



## ***Professional Speaking Events***

**Professional Speaker:** To qualify as a professional multifamily speaker, applicants must have received compensation for 12 presentations within a complete calendar year. A presentation is defined as a professional multifamily educational program with 10 or more attendees, presented live, on-line webinar, teleconference or consultation training in which you are the lead instructor. Please be sure that verifying documentation include any of the following: contracts, speaker agreements, client reference letters or documents generated as a result of your speaking engagement, type of presentation (live, on-line webinar, teleconference or consultation training in which you are the lead instructor) and number of attendees.

- **No documentation will be accepted that includes any information relating to cost, fees and details of financial agreements or compensation. This information must be omitted prior to submission.**

| Date of Presentation | Client Name | Type Presentation / Number of Attendees |
|----------------------|-------------|---|
| 1. _____             | _____       | _____                                   |
| 2. _____             | _____       | _____                                   |
| 3. _____             | _____       | _____                                   |
| 4. _____             | _____       | _____                                   |
| 5. _____             | _____       | _____                                   |
| 6. _____             | _____       | _____                                   |
| 7. _____             | _____       | _____                                   |
| 8. _____             | _____       | _____                                   |
| 9. _____             | _____       | _____                                   |
| 10. _____            | _____       | _____                                   |
| 11. _____            | _____       | _____                                   |

12. \_\_\_\_\_

### ***Recommendation Letters***

Please include 10 letters of recommendation from meeting planners, managers, or regional managers with reference to your presentation skills or copy of event evaluations. Please be sure these letters confirm their satisfaction with your presentation and the training results, the date of the event and contact information. All recommendation letters must be for events within the last 12 months.

- **No documentation will be accepted that includes any information relating to cost, fees and details of financial agreements or compensation. This information must be omitted prior to submission.**

| Date of Presentation | Client Name | Service Provided: Seminar, Workshop, Keynote |
|----------------------|-------------|--|
| 1. _____             | _____       | _____  |
| 2. _____             | _____       | _____  |
| 3. _____             | _____       | _____  |
| 4. _____             | _____       | _____  |
| 5. _____             | _____       | _____  |
| 6. _____             | _____       | _____  |
| 7. _____             | _____       | _____  |
| 8. _____             | _____       | _____  |
| 9. _____             | _____       | _____  |
| 10. _____            | _____       | _____  |

Use the email recommendation form below to get your recommendations via email from your clients and/or participants.

To utilize these forms

1. Replace the information in "red" with your personal information, cut and paste the form into an email and email the form to your client or participant.
2. NMSA has agreed to use these forms as verification of your recommendations.

3. Once you get the emails back from your participant or client include the form as a part of the NMSA application process.

### **NMSA Recommendation Email for Speaker**

Dear **(NAME OF THE PERSON RECOMMENDING YOU)**

I have applied to become a member of the National Multifamily Speakers Alliance and would appreciate your help. Based on my sessions you have attended in the past 12 months, would you complete the information below and return this fax to me?

Thank You

**NMSA APPLICANT'S NAME**

I have attended a session presented by **NMSA APPLICANT'S NAME** in the past 12 months and was satisfied with **his/her** presentation and the training skills. I would recommend **him/her** to others in the multifamily industry.

I believe **he/she** would make a welcome addition to the National Multifamily Speakers Alliance.

Sincerely,

Date: \_\_\_\_\_

(Print name, title, phone and email)

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

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*(By completing and returning this email you are certifying the information is valid and correct.)*