

Utah Chapter, Community Associations Institute Guidelines for Speakers/Presenters

Thank you for volunteering your time and expertise! The goals of our educational programs are to provide informative well-prepared programs, allow for discussion and exchange of ideas and networking, and attract new members.

AUDIENCE:

Communities are governed by a volunteer board of directors. This board is elected by a majority vote of the homeowners. Board sizes range from three to upwards of seven members. The board has power given to them by the governing documents to manage finances, common areas, rules, communication with homeowners, and other areas of community governance according to the needs of each community.

- A. **Community Managers** are hired professionals who manage community associations, such as condominiums, coops and individual homeowner communities. These managers take on a variety of services for the association and report to volunteer boards of directors. Managers are already knowledgeable about communities. Managers want to expand their knowledge so they can best serve their communities. *The type of information they require is how to diagnose and prevent problems in the communities they manage, as well as how to resolve problems. An in-depth knowledge is generally not required.*
- B. **Community Association Volunteer Leaders (CAVL)** are homeowners who live in a community with common areas, a volunteer board of directors, and a set of governing documents for regulation and enforcement within the community. Communities, include condominium complexes and individual homeowner communities. This audience will range from a newly elected board member to an experienced manager. *Provide the basics on your topic in order to include the inexperienced board members.*
- C. **Business Partners** provide services to the communities mentioned above, such as landscaping, painting, legal, CPA, etc. Most business members of the Utah Chapter specialize in, for example, community association law or financial planning for communities. This industry can be highly specialized due to the specific knowledge and experience required to provide services to communities.

FORMATS

- I. **Luncheon Program** - Geared to community managers and business partners, but homeowner board members will attend. It is held during the week, usually on a Thursday. Lunch starts at 11:30. Program is from noon to 1:00 PM.
 - A. Keynoter – One speaker and topic
 - 1. Submit by Education Committee deadline a Speaker Information Form, which should include an outline, take away points and short bio. Also submit a headshot photo
 - 2. Prepare about a 40 to 45 minute presentation with Q&A.
 - B. Panelist - Several speakers giving different points of view on one topic with a moderator.
 - 1. Submit by Education Committee deadline a Speaker Information Form, which should include an outline, take away points and short bio. Also submit a headshot photo

2. Prepare a 10 to 12 minute presentation

C. Panel Moderator – Introduce panelists, keep the program on time and manage the Q&A

1. Submit by Education Committee deadline a Speaker Information Form, which should include an outline, take away points and short bio. Also submit a headshot photo
2. In advance of program - make sure panelists' s presentations are on subject and on time
3. Let audience know the goal of the program and introduce panelists
4. Be prepared with a few questions to get the Q&A started
5. Keep the panelists and discussion on time
6. Prevent one panelists or audience member from dominating

II. **Roundtable** – Geared to CAVLs. One topic with table hosts offering different perspectives. Attendees rotate between tables approximately every 20 minutes. Roundtables will be held on either a Saturday morning or a weekday evening.

- A. Submit by Education Committee deadline a Speaker Information Form, which should include an outline, take away points and short bio. Also submit a headshot photo
- B. Prepare an 8 to 10 minute presentation and then lead a discussion and/or Q&A. The goal is to get dialogue and different points of view from the attendees
- C. Arrive 15 minutes prior to the designated time

III. **Webinar** – This online format is replacing some of the traditional roundtable formats, with the same objective in mind, to inform homeowners about timely topics. Webinars can be pre-recorded and PowerPoint presentations are usually used. Webinars will be recorded live at the time of the event and then posted on the UCCAI website.

Speaker Requirements Three Weeks in Advance of Presentation to CED info@uccai.com and Program Coordinator

- ✓ Outline and PowerPoint of presentation via email
- ✓ Copy of handout (at least one page, no more than 10).

Equipment:

The chapter will provide a laptop, projector and screen, depending on the type of presentation and venue.