



## Lunch & Learn Presenter Requests for Proposal

One of the benefits of membership will be the opportunity to present one of four educational Lunch & Learns per year covering different topics of interest to our members. The Education Chair is coordinating these sessions and we are looking to you, the experts in the field, for assistance in moving forward. We are only offering this opportunity to BOMA Oklahoma City Associate Members with a hope to provide significant benefits for both the regular members, engineers, and our corporate friends.

Our Lunch & Learn program provides a one-off learning experience held quarterly and will be designed to provide information specific to the management community while also providing these members the opportunity to network and enjoy lunch with their peers. BOMA Oklahoma City recognizes this is a significant undertaking and wants to ensure the presenters receive a return on investment for this service. As such, the organization is offering the following benefits:

- Promotion of session in the weekly e-newsletter
- Individual emails to the Regular Members
- Promotion of the company as presenter of the session in all BOMA Oklahoma City publications and social media postings about the event
- Ability to connect one-on-one with members
- Opportunity to hand out corporate literature before presentation; and
- A copy of the attendee mailing list.

### **Lunch & Learns:**

- **Take place at the venue of your choosing as you are covering the associated costs**
- **Typically occurs on Thursday afternoons, 11:30 – 1:00pm**
- **Audience is an intimate group 5 – 10 attendees**
- **Includes a presentation, audience engagement activity, Q & A portion**

Volunteer presenters may bring business cards and marketing materials to promote their organization, which will be displayed at the check-in table.

Thank you for considering this request. If you have any questions or comments, please contact Tawni Phelan at (405) 608-0682 or [tawni@bomaokc.org](mailto:tawni@bomaokc.org).

## **Proposal Form**

### **I. Primary Contact Information**

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

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

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

### **II: Title/Topic of Lunch & Learn Session:**

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### III: Narrative

Please provide a description for your session. This should identify the basic message of the presentation, its implications for practice and 2 -3 learning objectives for property managers. This will be used on the BOMA OKC website and promotional tools.

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### V: Session Approach (select all that apply)

- Lecture
- Small Group Activity
- Discussion
- Panel
- Other (please describe)

### VI: BOMI International CPD Approval (Optional) – Application Available Upon Request

BOMI International provides education to professionals in the property, facilities, and systems maintenance industries. Completion of BOMI International's education programs leads to attainment of the Real Property Administrator (RPA®), Facilities Management Administrator (FMA®), and/or the Systems Maintenance Administrator (SMA®) designations. To maintain active status of these designations, BOMI International graduates are required to meet a Continuing Professional Development (CPD) requirement every three years. CPD requires BOMI International graduates to complete 18 hours of industry related education every three years. This application has been developed to assist your organization in becoming a provider of these valuable credits