

IREM Breakfast Break

A FAST TRACK IREM MEETING TO JUMP START
YOUR DAY IN PROPERTY MANAGEMENT!

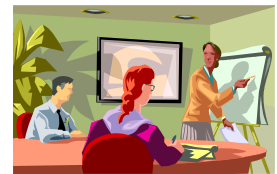
What is a Breakfast Break?



Breakfast Break is a morning meeting addressing specific topics that pertain directly to our Property Management member's professional jobs. IREM Indianapolis Chapter 24 is offering this opportunity to our Friends of IREM to buy breakfast for our members and conduct an educational (not commercial) presentation that informs and educates our members on topical subjects.

We will offer four Breakfast Break opportunities in 2012: Wednesday, February 29th, Wednesday, April 25th, Wednesday, July 25th, and Wednesday, August 29th. These are the months we are not holding our regular luncheons or events so you are not competing against them.

This is the fourth year for this event opportunity, and depending on the subject matter, location, and time of



year, you may expect anywhere from 20 to 70 members in attendance. It has been helpful if presenters allow our members to invite their engineers for education purposes as well.

What Sponsors Provide

- Sponsor will secure, negotiate and contract, with a presentation or event facility to hold the meeting and serve breakfast to attendees. Sponsor will pay for room rental, service, food and any costs associated with presenting the breakfast.
- Sponsor will provide and pay for breakfast (either served or buffet) for each attendee and will include at least some kind of protein, hot and cold beverage, in addition to traditional breakfast fare. Something similar to what you might get at a hotel breakfast offering. Breakfast is to be free to IREM Members and IREM Guests.
- Event registration will start at 7:30 am with presentation starting at 7:45 am with educational material and presentation for no more than one hour and Q & A for 15 minutes. The meeting is to adjourn no later than 9:00 am.
- PowerPoint or any other visual display is recommended and encouraged as well as hand-outs and take home materials pertaining directly to the education subject. Sponsor will pay for the cost of producing said materials.
- Sponsor will independently promote event to IREM Chapter 24 Members.
- Content of presentation is of an educational nature on a specified subject. Direct selling or a "sales pitch" is not acceptable. Company logos may appear on presentation slides and take home materials. A table will be set up to the rear of the facility which can hold promotional materials that attendees can pick up on their way out of the presentation.
- Sponsor will conduct all registration duties and provide contact name and number for registration and to answer questions about the event.

BREAKFAST BREAK CONTACT:

Aimee O'Connor
317-557-1421

AOCon-
nor@corerealtyholdings.com

What IREM Indy Provides



Becoming a Sponsor is a great way to increase networking opportunities!

2012 Breakfast

Break Schedule:

- February
- April
- July
- August

- Chapter 24 will include sponsor's name, subject matter, date and location of meeting in Chapter newsletter calendar listing.
- Chapter will provide a "hotbox" on website with sponsor's name, subject matter, date and location of meeting one month prior to meeting to help promote event.
- Chapter will deliver two mass e-mails to members promoting event. One e-mail to members one month prior to event, and another two weeks prior to event.
- IREM Chapter 24 will provide Excel spreadsheets of member names, addresses for any mailing purposes.
- IREM Chapter 24 IAE will consult with Breakfast Break sponsor on presentation and promotion of event.

How are Sponsors Chosen?

- IREM Chapter 24 will submit a call for presentations and abstracts to present specific Property Management topics (applicable to both Residential and Commercial Property Managers) to all Friends of IREM at the same time.
- All abstracts will be due by January 13, 2012, and no additional abstracts will be considered after that date. Participants will be chosen by January 20, 2012.
- Please elaborate on your topic in your call for presentation abstracts. Please offer your best presentation on topics that are of current interest to our property management professional members.
- The IREM Breakfast Break selection committee will review all presentations and choose the presentations and representatives to provide the education opportunity on each specific topic.

Next Steps

Sponsors provide Education Material for attendees.



Want to become a sponsor? Prepare an abstract regarding your presentation. Email the abstract and any additional information to Aimee O'Connor at AOCConnor@corerealtyholdings.com

Remember—the deadline for the Call for Presentation is January 13, 2012.

All abstracts will be reviewed and the selected sponsor will be notified. The sponsor then can coordinate the additional details with Aimee O'Connor

(date, location, attendees, etc).

Any questions or comments can be directed to Aimee O'Connor 317-557-1421 or

AOCConnor@corerealtyholdings.com