

Welcome to the Distinguished Fellows Program!

We are delighted to have your industry knowledge and academic background provide insights to NAIOP members. We believe you will find this program to provide a bridge between academia and the commercial real estate industry. The program is meant to provide a mutually beneficial exchange of ideas on current topics in the industry, and your active participation is an important key to success. **The following Frequently Asked Questions will help introduce you to the program.**

What are the Benefits of the Distinguished Fellows Program?

- Complimentary annual membership to NAIOP
- Complimentary registration at the Development annual meeting (Fall) and National Forums Symposium (Spring)
- Annual travel stipend
- Subscription to *Development Magazine*
- Networking opportunities with those in the industry

What are the Responsibilities of a Distinguished Fellow?

During your term as a Fellow, you are expected to actively participate in NAIOP events and programs and to contribute to NAIOP's educational activities. These activities could include the following:

- Provide overview presentations of your current research, typically to the National Forums and/or NAIOP Board of Directors. *Presentation topics must be relevant to the commercial real estate community. The maximum number of presentations you would be asked to give is three per NAIOP event; if you are willing, you could give four.*
- Serve on a steering committee for research projects for the Association or its Foundation
- Serve on a Corporate Committee
- Provide advice, feedback or information to NAIOP regarding research being conducted in Commercial Real Estate
- Submit an article to *Development Magazine* or publish an article for the NAIOP Web site

What type of presentation is required for the National Forums?

- You will be asked to give a Powerpoint presentation at the Forums Symposium in the Spring and/or the Annual Conference in October. Presentations are limited to 30 minutes (20-minute presentation/10 minute Q&A). Exceptions to this policy are handled on a case-by-case basis.
- Slides should be easy to read from a distance and concise
- Use of extensive statistics and heavy graphics should be limited
- Typically, the number of slides should not exceed 30, and should be sequential. That is, do not use a larger presentation and skip through the extra slides as you present.

Who is my audience for a presentation?

Forums are special-interest groups comprised of approximately 15-25 high-level individuals engaged in development, ownership and financial aspects of commercial real estate. Typically, Forum members have been a member of NAIOP for 10 years or more. Discussions held in Forum meetings are typically proprietary and unique to the Forum's area of interest.

What presentation topics are Forum members interested in?

Program Administrator, Susan Bornt, will provide you with topics of interest to Forum members or you are free to submit a topic within your area of expertise or the scope of the commercial real estate industry. You will need to send an abstract of your topic to Susan who will distribute it to the Forum Chairs to see if it fits the interests of their particular Forum members. Susan will prepare and send you a schedule showing which Forums have requested a topic you submitted.

Presentations are limited to three per NAIOP event (or four, but only if you are willing) and must be relevant to the commercial real estate community.

What if I'm not sure about whether my topics would be a good match?

NAIOP Staff Liaison, Elizabeth Sherrod, is available to discuss your proposed topic and provide guidance on whether it would be a good fit.

May I attend a Forum meeting if not making a presentation?

You may only attend the Forums Symposium if you are presenting to a Forums group(s) and/or attending your assigned Corporate Committee meeting. (The rest of the Symposium meetings are closed to all but Forum members.)

What happens if my academic schedule prohibits attendance from one of the meetings?

We understand that you must balance your academic workload and demands against participation in the Distinguished Fellows program. We will provide the meeting dates for the Development annual meeting and the Forums Symposium meetings well in advance so you may plan accordingly. In the event you are unable to attend one of the meetings during the year, you are expected to attend and make a presentation at the other meeting. Active participation is an important part of the program's overall success. If you are unable to attend either of those meetings, this may be viewed negatively by the Credentialing Committee when your term comes up for renewal.

Note: Extenuating personal circumstances that prevent your attendance will be taken into account as necessary.

How is my Corporate Committee assignment determined?

As a Distinguished Fellow, you will be assigned to a committee based on your area of expertise and interest. Elizabeth Sherrod, NAIOP Staff Liaison, will discuss areas of interest during the orientation process. Committee assignments are for a one-year term and must be approved by the NAIOP Chairman. NAIOP Corporate Committees are:

- Business Development
- Industry Trends Task Force – all new Distinguished Fellows are assigned to the ITTF for their first year term
- Developing Leaders Awards
- Development Magazine Editorial Advisory Board
- Education Committee
- Government Affairs
 - Environment & Infrastructure
 - State and Local
 - Tax and Finance
- Membership and Chapter Relations

For more information about these committees, please visit <http://www.naiop.org/about/committees/index.cfm>

How long is the Appointment Term?

New Distinguished Fellows are appointed for a one-year provisional term. At the end of this year, your appointment will be reviewed for renewal by the Credentialing Committee and the NAIOP Research Foundation Trustees. Appointments are conditional on Fellows maintaining their relationship with their institutions and participation in NAIOP activities.

How will I be notified about my appointment?

You will receive a formal letter from the Executive Director, NAIOP Research Foundation, at the end of the year indicating that your term has been fulfilled or extended. If extended, the new term date is provided.

Is my appointment tied to the Chapter or the University/College?

The NAIOP Research Foundation appoints an *individual* as a Distinguished Fellow. Some prospective Fellows have been nominated by a Chapter; others are not aligned with a Chapter and have been appointed because of a specific area of expertise.

What networking opportunities are available?

The program provides unparalleled access to high-level commercial real estate leaders. As a Distinguished Fellow, you will be invited to special social events at the conferences. While there may be other Distinguished Fellows at these events, you are encouraged to **keep your conversations with fellow academics to a minimum since your role is to engage NAIOP members**. Do not sit together at events, but instead use this opportunity to network with industry leaders. This also applies to keynote and educational sessions and session breaks.

What is the Travel Stipend Reimbursement Policy?

Distinguished Fellows are granted a one-year stipend of up to \$2,500 to reimburse you for qualified travel expenses associated with fulfilling your obligations during the year. The policy is as follows:

- Airline – coach airfare (please book well in advance)
- Parking, taxi or shuttle fares
- If using your personal vehicle for travel, you will be reimbursed at the current IRS rate per mile, currently .51 cents.

Hotel Expenses

- Plan to stay at the hotel where the NAIOP conference is being held.
- Ask for the NAIOP Room Block Rate when making your reservations. If the room block is sold out, we will reimburse your room expenses at another hotel of your choosing, up to the cost of a room at the NAIOP Room Block Rate.
- **Incidentals (i.e., mini-bar items, in-room movies, entrance fees for the health club, Internet connection and the like) are not covered and will not be reimbursed.**

Meal Expenses

- **Meal expenses are not reimbursed. Whenever possible, please attend the meal functions held during the NAIOP Conference.**

Expense Report Form

- After the meeting, you will receive an expense report form from Susan Bornt to complete and submit, along with originals or copies of your receipts, **within 30 days** of the travel to the conference.

Points of Contact:

NAIOP Staff Liaison – Elizabeth Sherrod, (703) 674-1432, sherrod@naiop.org

Elizabeth's responsibilities include:

- welcoming new Distinguished Fellows upon your acceptance into the program
- providing details on responsibilities and participation expectations
- providing assistance with topics of interest to Forums
- providing ongoing dialogue with you regarding program enhancement

Program Administrator – Susan Bornt, (703) 904-7100, bornt@naiop.org

Susan's responsibilities include:

- helping you to register for meetings, scheduling presentations and reimbursing travel.
- tracking participation on one of the Corporate Committees