

# 2024-25 Education Proposals

## Submission Guidelines

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### Be Part of CCI North Alberta's Educational Strategy

At CCI North Alberta, we aim to elevate the condo community in Northern Alberta by offering high-quality educational events. We invite our Business Partner and Professional members, condo industry professionals and content experts, to contribute as highly skilled volunteers.

These volunteers, known as **Knowledge Contributors**, play a vital role in addressing the needs of condo boards, owners, and managers, empowering them to make informed decisions and effectively manage their condominium corporations.

Our Educational Calendar runs from **September to June**, culminating in the Alberta Condo Expo (ACE) conference, typically held in April or May. The **Education Calendar** is developed annually during the summer by our Education Committee.

*For questions or to discuss your ideas or proposal, please complete and submit an [Education Abstract Form](#) and/or email the [Education & Events Coordinator](#) at [education@ccinorthalberta.com](mailto:education@ccinorthalberta.com).*

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### Our Educational Events

We offer a variety of different educational events, including:

- **CCI Core Courses:** Foundational training for condo boards and managers (e.g., *Condo Management 100-300 Series, and Condo Board Basics & Best Practices*).
  - **Expert Panels/Seminars:** In-person, interactive panel discussions featuring industry experts.
  - **INSITE Sessions:** Online presentations offering practical and actionable insights.
  - **Online Q&As:** Moderated expert panel discussions and Q&A sessions that expand upon course content or discuss key topics.
  - **ACE Breakout Sessions:** Conference sessions led by panels of 2-3 experts on specific topics.
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### How You Can Participate

Share your knowledge and expertise as a **Knowledge Contributor** and help educate and empower the Northern Alberta condo community.

**Knowledge Contributor** roles include:

- **INSITE Session Presenter:** Lead an online session on a focused topic.
- **Interactive Expert Panelist:** Share your expertise in in-person, dynamic discussions.

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- **Online Q&A Panelist:** Discuss topics and address real-time questions in a moderated online session.
- **ACE Breakout Session Presenter:** Present at the Alberta Condo Expo (ACE) alongside other industry experts at Western Canada's largest condo industry event.

### Why Volunteer?

Help create valuable learning experiences all while strengthening your professional network.

- **Visibility:** Establish yourself as a trusted expert in the condo industry.
- **Networking:** Build connections with peers and professionals.
- **Community Impact:** Support the capacity development and growth of Northern Alberta's condo community.

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### What We're Looking For

We prioritize content that is **educational, engaging, and practical**, addressing common challenges in the condo industry. Proposals related to your products or services are welcome if they remain **educational, problem-solving, and solution-focused** in nature.

### Strategic Focus Areas:

- **Governance & Management:** Leadership, decision-making, and project management.
- **Finance, Compliance & Risk Management:** Legal responsibilities, financial strategies, and risk mitigation.
- **Property Maintenance & Improvements:** Facility upkeep, upgrades, and environmental concerns.
- **Condo Community Matters:** Conflict resolution, community engagement, and harmonious living.

### Key Considerations:

- **Seasonal Themes & Industry Trends:** Align your topic with timely issues.
- **Audience Relevance:** Address the needs of condo owners, board directors, and managers.
- **Practical Value:** Focus on practical information, strategic insights, and actionable tips, (*avoiding promotional/sales content*).
- Deliver valuable and informative content tailored to condo boards/owners and managers.
- Provide actionable tips, highlight industry trends, and explore practical solutions to common challenges.
- Engage our audience and meet the needs of condo boards, owners, managers, and communities.
- Maintain an educational focus without resembling direct sales pitches.

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For more information, please contact: [info@ccinorthalberta.com](mailto:info@ccinorthalberta.com)

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### Proposal Submission Process

Proposals and [Education Abstract Forms](#) are accepted year-round; however, to have your idea considered by the Education Committee for inclusion in our annual Education Calendar, please submit a completed abstract form before **June 30th**.

Abstracts received outside this timeline will be reviewed on a case-by-case basis. If accepted, they will be scheduled based on educational priorities and availability, which runs from **September to June** and culminates in the **Alberta Condo Expo (ACE)** in spring.

*Please note that submitting a proposal or abstract does not guarantee inclusion in the Education Calendar.*

All proposals are subject to review and approval by the Education Committee, with priority given to members of CCI North Alberta. In some cases, we may collaborate with you to adapt your proposal to better align with our educational priorities or other opportunities.

### What to Include in Your Proposal:

- **Topic/Title:** A clear and concise title.
- **Summary:** Brief overview (1-2 paragraphs) of your topic and its relevance.
- **Learning Outcomes:** Key takeaways for attendees.
- **Target Audience:** Specify who will benefit most from your session.
- **Proposed Format:** Panel, seminar, or Q&A session.
- **Timeline:** Proposed submission and delivery dates.
- **Your Information:** Contact details and a brief summary of your speaking experience and expertise.

### How to Submit:

Complete the [Education Abstract Form](#) and email it our Education & Events Coordinator at [education@ccinorthalberta.com](mailto:education@ccinorthalberta.com).

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## INSITE to CONDOS Magazine

### Advertising Opportunities

For details on advertising in INSITE to CONDOS Magazine, view our [Advertising Guide](#).

## 2024-25 Education Event Proposals

### Submit an Article to our Magazine

To submit an article to INSITE to CONDOS Magazine, view our [Article Submission Guidelines](#) and [Article Abstract Form](#).