MN 55125**  
**Ph: (651) 777-5500 x115**  
**Fx: (651) 777-5501**  
[tomsedlack@33rdcompany.com](mailto:tomsedlack@33rdcompany.com)

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

**NARPM® Instructor (Teaching 4 classes in 2017)**  
**Workshop Author of "Negotiation for Property Managers"**  
**(Presented at NARPM® National Convention Atlanta)**  
**(Presented at Broker Owner Las Vegas)**  
**(Schedule for presentation at CALNARPM April 2017)**

**Workshop Author of "Contracts for Property Managers"**  
**(Presented at NARPM® National Convention Hawaii)**  
**(Scheduled for presentation at NARPM Boise Chapter Feb 2017)**

**Speakers Company has 5 years' of successful HOA management experience from startup to 11 Associations under management.**

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

**NARPM® Finance Committee (Current Member)**

## **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.

**Many Residential Property Managers have thought about adding Home Owners Association (HOA) management services to their management portfolio. This Workshop covers starting up and running an HOA property management segment including: Contracts, Marketing, Day to day nuts and bolts of an HOA manager, finding and qualifying clients, potential revenue sources. Add extra revenue, cross referrals, and synergy to your property management operations.**

## **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 Orlando, Florida 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: //Thomas R. Sedlack//

Date: **02/04/2017**

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