**EXPO 2021 – Call for Course Applications & Presentation Guidelines  
Deadline: July 1, 2021**

You are cordially invited to submit an application [FOUND HERE](https://northeastfloridacai.wildapricot.org/event-4279286) to teach a course at our upcoming 2021 Education Day & EXPO, to be held on September 9, 2021.

As you know, this is a great opportunity to demonstrate your knowledge and expertise in a specific subject area of interest to managers and board members.

The deadline to submit your application is July 1, 2021.

We anticipate a high turnout as people are anxious to get back out in person. We will follow all COVID safety protocols.

**TYPES OF COURSES**

We plan to offer a variety of CEU courses, approved by the DBPR for managers and Board Member Certifications classes for HOAs and Condominiums. Courses will be offered in breakout rooms, in the morning and the afternoon.

**COURSE TIMES**

We are still finalizing the schedule of exact class times. Each class is 1-hour. Please submit only 1-hour classes and you may submit up to five classes you would be willing to offer.

**REGISTRATION FEES**

Selected course speakers will pay a fee of $300 and also be required to purchase a booth at the EXPO at the member price for $800. (If you are speaker from a company who is also a Chapter Annual Sponsor, your booth is discounted by 50% for Platinum, 25% for Gold, and 10% for Silver.) No payment will be required unless and until your course is selected for inclusion in the program lineup.

**APPLICATION**

Applications are due by July 1 and you can submit it [HERE](https://northeastfloridacai.wildapricot.org/event-4279286). The EXPO Committee will meet to accept classes and notify you of their decision by July 15. At that point, you will have two weeks to get your payment in for your registration fee and booth to confirm your slot.

**SPEAKERS’ POLICY**

Please note we have developed some Speaker Guidelines [FOUND HERE](https://d.docs.live.net/79a45d517d293387/NestCORRECT/CURRENT%20CLIENTS/NEFLCAI/Speakers%202020%20-%20NEFLCAI/NEFL%20CAI%20Speakers%20Bureau.docx). Please let us know if you have any questions about this.

**CAI Suitcasing Policy**

CAI has a no-tolerance policy regarding “suitcasing,” which describes the practice by non-exhibiting companies or individuals of soliciting sales or sales leads on the tradeshow floor, or in the aisles or lobbies.

It is considered bad form to conduct business outside of the classroom. Talking to clients or prospects in or in front of someone else’s booth or someone else’s course is also a violation of CAI policy and will not be tolerated.

**Violators** of these policies will be ejected from the show.