

# NAIOP Research Foundation Distinguished Fellows Program FAQ

## BENEFITS

### What are the benefits of the Distinguished Fellows program?

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- Complimentary annual membership in NAIOP
- Complimentary registration to the annual CRE Converge Conference (fall) and/or National Forums Symposium (spring)
- A travel stipend to these conferences
- A subscription to Development magazine
- Networking opportunities with industry leaders and other Distinguished Fellows

### What networking opportunities are available?

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The program provides access to CEO-level commercial real estate professionals. As a Distinguished Fellow, you will be invited to special social events at the conferences. Your role at these events is to engage and network with NAIOP members.

## RESPONSIBILITIES

### What are the responsibilities of a Distinguished Fellow?

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

- Participate in a January welcome conference call with all new Distinguished Fellows.
- Attend NAIOP's annual CRE Converge Conference (fall) or Forums Symposium (spring).
- Meet with other Fellows at the spring and/or fall meeting(s).
- Provide overview presentations of your current research, typically to NAIOP's National Forums or Corporate Board of Directors.
- Attend the the Research Foundation's Industry Trends Meeting at the fall and spring conferences
- Provide advice, feedback and/or other information to NAIOP regarding CRE research being conducted by the Research Foundation.
- Write an article for Development magazine and/or the NAIOP Market Share blog
- Participate in your local NAIOP chapter by implementing or supporting a NAIOP University Membership program at your institution, working with your chapter to hold a development contest for students, serving on the chapter board and/or organizing, moderating or speaking at a chapter event.

## **What types of presentations should I prepare for the National Forums?**

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- You will be asked to give a presentation to one or more Forums at the Forums Symposium in the spring or the CRE Converge Conference in the fall. Presentations are limited to 45 minutes (a 30-minute presentation plus a 15-minute Q&A session). Exceptions are made on a case-by-case basis.
- PowerPoint slides should be concise and easy to read from a distance; avoid extensive use of statistics, lengthy tables or complex graphs.
- Presentations should include about 15 to 30 slides.

## **Who is the audience for these presentations?**

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NAIOP's National Forums are special-interest groups comprised of approximately 15 to 25 industry leaders who develop, own and/or invest in commercial real estate. Discussions held in Forum meetings are typically confidential and unique to the Forum's area of interest.

## **What topics are of interest to Forum members?**

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NAIOP will provide you with topics of interest to Forum members. Feel free to submit any topic within your area of expertise that falls within the scope of the commercial real estate industry.

You will be asked to submit an abstract of your proposed presentation topic to the forums administrator, Susan Bornt ([bornt@naiop.org](mailto:bornt@naiop.org)). It will be distributed to the Forum chairs. They, in turn, will determine whether it fits the interests of their particular Forum members. Susan will then send you a schedule indicating which Forums have asked you to present.

## **How many presentations will I be required to give at each meeting?**

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You will be asked to give one to three presentations per NAIOP event. You may give four, if you are willing.

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

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Contact Shawn Moura, Director of Research at [moura@naiop.org](mailto:moura@naiop.org) or (703) 674-1414.

## **What if my academic schedule prohibits attendance at one of the meetings?**

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We understand that you must balance your academic workload and demands against participation in the Distinguished Fellows program. Dates and locations for the Commercial Real Estate Conference and the Forums Symposium are available well in advance of the meetings, so you can plan accordingly. In the event you are unable to attend one of the meetings during a given year, you are expected to attend and make a presentation at the other meeting.

Active participation is an essential part of the program's overall success. If you are unable to attend either of those meetings, the Credentialing Committee will take this into consideration when your term comes up for renewal.

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

## **TRAVEL STIPEND**

### **What is the travel reimbursement policy?**

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Distinguished Fellows are granted a stipend of up to \$1,250 per meeting to reimburse them for qualified travel expenses associated with travel to the CRE Converge Conference or the Forums Symposium.

If you do not attend a meeting you will not receive this stipend in lieu of travel.

You must submit expense receipts after each session. If receipts for hotel, airfare, and ground transportation add up to less than \$1,250 you will be reimbursed for the lesser amount. If the expenses total more than \$1,250 you will be reimbursed up to \$1,250, but no more.

Your stay at a conference generally involves two nights. If you need to stay over for an additional night because you are providing additional support to NAIOP, the Foundation will cover the cost of the room night, above and beyond the \$1,250 limit.

### **What expenses does the stipend cover?**

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The stipend can be applied to the following:

- Coach airfare. (Please book at least four weeks in advance for the most reasonable fares.)
- Parking, taxi and/or shuttle fares.
- Use of a personal vehicle for travel. (You will be reimbursed for mileage at the current IRS rate.)
- Hotel room rate and tax. (Food and incidentals are not covered; see below.)

### **What hotel expenses are covered, and how should I make my hotel reservations?**

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Plan to stay at the NAIOP conference hotel. Ask for the NAIOP Room Block Rate when making your reservations. If the room block is sold out, contact Kathy Jackson and she will provide the name of other nearby hotels. Incidentals (i.e., minibar items, in-room movies, fitness club fees, room service, Internet connection, etc.) will not be reimbursed.

## What about meals?

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Expenses related to meals are not reimbursable. Whenever possible, please attend the meal functions held during the conference.

## How do I submit my reimbursable expenses?

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Shortly after the meeting, Kathy will send you an expense report form. You should complete and submit it along with expense receipts (originals or copies). Please submit these to Kathy **within 30 days** of the conference.

## CONTACTS AND MORE

### Who should I contact if I have additional questions?

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**Shawn Moura, Director of Research (703) 674-1414, [moura@naiop.org](mailto:moura@naiop.org)**

Shawn's responsibilities include:

- Welcoming new Fellows upon acceptance into the program
- Providing details about responsibilities and participation expectations
- Engaging Fellows in NAIOP's research and publishing activities
- Offering assistance with topics of interest to Forums
- Supporting ongoing dialogue with Fellows regarding program enhancement

**Foundation Manager Kathy Jackson, (703) 674-1417, [jackson@naiop.org](mailto:jackson@naiop.org)**

Kathy's responsibilities include:

- Helping Fellows register for meetings
- Reimbursing Fellows for travel expenses