



## Certified Commercial Investment Member – New Mexico

### Property Submission Guidelines

It is the CCIM Board's goal to have the Deal Making Sessions completed by 9:00 a.m. In order to achieve this and keep sessions informative while maximizing the number of properties presented, the Board has adopted the following submission guidelines. Please help us follow them.

- Up to 10 properties per session
- 3 minute maximum presentation time
- 6 slide/page maximum per presentation format
- 2.5 minute video is permissible; must be uploaded to YouTube or sent in .mp4, .m4v or .mov format
- Presenter must narrate video; any audio in the video may not be used in place of presentation
- Reservation and submission of slides/pages by the Wednesday prior to the session, no later than 1:00 p.m.

The presentation slots will be filled based on number of submissions received. CCIM Designees will have access to the available slots over non-designees. In order to have a slot assigned to you, we must have your presentation in hand when you submit.

An improving economy means more listings and, subsequently, more presentations; therefore, the deadline of **1:00 p.m. the Wednesday before the Deal Making Session** will be a hard and fast rule, with exceptions made only under the most extraordinary of circumstances.

If you have a property you would like to present, please send your PowerPoint slides, PDFs or video, reserving your spot, to [ccimchapter@carnm.com](mailto:ccimchapter@carnm.com).

### Presentation No Show

If an individual misses a presentation without 24 hour notice or a valid emergency (at the discretion of the President), the individual shall be put on a three meeting probation, with no presentations permitted during the probation. If an individual incurs a second offense, the individual shall be put on a six meeting probation, with no presentations permitted during the probation. The individual may offset the probation by payment of a \$300.00 fine for a first offense or a \$400.00 fine for a second offense.

### Presentation Changes

Unless there are significant changes to a property submission(s), like a price change or status change, *changes to or removal of the slides/presentation will not be allowed*. Any changes to the slides/pages, including the removal of a property from the agenda, requested or made after the submission deadline, will result in a one meeting probation. For each offense that occurs thereafter, the broker will be given another meeting probation or broker may offset the probation by payment of a \$300.00 fine for a first offense and a \$400.00 fine for a second offense.

### Conduct

As a chapter of the CCIM Institute, our objectives include:

- To promote the image and reputation of the Institute, its CCIM designee members and sponsors, and
- To provide a forum for the exchange of information and business development.

CCIM NM/CARNM were founded under the guiding principles of collaboration, cooperation and engagement in our community and encourage their members to share information that is helpful to meeting their clients' needs. Commercial forum meetings are not a venue to provide destructive comments to our members, community, or sponsors.