

2024 GLOBAL

AMBASSADOR HANDBOOK



May 2024

 **NAR GLOBAL**

TABLE OF CONTENTS

About the Global Ambassador Program	1
Program Overview	2
Global Objectives	3
Global Coordinators	4
Ambassador Association Program	4
Global Alliances Advisory Board	5
Responsibilities of the Global Ambassadors	6
Application	8
For Current Global Ambassadors	9
Important Dates and Deadlines	10
Commitment Agreement	11
Social Media Guidelines	13
Teaching NAR Courses in Assigned Region or Country	14
Travel Grant Policy	15
Global Alliances Travel Grant Application	17
NAR Member Reimbursements	20
NAR Global Ambassador Meeting Report Template	21

ABOUT THIS DOCUMENT

This handbook is designed to serve as an all-in-one reference guide for both REALTORS® interested in becoming a Global Ambassador as well as current Global Ambassadors. The handbook is divided into two parts – About the Global Ambassador Program, which contains everything you need to know about the program as you make your decision to apply for an appointment, and For Global Ambassadors which has information, instructions on forms, and staff’s contact information.

ABOUT THE GLOBAL AMBASSADOR PROGRAM



PROGRAM OVERVIEW

Global Ambassadors (“GAs”) are U.S.-based REALTORS®, appointed by the NAR President to serve as NAR’s ambassadors to real estate professionals and organizations in their assigned group of countries. They help maintain NAR’s relationships with its bilateral partners in these countries. Appointees are generally CIPS designees and, ideally, have experience volunteering at their local or state REALTOR® Association, and have some knowledge of the real estate practice, culture, and language of at least one of their assigned countries. Appointments are made each year prior to the NAR NXT The REALTOR® Experience Conference and run concurrent to the NAR presidential term, with the term beginning at the conclusion of the Conference. For the list of current Global Ambassadors, please see [NAR’s Global Ambassador Directory](#). GAs are members of the NAR Global Alliances Advisory Board.

GAs serve for a term of one year. However, in many cases, it takes longer than one year to develop significant working relationships with international partners. With this in mind, consideration will be given to re-appointment where such action will strengthen and intensify relationships. In most cases, GAs will not serve for more than four terms.

GAs are not empowered to officially represent the views and positions of NAR, except when specifically directed to do so by the NAR President.

Current country groupings are as follows. GAs are assigned to one of these groupings and represent NAR in all of the countries in the grouping.

- Albania, Bulgaria, Greece, Serbia
- Andorra, France
- Argentina, Paraguay, Uruguay
- Australia, New Zealand
- Austria, Germany
- Bahamas, Bermuda, Dominican Republic, Jamaica
- Barbados, Belize, Trinidad & Tobago
- Belgium, Netherlands
- Bolivia, Ecuador, Peru
- Brazil, Chile, Colombia
- Cambodia, Indonesia, Vietnam
- China, Korea, Taiwan
- Costa Rica, Panama, Nicaragua
- Czech Republic, Hungary, Slovak Republic
- Denmark, Finland, Norway, Sweden
- El Salvador, Guatemala, Honduras, Mexico
- Georgia, Moldova, Romania
- Ghana, Nigeria, South Africa
- India, Thailand
- Ireland, UK
- Italy, Portugal, Spain
- Japan, Mongolia
- Latvia, Lithuania, Poland, Ukraine
- Lebanon, Turkey, UAE
- Malaysia, Philippines, Singapore



GLOBAL OBJECTIVES

NAR Global Mission

NAR Global connects our members to an unparalleled network of qualified REALTORS® around the world, provides education to help them work with international clients, and delivers the business tools to help them successfully globalize their business.

We have a bifold focus. In the United States, we help local and state REALTOR® boards build awareness among their members of the global business opportunities within their own market. Outside of the United States, we focus on making real estate markets more accessible, profitable, and ethical for our members to conduct business. To that end, Global Ambassadors play an instrumental role to help maintain and develop NAR's relationships with its bilateral partners around the world.

Specifically, the objectives of the Global Ambassador Program are:

- to promote ethical real estate practices and the REALTOR® network and value through International REALTOR® Membership
- to help NAR's bilateral partners implement best practices utilizing NAR tools, products and services
- to help NAR's bilateral partners understand their partnerships with NAR and to assist them as it relates to the partnership
- to help maximize engagement between NAR and its bilateral partners and to assess their ability and willingness to work with NAR
- to be a resource to NAR's members – both domestic and international.



NAR GLOBAL COORDINATORS

Each GA serves within one of the following regions:

1. North America, Central America, Caribbean
2. South America
3. Asia/Pacific
4. Western Europe
5. Central/Eastern Europe
6. Middle East and Africa

Each region is assigned a Global Coordinator or GC, who oversees and supports the activities of all GAs in his or her region. GCs are also appointed annually by the NAR President. GAs can expect to meet with their respective GCs at NAR meetings and should contact them with specific issues throughout the year.

2024 Global Coordinators

1. North America, Central America, Caribbean: David McCoy, Louisville, KY, david@otimoproperties.com
2. South America: Ileana Bogaert, Marco Island, FL, ileana@BogaertsInternational.com
3. Asia/Pacific: Mark Kitabayashi, Puyallup, WA, mark@windermere.com
4. Western Europe: Christel Silver, Delray Beach, FL, chs@silverhouses.com
5. Central/Eastern Europe: Alina Aeby, San Francisco, CA, alina.aeby@compass.com
6. Middle East and Africa: Ali Memar, Fort Lee, NJ, alirealtor@outlook.com

AMBASSADOR ASSOCIATION PROGRAM

The National Association of REALTORS® maintains relationships with more than **110 real estate associations** in over **75 countries**; those associations are our bilateral partners (also called Cooperating Associations). Part of the bilateral agreement is the understanding that the partner will have a direct connection to NAR through a U.S. state or local association, which we call Ambassador Associations. The intent of the Ambassador Associations is to provide an organization-to-organization contact for our associations to share best practices, ideas, and solutions to common problems with one another, as well as hosting delegations visiting the United States (when applicable).

Interaction between Ambassador Associations and their assigned cooperating associations varies from country to country. NAR Global staff or the Global Ambassador is often the central point of communication to the partner association, especially where language is a barrier. Ambassador Associations may become involved in assisting in the development of organized real estate in a country or in the structure of a country's real estate association. In this case, a particular Ambassador Association staff member or volunteer representative may work closely with the bilateral partner.

Given the range of communication styles and levels of responsibility, and to best serve our bilateral partners, a state or local association must have an active global group (Global Business Council or other) within its structure in order to become an Ambassador Association. In addition, it is important that the Global Ambassador and the Ambassador Association communicate frequently and develop a working relationship. The Ambassador Association should also regularly communicate with the Global Coordinator assigned to the country as well as NAR Global staff.

Not every partner country of NAR is assigned an Ambassador Association. The partnership is assessed based on the need of a partnership as well as the two parties' willingness and ability to participate in the program. For more information about this program and the list of current Ambassador Associations, please visit nar.realtor/global/ambassador-association-program.

GLOBAL ALLIANCES ADVISORY BOARD

The Global Alliances Advisory Board (GAAB) is an advisory board that reports up to the Global Business and Alliances (GBA) Committee. Its purpose is *"To provide guidance in the operation of NAR's Global Networks program."* Global Ambassadors and Global Coordinators are automatically members of the GAAB. The GAAB has two scheduled meetings a year: at the Legislative Meetings and Trade Expo in May and the NAR NXT The REALTOR® Experience Conference (formerly the REALTOR® Conference and Trade Expo) in November. Other special meetings may be scheduled throughout the year, but will most likely be virtual meetings.



RESPONSIBILITIES OF THE GLOBAL AMBASSADORS

1. To the extent that participation in the Cooperating Association's annual meeting or convention can potentially help NAR reach its objectives, the Global Ambassadors are encouraged to attend the events as a representative of NAR.
2. Global Ambassadors should be prepared to share relevant information on their respective countries' real estate industries with interested NAR members. Global Ambassador's contact Information – email address and phone number – will be shared in a directory the NAR website, specifically globalalliances.apps.realtor.
3. Global Ambassadors officially meet twice annually at the REALTORS® Legislative Meetings and Trade Expo and the NAR NXT The REALTOR® Experience Conference. As official appointees of the NAR President, Global Ambassadors are required to serve on and participate in the meetings of the Global Alliances Advisory Board. Global Ambassadors who cannot attend this meeting must request to be excused.

Global Ambassadors are also urged to attend meetings of the Global Business and Alliances Committee, especially at the NAR NXT The REALTOR® Experience Conference when many foreign delegations are present.

4. Global Ambassadors, in conjunction with the Ambassador Association if applicable, host the president, executive officer and/or delegation of the respective international Cooperating Association during the REALTORS® Legislative Meetings and Trade Expo and the NAR NXT The REALTOR® Experience Conference.. This includes but is not limited to:
 - Attending special meetings set up by NAR staff with the leaderships of the Cooperating Association.
 - Participating in events for or organized by the Cooperating Association.
 - Guiding and assisting the Cooperating Association's delegation to relevant meetings and social activities.

Global Ambassadors should contact the Cooperating Association's delegation in advance of their arrival to plan an in-person meeting and go over the Conference agenda. NAR staff will provide Global Ambassadors with periodic lists of Cooperating Association registrants at the convention.

5. Global Ambassadors communicate regularly with the Ambassador Associations assigned to their countries. We encourage the Global Ambassador and the Ambassador Association to each country to work together on programs that help the NAR partner(s) in the country.
6. Global Ambassadors must communicate directly with their respective Global Coordinator, NAR staff, and the Ambassador Association before visiting their countries in order to best utilize resources from across our membership base, associations and bilateral partners.



- 7.** Global Ambassadors are required to submit annual reports documenting activities concerning the Cooperating Association throughout the year. If periodic reports are provided as a result of visits to the international partner country and/or other activities, an annual report may not be necessary.
- 8.** NAR Global Ambassadors may be asked to assist NAR staff in the event of a dispute or problem about a specific Bilateral Agreement or Memorandum of Understanding. This may require special meetings and/or conference calls to agree upon a course of action. Global Ambassadors should be familiar with the terms of the partnerships between NAR and the Cooperating Associations in their countries.
- 9.** Global Ambassadors should communicate regularly with NAR staff and their Global Coordinator throughout the year to discuss relevant aspects of the NAR/Cooperating Association relationship, including association leadership changes, and country real estate market information. Although Global Ambassadors are accountable to the NAR President, generally they communicate with the assigned Global Coordinator, NAR staff who communicate in turn and if necessary, with the Chair of the Global Business and Alliances Committee, the Global Alliances Advisory Board, and the NAR President.

Sample Time Commitment for a Global Ambassador

Time will vary greatly depending on the partnerships and the assigned countries. Please also note that this table does not include time spent on discussions of any topics or issues that may come up during the appointment term.

MONTH	EVENT	HOURS
January	Attend Kickoff/Orientation meetings. Work with GC and NAR Staff to set goals for the coming year and discuss priorities for each assigned country. Note: Goal setting may happen before January.	12 hours – 2.5 days
February	Communicate virtually with Bilateral Partnerships, GC, AA, and NAR Staff.	6 hours
March	Continue communication. Invite Bilateral Partnership leadership to REALTORS® Legislative Meetings & Trade Expo.	6 hours
April	Follow up with Bilateral Partnership leadership to REALTORS® Legislative Meetings & Trade Expo. Send suggested agenda and promotional materials.	6 hours
May	Attend the REALTORS® Legislative Meetings & Trade Expo in Washington, D.C. and necessary post-meeting follow up.	3 – 5 days
June	Participate in Bilateral Partnership's meeting in respective countries or region (generally one visit a year and can fall in any month). Work on pre-trip preparations such as discussing with GC and staff and applying for a grant, post-trip follow ups such as debriefing with GC and staff and compiling a trip report.	1 week
July	Communicate virtually with Bilateral Partnerships, GC, AA, and NAR Staff. Attend a GA webinar or call, if any.	6 hours
August	Work with NAR Staff and GC to invite Bilateral Partnership leadership and general membership to the NAR NXT The REALTOR® Experience Conference in November.	6 hours
September	Send invite reminders to Bilateral Partnership leadership and general membership to the NAR NXT The REALTOR® Experience Conference. Send suggested agenda and promotional materials.	6 hours
October	Work with NAR Staff, GC and AA to help Bilateral Partnerships create their NAR Conference schedule, register for the conference, and connect with other attendees before the conference.	6 hours
November	Attend the NAR NXT The REALTOR® Experience Conference and necessary post-meeting follow up.	3 – 5 days
December	Debrief with Bilateral Partnerships to determine which events were useful and then start to determine goals for next year that will help expand upon issues or trends of interest to Bilateral Partnerships.	3 hours

APPLICATION

**FOR CURRENT GLOBAL
AMBASSADORS**



ANNUAL SCHEDULE OF GAS' REQUIRED ADMINISTRATIVE RESPONSIBILITIES

Dates for some items may vary based on your specific region and goals

WHAT	WHEN	HOW
GA Commitment Agreement form	About 2 weeks after term starts or as specified by NAR staff.	Due by email to NAR staff Karen Williams at kwilliams@nar.realtor
GA Kickoff/Orientation and Goal Setting	NAR staff hosts this webinar or in-person meeting typically in January.	NAR staff will send the announcement and other details.
GA Goals	Due to GC and NAR staff by January 31 or as specified by NAR staff.	Final goals due by email to Karen Williams at kwilliams@nar.realtor
GA Grant Application	The general schedule is shown below, however, timing may change during the pandemic. NAR staff will be in communication regarding deadlines and policy. <ul style="list-style-type: none"> For meetings between January 1 and March 31, applications are due on December 1 of the previous year. For meetings between April 1 and June 30, applications are due on March 1. For meetings between July 1 and September 30, applications are due on June 1. For meetings between October 1 and December 31, applications are due on September 1. 	Due by email to Karen Williams at kwilliams@nar.realtor
GA Meeting Report	30 days after the last day of the GA meeting visit. GA must debrief with GC and staff executive before filling out the form.	Due by email to Karen Williams kwilliams@nar.realtor
NAR'S Legislative Meetings and Trade Expo	May. See dates on legislative.realtor .	GAs' attendance is required at the Global Alliances Advisory Board Meeting at the NAR's Legislative Meetings and Trade Expo as members of the advisory board. If unable to attend, the GAs must send an email to Karen Williams at kwilliams@nar.realtor
Reappointment Request (if you wish to be considered for a reappointment in the following year)	Same time frame as the general GA application.	GAs must fill out the application form sent by NAR staff by the deadline specified in the announcement
NAR NXT The REALTOR®	November. See dates here: nar.next.realtor	GAs' attendance is required at the Global Alliances Advisory Board Meeting at the NAR NXT as members of the advisory board. If unable to attend, the GAs must send an email to Karen Williams at kwilliams@nar.realtor

COMMITMENT AGREEMENT

NAR Global Ambassadors: required duties and obligations

In consideration of the opportunity to serve as an NAR Global Ambassador, and to receive any and all benefits which result from this endeavor, including without limitation, recognition of Global Ambassador's participation therein, opportunities for Global Ambassador to interact with colleagues in foreign markets, and any travel reimbursements for which Global Ambassador qualifies, the undersigned Global Ambassador agrees and commits to the following:

Please initial each of the points and sign below.

Return form by the date specified by staff to kwilliams@nar.realtor.

1. ____ To attend REALTORS® Legislative Meetings & Trade Expo, and the NAR NXT The REALTOR® Experience Conference, and participate in all events pertinent to Global Ambassadors, including without limitation the meetings of the Global Alliances Advisory Board.
2. ____ To host the delegation from your assigned Bilateral Partner at NAR's conferences, and to facilitate their participation at the meetings and social events to which they are invited.
3. ____ To communicate regularly with your Bilateral Partners and to inform their representatives, your Global Coordinator and NAR staff of news, updates and problems, and to offer assistance in a timely manner.
4. ____ To be familiar with the terms of any agreements between NAR and your Bilateral Partners and to assist NAR's staff with disputes or problems that involve your Cooperating Associations.
5. ____ To the extent that participation in the Bilateral Partner's annual meeting or convention can potentially help NAR reach its objectives, the Global Ambassadors are encouraged to attend these events as a representative of NAR, and to promote International REALTOR® Membership, promote NAR courses, certifications and designations, and encourage participation by foreign delegates in the NAR NXT The REALTOR® Experience Conference.
6. ____ To assist, as appropriate, U.S.-based members who seek to establish business relationships by introducing them to appropriate contacts affiliated with the Bilateral Partners.
7. ____ To provide Global Coordinator and/or NAR staff with quarterly reports outlining relevant activities and policies, including relationships, assistance in trade missions and member business opportunities, as well as any communication with Bilateral Partner representatives and members from assigned countries.
8. ____ To submit a report to the Global Coordinator and NAR staff following any official visit to your assigned country. A report template will be provided.
9. ____ To assist NAR, as needed, in gathering information on your Bilateral Partners and the real estate markets and business practices in your countries, and in implementing the Bilateral Agreement between NAR and the respective Bilateral Partner, as requested by NAR.

10. ____ To allow your email address, mailing address and phone number to be accessible to the general public through the Global Ambassador's Directory located on NAR's website at: nar.realtor/intlnet.nsf/SearchPL?OpenForm.
11. ____ To review the Global Ambassador Handbook in its entirety, and to accept all relevant policies and guidelines.
12. ____ To at all times conduct yourself in a professional and ethical manner, and to not engage in any behavior or speech that is defamatory, obscene, hateful, unlawful or otherwise inappropriate, including without limitation any behavior or speech that constitutes harassment or discrimination based on race, sex, religion, age, national origin, disability.
13. ____ To immediately disclose any situation that arises in connection with your role as Global Ambassador that actually or reasonably could present or be perceived to be a conflict of interest. While it is understood that you may have active cross-border business or that as a result of your role, opportunities may arise to develop business in your assigned country that is outside of your role as Global Ambassador, a conflict of interest occurs when you are in a position to financially profit or otherwise personally benefit directly or indirectly because of your role as Global Ambassador. Examples of such conflicts of interest include, but are not limited to, efforts to market properties or seek listings in your assigned country, to seek or promote a specific investment, joint venture or business relationship, efforts to seek or promote teaching or writing opportunities other than those owned or sponsored by NAR, consulting arrangements with a Bilateral Partner or conducting non-NAR related business while traveling on a NAR travel grant. You must immediately report all actual or potential conflicts of interest to NAR staff. Once you have reported the situation, NAR staff will determine whether the situation presented poses a prohibited conflict of interest. Failure to comply with this paragraph may result in suspension or removal from your position as Global Ambassador.

Understanding the importance of global interactions on the real estate industry and the shared goals of REALTORS®, and acknowledging that NAR shall have the right to terminate the Global Ambassador's service as a Global Ambassador at any time for any or no reason, the undersigned Global Ambassador hereby agrees and commits to meeting the requirements stated above.

For Countries: _____

Global Ambassador Signature: _____

Print Name: _____

Date: _____

SOCIAL MEDIA GUIDELINES FOR GLOBAL AMBASSADORS

The National Association of REALTORS® (NAR) respects your right to interact and communicate using the Internet. In order to protect NAR from the posting of comments and information that may be harmful to its reputation, NAR has developed the following guidelines. For the purpose of these guidelines, “engaging in social media” means posting or uploading content to all types of interactive electronic communications including but not limited to websites, blogs, social networks, discussion boards and Internet Forums.

1. Posted content

When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to the Association or to any third party that has disclosed information to us. Please keep in mind that when engaging in social media, you are more likely to achieve your goals if you are constructive and respectful. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable. NAR respects your right under applicable federal, state, and local laws to communicate with others about the terms and conditions of your appointment. In communicating via electronic or other means, please make it clear to the readers that the views expressed are yours alone and that statements, opinions, and beliefs do not reflect the views of the Association.

2. Privacy Settings

Please remember that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites may change their current default privacy settings and other functions. It is important to understand the rules of the social media site being utilized.

3. Acceptable Use and Monitoring of Electronic Activities

NAR reserves the right to monitor social media channels and platforms of NAR representatives to protect the Association and its members.

4. Anti-Discrimination and Anti-Harassment Policies

NAR’s anti-discrimination and anti-harassment policies, including NAR’s policies on reporting perceived harassment or discrimination, may apply to statements that NAR representatives make or receive over social media.



TEACHING NAR COURSES IN ASSIGNED COUNTRY OR REGION

If you are asked to teach an NAR course in your assigned country or region, please be aware of the following:

- 1. Teaching for a fee:** You may teach an NAR course within your assigned country or region, and accept an instructor's fee. However, NAR will not reimburse you for any expenses during the trip. All arrangements for instructor fees or travel-related reimbursements must be made directly with the host organization. While you may still work towards your Global Ambassador/Coordinator goals during the trip, it is not required. In all instances, please provide NAR's Manager of Governance and Global Volunteer Services with advance notice of your teaching arrangement before your trip.
- 2. Waiver of instructor's fee:** While you are not required, or expected to waive your instructor's fee, you may teach an NAR course free of charge as a way of helping to promote education and relations in your assigned country or region. Provided you will also be working towards achieving your GA/GC goals during the trip, Global Ambassadors may still apply and receive a GA grant, and Global Coordinators may use their annual budget in connection with such trip. Please provide NAR's Manager of Governance and Global Volunteer Services with advance notice of your teaching arrangement before your trip.



TRAVEL GRANT POLICY

The objective of the National Association of REALTORS® Global Travel Grants program is to equitably provide reimbursement to GA who travel abroad to represent NAR.

The travel grants provide **partial** support for travel and subsistence for a meeting or conference in the applicant's assigned countries. Grants cannot be provided for travel to regional real estate conferences and meetings in countries other than those assigned (unless otherwise approved in advance) or for domestic travel to NAR meetings (including the NAR Legislative Meetings and Expo in May and the NAR NXT The REALTOR® Experience Conference in November) or for hosting visiting delegations.

Grant amounts are approved by a review committee before the trip. Reimbursements are issued after the trip and upon receipt of the GA's expense report and meeting report, up to the approved amount. Applicants must complete a meeting report and expense report within 30 days of return (see the next section for reimbursement policy).

Requests for full funding are rarely granted, so applicants must be prepared to cover a percentage of their foreign travel through other means. Grant award amounts will be determined based on resources and will be prioritized by the leadership of the Global Alliances Advisory Board and the Global Business and Alliances Committee.

Grant Award Criteria and Priorities: Travel grants will be prioritized based on the applicants' support of NAR Global's objectives. Every applicant, regardless of prior experience, is strongly encouraged to review his or her application with his/her GC prior to submitting it.

Eligibility: Applicants must be current GAs. Partial travel support from the applicant's local/state association of REALTORS® or from other sources does not make the applicant ineligible but must be disclosed.

Application Deadlines: Generally, there are four grant periods each year. However, during the COVID pandemic, the schedule may be different. NAR staff will be in contact with the GAs to notify them of the new schedule.

- For meetings between January 1 and March 31, applications are due on *December 1* of the previous year.
- For meetings between April 1 and June 30, applications are due on *March 1*.
- For meetings between July 1 and September 30, applications are due on *June 1*.
- For meetings between October 1 and December 31, applications are due on *September 1*.

The deadline is for receipt date. Applications will be reviewed within two weeks of each Travel Grant Deadline. Priority will be given to grant applications that advance the global objectives of NAR.

Send a complete copy of the application materials to Karen Williams at kwilliams@nar.realtor

To receive reimbursement, travel must be pre-approved by the Grant Review Committee (consists of the Chairs and Vice Chairs of the Global Alliances Advisory Board and the Global Business and Alliances Committee), and be confirmed by NAR staff. Following travel, grant recipients must submit a meeting report.

If grant recipients fail to request approval prior to traveling abroad on behalf of NAR and/or submit a meeting report within 30 days of the trip, there is no guarantee that expense reimbursements will be processed. The expense refund procedure is now fully electronic: all documents are scanned by the GA, including receipts. We strongly urge you to conserve original receipts, especially those for expenses exceeding US \$75.00. See NAR member travel policy for complete details.



GLOBAL ALLIANCES TRAVEL GRANT APPLICATION

Request for Approval for Official National Association of REALTORS® Business-Related International Travel. Please e-mail completed document or send questions to Karen Williams at kwilliams@nar.realtor. Please do not use abbreviations on this form.

Full Name: _____

Global Ambassador to: _____

Departure airport in the US: _____

Arrival airport in your assigned country: _____

Name of event to be attended: _____
(specify if Annual General Meeting, Conference, Installation, Regional Event, Other Event, or standalone visit)

Brief description of event: _____

Dates of Event: _____

Requested Grant Amount: _____
(application will not be considered without a detailed budget):

CATEGORY	COST		TOTAL	NOTES (PLEASE BE SPECIFIC)
Air Fare	\$ _____		\$ _____	
Hotel	\$ _____ /night	_____ nights	\$ _____	
Meals	\$ _____ /day	_____ days	\$ _____	
In-country Travel	\$ _____ /day	_____ days	\$ _____	
Airport Parking	\$ _____ /day	_____ days	\$ _____	
Miscellaneous	\$ _____		\$ _____	

Any other travel funding amount (for example, funding by local association or other) that you will receive for this trip, or have received in the last twelve months.

Description of your role at this event as well as any planned presentation(s) at the event. Please indicate how your participation helps you reach your GA goals:

If you are a seasoned GA (2 or more years in the appointment), did you travel to any of your countries in previous years or participated in an online event organized by or involving the partner(s) in this country? If so, what was the purpose of your trip(s)/online presentation? What were the successes and challenges?

Please state the annual goal(s) of your countries that you had established with your GC, Bilateral Partner and staff contact:

Please clearly list 3 trip goals, which are not necessarily your annual goals, for this trip and how they 1) help you achieve your annual goals during this appointment and 2) benefit the NAR international network and promote business development between NAR and the Bilateral Partner in the long run.

Description of any non-NAR business to be conducted while traveling:

Have you contacted relevant stakeholders (ex., Global Coordinator, Ambassador Associations, past ambassadors, NAR staff) for background, advice, and/or coordination in conjunction with this visit? Yes No

I certify that this travel and all expenses claimed will be incurred on official business on behalf of the National Association of REALTORS®. I understand that I will not be reimbursed for my expenses until I have submitted a complete field report on my trip.

Signed: _____ Date: _____

Full Name: _____

NAR MEMBER REIMBURSEMENTS

Instructions

1. Access the NAR Member Expense Report via nar.realtor/membership/nar-member-travel-policy-and-expense-report or visit nar.realtor and type “Member Expense Report” in the search box.
2. Complete the form online. Ensure the sections highlighted in red are completed.
3. Complete and sign the form and send it along with required receipts (airfare, hotel, and any other expense \$75 or more) in one PDF file to expenses@realtors.org and CC kwilliams@nar.realtor.
4. If you have questions regarding covered expenses for a specific meeting, please contact Supap Jitta at kwilliams@nar.realtor or **(312) 329-8238**.
5. If you have questions regarding the completion of an expense report or the member travel policy, please contact Candace Bodnar, Senior Finance Representative at **(312) 329-8824**.



NAR GLOBAL AMBASSADOR INTERNATIONAL MEETING REPORT TEMPLATE

Please e-mail completed forms to Karen Williams at kwilliams@nar.realtor. Meeting reports must be submitted either before or with your member expense report, but in separate files.

1. Name: _____

2. Assigned Countries: _____

3. Countries visited and date of visit(s): _____

4. Grant amount received from NAR: \$ _____

5. Cooperating Association(s) visited:

6. Was other NAR Leadership in attendance? NAR staff?

7. What were the goals of the meeting prior to departure? What potential deliverables could be identified prior to departure?

8. Who did you meet with and what was the format of the meetings? Were you a featured speaker? If so, what was the topic of your presentation?

9. At the meeting's conclusion, which goals and deliverables were achieved and which were not? For those that were not, what were the obstacles?

10. What follow up to the meeting will be carried out?

11. What are your observations during this meeting with regard to real estate conditions and general economic conditions in these countries?

12. How are NAR's products and services perceived by real estate brokers and agents in the country or countries you visited?

13. Other highlights or information?

14. Please provide a high-level summary of your visit and/or NAR's partnerships with the Bilateral Partners for NAR Leadership. For example, executive staff change, new or renewed IRM agreements, etc.

15. Is there any detailed information, as it pertains to the Bilateral Partners' partnerships with NAR, that NAR staff should be aware of? For example, a difficulty arranging the meeting, specific questions about NAR programs, etc.

430 N. Michigan Ave
Chicago, IL 60611-4087

nar.realtor/global