



National Association of REALTORS®
430 N Michigan Ave.
Chicago, IL 60611

The **National Association of REALTORS®** is scheduling several NAR Tech Edge events next year and is seeking partnering associations to assist in offering this full day technology conference featuring short, energetic sessions.

These events allow REALTORS® to network and learn about the latest real estate tools and technologies. Technology is changing the way agents do business, and Tech Edge supplies agents with the resources to stay ahead of the competition. The schedule contains short sessions presented by experts from NAR and the local area, and covers a variety of trending technology topics. Attendees register online for a reasonable fee and receive a discount with their NAR membership.

Average event attendance is about 130 agents. Registration is just \$49 for early bird pricing up to one week before the event and \$59 for regular registrations.

Participating REALTOR® Associations must be able to provide the following guarantees and be willing to help with some additional planning:

- An association facility or low-cost alternative with capacity for at least **130 attendees and appropriate space for sponsor tables** outside the event **(required)**
- Provide **Audio/Visual** setup in the event room, including but not limited to projector, screen, speakers, and microphones **(required)**
- Send out at least **2 direct, targeted message campaigns** (email, postcards, etc) to your members promoting the NAR Tech Edge event. Note: NAR will provide posters, copy, and event URL to aid in marketing **(required)**
- Schedule and host at least one e-PRO® Day 1 course in the months before or after the event with a **discounted royalty (required)**
- Secure at least 50% of the 130 event registrations **(required)**
- Recommendation and securing of 2-3 local sponsors **(required)**
- Suggest 2-3 local speakers who can present on trending technology topics **(required)**
- Prepare name badges for final list of event attendees **(required)**
- Assist NAR staff with the setup and check in process the morning of the event

National Association of REALTORS® staff will work on all aspects of the various events and will attend the event on location. These efforts will include the following tasks:

- Securing the emcee and speakers
- Programming and managing the content at the event site at NARTechEdge.com, including location information, speaker biographies, event agenda, sponsor details, registration and more



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- Developing a speaker list and event schedule
- Creating and printing event brochures, posters, and additional marketing materials
- Fill registration bags for each location
- Market to members nationally and regionally
- Coordinate logistics leading up to each event (Orders, check-in, shipping, registrations, etc.)

**If your association would like to be considered as a location for NAR Tech Edge in 2016, please complete the area below. Only a handful of events are offered each year around North America, so please supply as much information as you deem necessary in helping us select locations.*

- Directions:**
- Please type or print.
 - Submitters must be able to comply with association requirements listed above.
 - All completed forms are to be emailed or mailed to address below **by November 1, 2015.**
 - Send completed form to “REBAC - NAR Tech Edge” :
 - Fax:** (312) 329-1624
 - Email:** astinton@realtors.org with subject line “NAR Tech Edge Association Checklist”
 - Mail:** National Association of REALTORS®
Amanda Stinton
430 N. Michigan Avenue
Chicago, IL 60611, USA

*Contact Name:

First Name	Last Name	Title
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*Association Name:

*Address:

Street Address	City	State/Province	Postal code	Country
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*Telephone: ()

*Email Address:

*Assn: Membership
Count:

Available Dates:

I understand that if my association is selected to help host NAR Tech Edge that I will do my part to provide the guarantees listed above. By signing and submitting this agreement, I agree to help secure the necessary space, sponsorships and attendance for the event.

Signature: X