IAAO is currently seeking conference proposals that reflect innovative, cutting-edge content that stimulates and provokes discussion and audience engagement, and facilitates knowledge transfer and development of new competencies. Submissions are welcome from both seasoned professionals and those new to the profession.

Submission Guidelines

Topic areas are defined by the IAAO Body of Knowledge (BoK). The BoK is a framework for defining the key knowledge, skills, and subskills for the mass appraisal profession. Your submission should relate to one or more of these knowledge areas. Please do not feel limited to the topics listed. Back to basics sessions are requested. Inclusion of the latest in technology is encouraged.

Sessions that provide unique experiences, such as a field trip are encouraged. Post conference survey respondents request that presentations: include real-world examples or case studies, address a specific issue and how to solve it, and identify the intended jurisdiction size (requests are for all jurisdiction sizes—not just large).

Business Partners are encouraged to join their assessing clients in submitting presentations related to best practices. These presentations cannot be sales pitches or commercials.

NEW This Year—MINI MODULES
Let's mix it up! Have you started a new process, workflow, public relations program? Grab two or three of your colleagues and put together a montage of Mini Modules that bring together short, informative sessions. Or submit a short session and we will arrange complimentary topics into one session. Presentations of 15-20 minutes will be packaged together for a multi-faceted learning experience.

Proposal Process & Selection Criteria

Peer Review
Submissions are reviewed by the Conference Committee appointed by the 2024 IAAO President and President-Elect.

Evaluation
All submissions are evaluated on each of the following criteria:

- Overall topic and how it relates to the assessment/appraisal profession
- Three clearly defined learning objectives
- Indication of how attendees will be able to apply information to their daily work
- Program design/interactive learning elements
- Overall quality

Timeline

CALL FOR PRESENTATIONS DEADLINE: January 31, 2023
CONFERENCE INVITATIONS TO PRESENT: March 3, 2023
NEW! FOR STATE CEU APPLICATIONS—ALL PRESENTER BIOGRAPHIES AND A TIMED OUTLINE OF THE PRESENTATION DUE: June 9, 2023
FINAL PRESENTATION (POWERPOINT AND NARRATIVE) DUE: August 4, 2023
CHECK IN: 30 minutes prior to the on-site session (Salt Palace Convention Center)

Not quite ready to make a presentation or have a topic more suitable for a discussion? Submit a topic for a networking hub (roundtable) to garey@iaao.org
**Submission Areas**

**BOK 1. Working with the Legal Framework**
This Knowledge Area includes skills related to the legal basis for assessment and valuation, reassessment and reappraisal cycles, property tax base, exemptions, and taxation.
- USPAP and the assessor
- Aligning office practices with statutes and rules
- Exemptions
- Capping and assessment/tax limitations
- Ownership transfers—wills and trusts
- Recent court decisions and legislative update
- Short term rentals legal impacts
- Highest & best use
- Legal implications of virtual inspections
- How to advocate with state legislators
- Case law research
- Unusual cases and appeals

**BOK 2. Collecting and Maintaining Property Data**
This Knowledge Area includes skills related to managing information necessary to the valuation of property, including ownership, transfers, identification, description, and related data management.
- Cap rate development
- Accurate definition of neighborhoods and market areas
- Are physical inspections obsolete?
- Collecting market rates
- Process to encourage submission of data
- Paper to digital for property data
- Desk top review—harness the power of data resources
- Optimizing data collection & maintenance
- Mobile data collection
- Virtual Inspections
- Resources/tools for collecting market data & trends
- Resources for gathering data—including drones
- Artificial intelligence

**BOK 3. Developing and Managing Cadastral Data**
This Knowledge Area identifies the skills required to effectively develop, manage, implement, and administer a robust Cadastral System, both digital and printed versions.
- The role of GIS in the assessment office
- Data analysis and modeling through mapping
- Value added from GIS data
- Integrating GIS/CAM/A/TAX
- 3-D modeling at the unit level
- Establishing quality control methods
- Utilizing GIS for data visualization
- The role of GIS in property inspection
- Geospatial analysis

**BOK 4. Appraising Property**
This Knowledge Area includes skills related to discovering property, developing and reporting property value, mass appraisal and single property appraisal, using the three approaches to value, land valuation, and value reconciliation, while considering specific property types.
- Housing (affordable, subsidized, assisted living, mobile/manufactured, apartments, etc)
- Minerals—mining, drilling and fracking
- Valuing land in built-out communities
- Modeling
- AVM’s, regression and statistical analysis
- Personal property (machinery & equipment, aircraft, leasehold improvements, etc)
- Telecommunications, cell towers, billboards, lease information
- Agriculture (farmland, hydroponic, crop rates, tourism, apiculture, aquaculture, cattle operations, row crops, etc)
- Identify and analyze relevant general, economic and market data
- Investigating racial disparity
- Modeling how to: cost, sales & income
- Business enterprise value
- How contamination affects value
- COVID impact on valuation and appeals
- Special use or complex properties
  - Power plants
  - Marijuana facilities—growing, processing & dispensing
  - Solar, wind and renewable
  - Warehouses and industrials
  - Storage facilities
  - Technology campuses
  - Water resources / water treatment plants
  - Breweries
  - Short term rentals—Airbnb, Bed & Breakfast
  - Fuel storage facilities
  - Parking structures
  - Pipelines
  - Manufactured home parks / RV parks

**BOK 5. Leading and Managing the Assessment Office**
This Knowledge Area is concerned with assessment administration and includes skills related to leadership and management, such as planning, organizing, directing, and controlling.
- Effective communication skills
- Recruitment / Staffing / Employee Retention
- De-escalation tactics
- Creating safe & inclusive workspace
- Effective position descriptions
- Designation programs
- Multi-generation integration
- Managing and influencing office culture
- Succession planning
- Measuring staff performance
- Developing plans & goals in the assessor’s office
- Work / life balance in a virtual world
- Developing performance metrics
- Leadership vs management
- Budgeting / financial best practices
- RFP development: pitfalls, highlights, wins
- Preparing for the next crisis
- Management best practices
- Developing leadership qualities
- Managing the remote workforce
- Recruitment / staffing / employee retention
- Staff training & development
- Staff motivation and recognition
- Coaching and mentoring
- Interns in the assessor’s office
- Tools and resources for career advancement
- Record keeping best practices

Submit proposals at iaao.org/SLC23
BOK 6. Managing Complaints and Appeals
This Knowledge Area is concerned with inquiries, complaints, and valuation/assessment appeals.
- Analyzing fee appraisals
- Dispute resolution
- Appeal litigation & strategy
- Defending value—single property vs mass
- Using depositions to your advantage
- Virtual / socially distanced hearings
- Expert witness tips and tricks
- Mock trial (interactive)
- Board of Review training
- Pandemic response
- Appeals evidence packets/documentation

BOK 7. Managing Public Relations and Communications
This Knowledge Area focuses on communicating with the public, government stakeholders, and the media.
- Social media influences on the profession
- Social media best practices
- Sharing false information
- Open access to public records (data transparency)
- Web based interaction with property owners/ self service website
- Effective data visualization
- Educate the public on the appeals process
- Diversity, equity and inclusion awareness and education
- How to communicate with your elected officials
- Communicating with other government agencies and partners
- Communication with the media
- Preparing annual reports
- Public appearances / interviews
- Townhalls / community meetings
- Data dashboards (Excel, PowerBI, Shiny, etc)
- Recruitment and outreach (including internships)
- Addressing racial disparity issues
- Community advocacy / betterment
- Advocacy of the profession
- Communications in a virtual world
- Developing, evaluating or updating your public relations plan
- Public relations best practices
- Handling administration transitions

BOK 8. Oversight and Compliance Review
This Knowledge Area deals with the skills necessary for audit, oversight, and compliance reviews at a macro level (i.e., State/Province/National).
- Department of Revenue role in assessment—similarities / differences in various states
- Monitoring the performance of local assessors and property tax officials
- Setting standards and specifications
- Ratio studies
- Horizontal & vertical equity
- Auditing the assessor
- Oversight agencies and their role in the appeal process
- Advocating with the oversight agency
- Assessing and implementing legislative changes

Back to Basics
This knowledge area provides an intro to the skills and knowledge needed to grow as an assessor.
- Assessment Cycle
- Calendar of Events
- Cost Approach Basics (building classification, construction quality, depreciation, interpreting cost manuals)
- Intro to Income Approach
- Sales Comparison (finding & selecting comparables (quality over quantity), determining adjustments from the market, subjective vs. objective judgements)
- Best Practices
- Intro to Unique Property Valuation
- Condo Valuation
- Price Related Bias

Presentations on other topics related to the BOK are also encouraged.

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