

**NAIOP Chapters Diversity, Equity, and Inclusion (DEI) Education Speakers Program
Presented by Trammell Crow Company**

Frequently Asked Questions

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About the Budget

Q: What expenses are eligible for funding?

A: Speaking fees plus applicable travel expenses for speakers on topics that advance diversity, equity, and inclusion are eligible, provided that requests for program approval are submitted at least three weeks in advance of scheduled event. Funds will not be available without prior approval.

Q: Is there a maximum amount of speaker's fees this program will cover?

A: The maximum for an approved speaker's speaking fees for a single-chapter program is \$10,000 USD. Consideration may be given for speaking fees greater than \$10,000 USD dependent upon the total number of host chapters and total size of audience in a single presentation. The chapter may elect to cover difference out of their own budget(s).

Q: Does this program cover speaker's travel expenses?

A: Yes, the chapter can request reimbursement for speaker's applicable travel expenses in addition to speaking fees. This may be above the maximum in speaking fees. Please see related [Travel and Expense Policy](#).

Q: Can the chapter apply for funds to cover other related program or event expenses?

A: The chapter is responsible for all other program and event expenses, such as venue, food and beverage, audio-visual, recording, and materials.

Q: What can the chapter do to offset other program or event expenses?

A: The chapter has discretion to set its own registration rates and solicit additional sponsor(s).

Q: How is the speaker paid?

A: After the program, the chapter can either forward the speaker's invoice to NAIOP Corporate for payment or submit to Corporate a request for reimbursement to the chapter for speaker's fees and approved travel expenses. In advance of the program, the chapter can request payment or reimbursement for an amount equivalent to 50% of the deposit or pre-payment, not to exceed 50% of total speaker's fees. The remaining balance will be paid following completion of the program.

Q: Who is responsible for the speaker's costs if a program or event is canceled?

A: The chapter is responsible for cancellation fees and related speaker's expenses. The chapter should make every effort to reschedule the speaker.

Q: Is there a maximum number of speakers for whom the chapter can receive funds?

A: In one year, the chapter is eligible to receive funding for maximum one (1) speaker.

About the Program Delivery

Q: Does the presentation have to be delivered live and in-person?

A: The chapter can determine the program format that will be most conducive to a successful event. The speaker can deliver the program in various formats in-person or virtually. Examples include, but are not limited to, the following:

- Live speaker event held in-person locally or regionally by one or more chapters.
- Live speaker event held in-person in one location while live-streamed synchronously to multiple chapters, technology- and speaker-permitting, as a virtual presentation.
- Virtual speaker program held synchronously to multiple chapter hub locations where attendees convene in-person.
- All virtual presentation and event.

Q: Is the chapter required to include a facilitated roundtable discussion component to the program or event?

A: The chapter should make every effort to include a period of facilitated breakout discussions in conjunction with the speaker's presentation that allows attendees to reflect and engage in dialogue around the speaker's topic.

Q: Do the roundtable discussions have to be held in-person?

A: Facilitated discussions can be delivered in-person or virtually, such as the following:

- Breakout discussions may be satisfied within the speaker's presentation, at their discretion, or by an additional program segment following the presentation.
- Breakout discussions can be held in-person locally or regionally by one or more chapters, or virtually, irrespective of the format in which the speaker's presentation is delivered.

Q: Who facilitates the roundtable breakout discussions?

A: If roundtable facilitators are needed, whether the breakout discussions are held in conjunction with the presentation or the speaker includes them during the presentation, the chapter is encouraged to recruit volunteer facilitators from Trammell Crow Company and may recruit from its membership. Please contact NAIOP Corporate for help to connect with Trammell Crow Company for volunteers.

Q: Can the presentation focus on training delivered exclusively for the chapter board?

A: This program does not cover training exclusive to chapter board members. It is NAIOP's intent to reach as wide an audience at one time as possible through this program. The chapter should open the program to all members, if not non-members.

Q: Can the presentation be recorded and available for later viewing?

A: It is at the speaker's discretion whether they will allow streaming, recording, or asynchronous delivery of their presentation. This program does not cover any additional fees for recording or access to recordings.

About the Speaker

Q: Does the chapter have to select from a list of pre-approved speakers and topics?

A: No, the chapter can propose and request funding for a speaker and topic it has selected as long as it delivers educational content advancing diversity, equity, and inclusion.

Q: Is there a list of pre-approved speakers and topics available?

A: No, currently there is not a list of pre-approved speakers and topics. NAIOP Corporate will develop a list of speakers endorsed by chapters and program topics as this program progresses.

Q: Who identifies and selects the topic and speaker?

A: The chapter should determine and propose a program topic and speaker to Corporate for pre-approval for funding.

Q: Are approved speakers endorsed by NAIOP Corporate?

A: Approval for funds from this program does not constitute an endorsement of the speaker.

Q: Who contracts with the speaker?

A: The chapter should recruit and contract directly with the speaker.

Q: Who handles logistics, such as audio-visual and travel requirements, with the speaker?

A: The chapter should manage logistics directly with the speaker.

About the Sponsor

Q: How should Corporate program partner, Trammell Crow Company, be recognized and engaged?

A: Trammell Crow Company must be recognized as the primary speaker sponsor in all promotions and everywhere associated with the name of the program, such as “[Title] presented by Trammell Crow Company.” They should have the opportunity to participate in the program, such as introductions or Q&A or roundtable facilitators, as needed. Please contact NAIOP Corporate for help to connect with Trammell Crow Company.

Q: Who coordinates with the Trammell Crow Company volunteers?

A: Either NAIOP Corporate or the chapter can reach out to Trammell Crow Company to recruit volunteers. Once their participation is confirmed, the chapter is responsible for management of the volunteers within their program or event.

Q: Can the chapter recruit and recognize additional sponsors for this program?

A: Yes, the chapter can recruit and recognize other program sponsors. Trammell Crow Company should receive top billing as the program speaker sponsor.

Q: Is the Corporate program partner, Trammell Crow Company, entitled to other sponsor benefits?

A: Trammell Crow Company is not entitled to additional benefits beyond primary speaker and program sponsor recognition, but the chapter is encouraged to extend a reasonable number of complimentary program registration(s) to representatives participating as speakers or facilitators.

**NAIOP Chapters DEI Education Speakers Program
Travel and Expense Policy**

- Speakers *who have been pre-approved by NAIOP Corporate* will be reimbursed for hotel and travel.
- Speakers are approved for one (1) night at standard room rate (including taxes) at event hotel or comparable lodging.
- Airline tickets must be coach fare, non-refundable with a 21-day advance purchase. Tickets within a 21-day window will be reimbursed at the average 21-day fare for that route.
- NAIOP will reimburse for meals and one checked bag. NAIOP does not reimburse for travel insurance, seat or class upgrades, or airfare “add-ons.”
- Speakers driving to the event will be reimbursed mileage at the published IRS reimbursement rate and for all related tolls.
- NAIOP will reimburse for applicable parking fees or standard transportation to/from airports.