

REEA Vision Beyond Limits Series
September 14, 2020 - December 2020
Virtually via Zoom



REEA Request for Proposals Submission Form

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 along with this RFP for consideration:

- Contact Information** – Page 1
- Proposed Presentation** – Page 2
- Instructions for Submission *signed and dated*** – Page 3
- Presentation Outline, *if available***
- Attach short Bio** (100 words or less)
- Attach your photo in a jpg format**
- Include any video links and/or handouts** of your presentation *if available* for review by the REEA RFP Review Committee.
- RETURN this completed 3 page RFP Submission Form with supporting documents listed above to the REEA Office:** **Email: Kris@REEA.org | Fax: 520-296-6006**

Please be sure all items listed above are attached with your submission.

By Signing Below, Presenter acknowledges that the information on this 3 page RFP form is completed to the best of their knowledge and acknowledges all sections on page 3 of this form.

X _____
Signature of Presenter **Date**

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REEA Request for Proposals Submission Form

RETURN completed 4 page form with supporting documents to Kris@REEA.org or fax to REEA Office at 520-296-6006

When submitting to present a concurrent session for this year's Vision Series, we ask that your presentation be in line with our theme "Vision Beyond Limits". Our goal is to help conference attendees understand that there is no limit to what we can do with real estate education, as well as personal and professional development!

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 if 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 Vision Series registration fee at a *Special Rate (non-transferrable)* of \$199.00 along with recognition on the REEAConference.com website. Speaker/Presenter full Vision Series Registration must be made and paid in full. 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 Vision Series Yes No

Print Name: _____



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 if available.
- Provide a 50-75 word program description suitable for conference website.
- Submit a short biography (*1 paragraph, 100 words or less*) and your photo in a jpg formats.
- If your submission is a panel, please let us know on page 2 as specific requirement may be made.
- We ask that your presentation is in line with our theme “**Vision Beyond Limits**”. Our goal is to help attendees understand that there is no limit what we can do with real estate education, as well as personal and professional development!

Materials/Handouts:

- If you will be providing attendee handouts and or materials, let us know and we will put them in the Zoom chat for all to link to or we can send them after your session is over.
- 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.

REEA will maintain all records including:

- Promotion of the session/class will be a part of REEA’s overall REEA Vision Beyond Limits series.
- All Session/class records of attendance
- Payments for session/class (if applicable)
- Take care of all registrations
- If any course evaluations

Instructor Agrees to:

- Conduct a 60 minute session/class via Zoom.
- REEA will provide handouts to students via Zoom chat if available.
- Instructor understands and agrees that all presentation sessions will be recorded and available for future purchase and will be kept by REEA.
- No Speaker/Instructor will be paid or have their expenses reimbursed by REEA as a result of presenting at the 2020 REEA Vision Beyond Limits series.
- Instructor agrees to provide the following (*if not already received by REEA*) required materials to REEA within 1 week of this signed agreement.
 - Headshot
 - Bio
 - Presentation Objectives and Timed Outline
 - Course Handouts (if applicable)

Set Up/Equipment: Live streaming via Zoom. Instructor understands that all presentation(s) will be held via Zoom and agrees that instructors' personal space will be clean and clear for the optimal visual experience for others. Instructor(s) must provide all needed equipment. For example, webcam, microphone, lighting etc.

Duties/Responsibilities of Instructor:

- During the session, the Instructor will represent REEA with integrity and in a professional manner.
- The Instructor will not discriminate on the basis of race, color, sex, religion, national origin, familial or handicap status.
- The Instructor agrees to follow and implement REEA policies and/or decisions communicated to him/her by the REEA Executive Director.
- The Instructor shall perform such duties as assigned by the REEA Executive Director and/or REEA Executive Committee/Board of Directors if any.
- The Instructor agrees to be prepared for the session/class and arrive in enough time to get set up and test out all technology.
- The Instructor and REEA reserve the right to remove any student who is disruptive or creates a hostile environment.
- REEA authorizes instructor(s) to advertise their presentation for REEA on their website and/or social media for marketing of the session/class to others.

Audio and Video Recording Permission:

- If the instructor wishes to use portions of any recordings, or record the program themselves, for promotional purposes, a request must be made to the REEA Executive Director in advance of presentation.
- Recordings are the property of REEA and may be sold or copied without the Instructor’s authorization.
- REEA will record all sessions for sale for REEA use only.
- Instructor understands that all recordings will be available to the REEA Membership for sale after the presentation and will be held in REEA Members Only.

Independent Contractor: It is understood that the Speaker/Instructor is an independent contractor and not an employee of the REEA and is not entitled to any benefits of an employee. Speaker/Instructor is solely responsible for all employment taxes, workers compensation obligations and the like with regard to the services specified herein.

Recruiting in the Classroom/Zoom: Absolutely no recruiting, nor selling/marketing of products and personal classes are permitted during class time. Instructor/Presenter may refer to their own website.