



National Association of REALTORS®  
430 N Michigan Ave.  
Chicago, IL 60611

The **National Association of REALTORS®** is scheduling several NAR Tech Edge events in 2019 and is seeking partnering associations to assist in offering this full-day technology conference featuring short, energetic sessions.

These events allow REALTORS® to network and learn about the latest real estate tools and technologies. Technology is changing the way agents do business, and Tech Edge supplies agents with the resources to stay ahead of the competition. The schedule contains short sessions presented by experts from NAR and the local area, and covers a variety of trending technology topics. Attendees register online for a reasonable fee and receive a discount with their NAR membership.

**Average event attendance is about 130 agents. Registration is just \$49 for early bird pricing up to one week before the event and \$59 for regular registrations.**

Participating REALTOR® Associations must be able to provide the following guarantees and be willing to help with some additional planning:

- An association facility or low-cost alternative with capacity for **at least 130 attendees and appropriate space for sponsor tables** outside the event **(required) Please check one response below.**
  - We have an association facility that will accommodate 130 attendees and sponsors
  - We will find a low-cost alternative venue that will accommodate 130 attendees and sponsors
- Ensure **Audio/Visual** setup in the event room, including but not limited to projector, screen, speakers, and microphones **(required)**
- Send out **at least 2 direct, targeted message campaigns** (email, postcards, etc) to your members promoting the NAR Tech Edge event. Note: NAR will provide posters, copy, and event URL to aid in marketing **(required)**
- Schedule and **host at least one e-PRO® Day two-day course** in the months before or after the event with a **discounted royalty (required)**
- Secure at least 50% of the 130 event registrations **(required)**
- Recommendation and introduction to **at least 2-3 local sponsors (required)**
- Suggest 2-3 local speakers** who can present on trending technology topics **(required)**
- Prepare **name badges** for final list of event attendees **(required)**
- Assist NAR staff with the setup and **check in process** the morning of the event

**National Association of REALTORS®** staff will work on all aspects of the various events and will attend the event on location. These efforts will include the following tasks:

- Securing the emcee and speakers
- Programming and managing the content at the event site at NARTechEdge.com, including location information, speaker biographies, event agenda, sponsor details, registration and more
- Developing a speaker list and event agenda
- Securing necessary food and beverage items
- Creating an informational web page for each event
- Managing member and non-member registrations and rosters
- Creating and printing event brochures, posters, and additional marketing materials
- Fill registration bags for each location
- Market to members nationally and regionally
- Coordinate with location event staff on logistics leading up to each event (Set-up, check-in, shipping, registrations, etc.)

*\*If your association would like to be considered as a location for NAR Tech Edge in 2020, please complete the area below. Only a handful of events are offered each year, so please supply as much information as you deem necessary in helping us select locations.*

- Directions:**
- Submissions must be able to comply with association requirements listed above.
  - Submit form **by August 30, 2019** to [TechEdge@realtors.org](mailto:TechEdge@realtors.org) with subject line "Association Checklist Submission"

\*Primary Contact: \_\_\_\_\_  
First Name Last Name Title

\*Association Name: \_\_\_\_\_

\*Address: \_\_\_\_\_  
Street Address  
City State/Province Postal code Country

\*Telephone: ( ) \_\_\_\_\_

\*Email Address: \_\_\_\_\_

Available Dates: \_\_\_\_\_ \*Assn: Membership Count: \_\_\_\_\_

Venue Recommendation: \_\_\_\_\_

I understand that if my association is selected to help host NAR Tech Edge that I will do my part to provide the guarantees listed above. By signing and submitting this agreement, I agree to help secure the necessary space, sponsorships and attendance for the event.

Signature: X \_\_\_\_\_