

2019 Annual Conference

June 29-30, 2019

Austin, Texas

REEA Request for Proposals Submission Form



People. Purpose. Passion.
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REEA

Contact Information

PRESENTER INFORMATION – Please list additional co-presenters on a separate sheet.

Presenter: _____

Company: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: (____) _____ Office Phone: (____) _____

Website: _____ Email: _____

Please include the following with your submission no later than **January 10, 2019** for consideration:

- Contact Information** – Page 1
- Proposed Presentation** – Page 2
- References** – Page 3
- Instructions for Submission *signed and dated*** – Page 4
- Presentation Outline**
- Attached Resume**
- Short Bio below**

- Include any video links and/or handouts** of your presentation *if available* for review by the REEA RFP Review Committee.
- RFP submission deadline: January 10, 2019**
- RETURN this completed 4 page RFP Submission Form with supporting documents listed above to the REEA Office: Email: Kris@REEA.org | Fax: 520-296-6006**

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Proposed Presentation Title *(please keep short)*: _____

Brief description of your presentation: _____

Who your presentation will target *(check all that apply)*:

- Classroom Instructors: Pre/Post CE/Other _____
 Distance Education Instructors Education Directors Regulators

In 250 words or less, what value would the attendee walk away with after your presentation?

What are the 3 top Primary Learning Objectives of your presentation?

1. _____
2. _____
3. _____

Attached Timed Outline with your RFP *when available*

As a *thank you* and for your valuable contribution to REEA and to real estate education, all chosen presenters/speakers will receive 1 full conference registration fee at a *Special Rate (non-transferrable)* of \$250.00 along with recognition on the REEAConference.com website as well as the Agenda handout. Speaker/Presenter full Conference Registration must be made no later than the early bird deadline of 4/1/19 receive. Any additional fee-based events chosen by a presenter are the responsibility of the presenter prior to the conference.

Please indicate if you are planning to attend the entire REEA Conference Yes No

Print Name: _____

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① Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Course Title Presented: _____

Description of Program: _____

② Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Course Title Presented: _____

Description of Program: _____

③ Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Course Title Presented: _____

Description of Program: _____

Print Name: _____

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Instructions for Submission



For consideration of your program, you must:

- Provide your complete contact information, page 1.
- Submit a separate form for each program proposal.
- Provide a program content outline.
- Provide a 50-75 word program description suitable for inclusion in the conference app.
- Submit a short biography (*1 paragraph*) and your photo in a jpg formats.
- Provide references on page 3 of three (3) recent teaching or speaking engagements you've completed in the last year including references and contact information for each and a video link to your presentation, if available. If this is a new presentation, please indicate so.
- Permit audio recording (*in the event your session is recorded by anyone*) of your program and agree that copies may be available for all conference attendees after the conference, if applicable.
- If your submission is a panel, please let us know on page 2 as specific requirement may be made.

Materials/Handouts:

- If you will be providing attendee handouts, it is your responsibility to bring and provide them for attendees. REEA does not make copies for delivery to attendees.
- By signing this agreement, you are authorizing REEA permission to reproduce material if any delivered to REEA.
- REEA, the Conference Chair and RFP Task Force reserve the right to approve and edit session materials.
- All sessions are scheduled for 60 minutes only; please allow time for questions and answers.

Reminders:

- RFP submissions received by REEA after the deadline date of January 10, 2019 may not be considered.
- As a *thank you* and for your valuable contribution to REEA and to real estate education, all chosen presenters/speakers will receive 1 full conference registration fee at a *Special Rate (non-transferrable)* of \$250.00, along with recognition on the REEAConference.com website as well as the Agenda handout. Speaker/Presenter full Conference Registration must be made no later than the early bird deadline of 4/1/19 or REEA has the right to withdraw presenter/speaker's presentation from the agenda and replace with their choosing. Any additional fee-based events chosen by a presenter are the responsibility of the presenter prior to the conference. Session presenters do not receive an honorarium or reimbursement for travel expenses.
- REEA will not cover the cost of pre or onsite copying of session materials.
- Speakers/Presenters should remember that members attend these sessions for educational purposes. Topics and presentations cannot promote the individual speaker's school, programs or items for sale. While speakers may mention books, articles, tapes or DVDs they have authored or edited, sale of such materials is permitted only in the exhibition hall area by registered exhibitors. Contact your REEA office for exhibitor opportunities.

Equipment:

- If chosen to participate at the Annual Conference, a Speaker Agreement Form will be sent with your confirmation. However, when planning your presentation, there are some important things to consider:
 - ✓ REEA will provide LCD projector, screen, audio patch for house sound in the individual session rooms and microphones when needed.
 - ✓ All other needs will be the responsibility of the speaker.
 - ✓ Limited Internet Access will be available. Please advise if access is necessary for your session.

Print Name: _____ Signature: _____

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