



Community Associations Institute,  
New Jersey chapter  
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## **REQUEST FOR BUSINESS PARTNER SESSION PROPOSAL**

To: All Interested Parties  
From: 2016 Conference & Expo Committee  
Date: January 20, 2016  
Re: 2016 Conference & Expo Business Partner Session

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The 2016 Conference & Expo will be held on Wednesday, October 26, 2016 at the Garden State Exhibit Center in Somerset, New Jersey. This year's theme is *Superheroes... "Marvel at the Opportunities with CAI-NJ"* Three 45 minute sessions will be presented at the event, one for each of CAI's member representation groups. They are as follows; Community Association Managers; Community Association Board Members; Business Partners.

### **Proposal Guidelines:**

- Proposals are currently being accepted through Friday April 15, 2016.
- Proposals are being accepted for the Business Partner session only.
- The session topics are open, therefore please feel free to submit a proposal on your area of expertise.
- Proposals may be submitted as a team or as an individual.
- Speakers must submit a formal outline with the proposal submission form and be prepared to provide a PowerPoint or other presentation to cover topics.
- The selected speaker must be engaging and knowledgeable of the subject matter and be prepared to take questions from the audience.
- The presentation should be no more than 45 minutes in length and should allow for 15 minutes of Q&A either during or after the presentation.
- Keep the 2016 Conference and Expo *Superheroes* theme..... "*Marvel at the Opportunities with CAI-NJ*", in mind when titling your presentation.

**Speakers Bureau – A Speakers Bureau application should accompany your proposal if one is not on file with CAI-NJ.**

### **The completed Proposal Submission Form should be sent to:**

Angela Kavanaugh  
Director, Conference & Programs  
Community Associations Institute, New Jersey chapter  
500 Harding Road  
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**Deadline for submission: Friday April 15, 2016. All proposals will be reviewed and individuals/teams will be notified.**