



## CALL FOR PRESENTATIONS

# BOMA/GLA EDUCATIONAL PROGRAMS

The Building Owners and Managers Association of Greater Los Angeles (BOMA/GLA) is now accepting proposals for 2009 educational programs. We invite you to submit a proposal to share your experience and expertise with our members and guests. Please carefully read the information below and complete all sections of the Presentation Application Form.

### REVIEW CRITERIA AND SELECTION PROCESS

Abstracts are reviewed and selected by a committee of volunteer professionals according to specific evaluation criteria. The review criteria include:

- ✍ Originality and timeliness of material
- ✍ Overall quality of content
- ✍ Well-defined focus
- ✍ Practical applications of material to building owners and managers
- ✍ Previous participation in BOMA/GLA programs
- ✍ Evaluations at previous BOMA/GLA or other events (if applicable)

If your proposal is selected, you will be contacted by the BOMA's Director of Public Policy & Education, Martha Cox-Nitikman, to make arrangements to add your presentation to the Programs Calendar. If your proposal is not selected for immediate addition to the Programs Calendar, it will be kept on file one year for possible future use.

### EDUCATIONAL SEMINARS AND WORKSHOPS

BOMA/GLA educational seminars and workshops offer members unique opportunities to understand issues affecting the commercial real estate industry. Through these different forums, members are provided critical information, making them knowledgeable contributors to their organizations.

Seminars and Workshops are most often held in Downtown Los Angeles, although other locations may be considered.

**PRESENTATION APPLICATION FORM**

List all additional presenters on a separate sheet of paper. Be sure to include all of the following information for each; biography, letter of recommendation, and special designations received. Please return entire application and abstract via e-mail to [vmercado@bomagla.org](mailto:vmercado@bomagla.org) and fax signature page to 213-624-1031.

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Website Address:** \_\_\_\_\_

**Narrative Biography (50 words max) – please attach separately.**

Are you currently a BOMA/GLA member?     YES             NO

Have you ever been a speaker at a BOMA/GLA event?     YES     NO    If yes, when? \_\_\_\_\_

**Presentation Information**

**Title of Proposed Presentation:** \_\_\_\_\_

- Length of Presentation (check one):**
- 45 mins (*Industry Workshop*)
  - 2-3 hours (*Seminar*)

- Level of information presented (check only one):**
- Fundamental (0-5 years)
  - Intermediate (6-10 years)
  - Advanced (10+ years)

**Abstract of Presentation (75 words max)** – please type and attach separately. Include why a Commercial Real Estate Professional should attend this presentation and lists any tools or techniques they will be able to take away from the presentation and apply in the workplace. (i.e. “By the end of this session, the attendee will be able to...”). Please keep in mind that we use this information to market the program to our membership so we want to use your abstract as a tool to let them know that this program is one they “Do not want to miss!”

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### References

**Professional References:** Please include the names and phone numbers of two professional references. Commercial Real Estate practitioners who have observed you presenting or consulting on this topic are preferred.

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### Submission Information

**To be considered as a speaker for any format**, you must submit a **completed** Speaker Proposal Form along with a professional biography that outlines your expertise.

#### HOW TO SUBMIT THIS FORM

- (1) **E-Mail** (*preferred*): [vmercado@bomagla.org](mailto:vmercado@bomagla.org)
- (2) **Mail to:** BOMA/GLA  
Attn: Professional Development  
700 S. Flower Street  
Suite 1408  
Los Angeles, CA 90017
- (3) **Fax:** (213) 624-1031  
Attn: Professional Development