



**2016**  
**CAI-NJ SPEAKER SELECTION**

CAI-NJ committees will propose topics and speakers for seminars and educational programs for consideration by the CAI-NJ Board of Directors. CAI-NJ staff will assist the committees with speaker recommendations by providing a list of speakers registered in the CAI-NJ Speakers Bureau on that particular topic. From time to time, the committee and the Board of Directors may determine that an outside speaker is the best choice for a particular presentation; these individuals need not be registered in the CAI-NJ Speakers Bureau. Similarly, CAVLs selected to present at a CAI-NJ educational program or seminar need not be registered in the CAI-NJ Speakers Bureau; however, they must be members in good standing of the CAI New Jersey chapter.

The committees shall provide their first, second and third choices for each presentation to the Board of Directors for their consideration. This will allow staff to move forward in the scheduling process should a particular speaker selected be unavailable to participate on the given date(s) of the educational program or seminar. CAI-NJ staff will maintain accurate records of opportunities offered to each speaker in addition to each speaker's presentation dates.

Moderators for CAI-NJ seminars and educational programs shall be selected by the CAI-NJ committee responsible for hosting the educational program or seminar. While moderators need not be members of the CAI-NJ Speakers Bureau, they must be members in good standing of the CAI New Jersey chapter at the time of the educational program or seminar. Moderators may not preside at more than one (1) educational program or seminar in a calendar year. Moderators must not be from the same Business Partner member company as any of the speakers presenting at that particular educational program or seminar.

The committee shall use the following criteria when selecting speakers registered in the CAI-NJ Speakers bureau:

1. Speakers must be CAI New Jersey chapter members in good standing.
2. Each Individual Business Partner or an employee of that company, Manager, Management Company, and CAVL members may speak at only one (1) CAI New Jersey chapter educational program or seminar within a calendar year.
3. Only one member of the CAI-NJ Board of Directors may speak at each CAI New Jersey chapter educational program or seminar.
4. Speaker scores and attendee feedback from prior CAI-NJ educational programs and seminars will be part of the selection process.

Speakers must provide their presentation materials to CAI-NJ staff at least two weeks prior to the educational program or seminar to allow for a thorough review of their materials by the committee chair. CAI-NJ reserves the right to reject materials that are inappropriate or irrelevant to the educational program or seminar. In these cases, the committee chair will ask the speaker to remove the inappropriate materials from their presentation prior to the event. Conference & Expo speakers must submit their outlines at least twelve (12) weeks prior to the event to allow for review and subsequent publication in the Conference & Expo issue of *Community Trends*<sup>®</sup>.