

9 Local Chapters, Saco to Bangor

Maine Real Estate Investors Group

Workshop Proposal

forms & guidelines



Maine Real Estate Investors Group Workshop Proposal Guidelines

Thank you for your interest in speaking or presenting to the Maine Real Estate Investors Group.

Attached are three items: our **Workshop Proposal Form**, our **Membership Benefits Manual** and our **Code of Ethics**.

Workshop Proposal Form.

- While we're aware that some people are great public speakers but are less skilled at organizing their thoughts and presentation in writing, we do ask that you complete our Workshop Proposal form as fully as you possibly can. This helps us determine the right venue for your presentation, and gives us ideas for other topics or workshops you could do.

Membership Benefits Manual.

- The Membership Benefits Manual describes the many positive and exciting benefits of being part of MREIG. We are proud to offer such a wide array of opportunities for you to grow your reputation and your business.

Code of Ethics.

- We expect all speakers/presenters—and all MREIG members—to be people and organizations representing the best of the best in our profession, and to embrace our code of ethics as your own.

Parameters for Speakers:

We invite non-MREIG members to offer workshop & presentation topics for chapter meetings, and if accepted, will gladly have you speak at a single upcoming chapter meeting without asking you to become a MREIG member. (We cannot pay our chapter meeting presenters, but of course, your attendance at that event, and your meal, are both free.)

Individuals or businesses wishing to present at more than one chapter meeting, or interested in offering fee-based workshops, must be MREIG members. (Please see **Membership Benefits Manual**, attached.)

The Maine Real Estate Investors Group is in many respects a blend of trade association and chamber of commerce. Like most such organizations, we are always looking for good quality speakers, but aside from occasional "big name" keynoters, we prefer to use the skills and resources to be found within our membership.

Speaking opportunities include chapter meetings (MREIG has 9 chapters from Saco to Bangor, each meeting monthly excluding July), fee-based workshops, brown bag lunches, site tours with mini-presentations, and teleseminars.

Each of our events receive significant publicity within the MREIG membership, through our mailing list, on our fan page on Facebook, on LinkedIn, MeetUp, our website, and through our memberships in multiple chambers of commerce and trade associations, as well as in press releases to the public media.

We look forward to receiving your proposal!

Maine Real Estate Investors Group (MREIG)

Workshop Proposal

Title: _____

Instructor Name: _____ **Date:** _____

Contact Info:

Cell: _____ / _____ **Home:** _____ / _____ **Office:** _____ / _____

Fax: _____ / _____ **E-Mail:** _____

Street: _____

City/State/Zip: _____

Workshop Time Required:

Brief Presentation (20-30 minutes)

Brown Bag Type Presentation (45-60 minutes)

Half Day Workshop (3 hours)

Full Day Workshop (6 hours)

Other: _____

Workshop Description (Do not begin with “This workshop is about...”. Be creative but matter of fact. Describe in 75-125 words.)

Provide at least 4 bullet points of specific goals/skills to be taken away from this training.
(For example: Participants will be able to “...identify the most common types of mold found in Maine”, “...explain cap rates”, “...describe the ADA requirements for a handicap ramp”).

1. _____
2. _____
3. _____
4. _____
5. _____

Audience (Who is this workshop designed for? What level of skill or sophistication? Examples: Small Apartment Owners, Commercial Realtors, Investors in Warehouse/Manufacturing Space)

Instructor Bio. Please provide information on your skills, abilities and background that makes you suited to teach this class or present this workshop. For example, describe any experience teaching or training and explain your expertise in the subject matter.

Will you need any equipment such as electrical outlets, a projector, screen, wireless internet capability? (Please note that some venues may not be able to accommodate certain equipment requests.)

Will you have handouts or written materials of any kind for the participants? Please describe.

Does this workshop or training qualify for CEUs in any discipline? If Yes, please describe.

Do you have ideas for other workshops we could offer? Please list and provide possible instructor contacts.

1. _____
2. _____
3. _____
4. _____
5. _____

Please return to Linda Snyder, Maine Real Estate Investors Group, P O Box 282, Auburn ME 04212.0282; fax to 207 /784.3950, or scan & e-mail to LSnyder@regroupbiz.com.

Thank You!