

NAREIM Dialogues: Participation Agreement

Each year, NAREIM produces two issues of the NAREIM Dialogues magazine, published and distributed in association with IREI. NAREIM members and underwriting members are invited to submit thought leadership articles for publication. Please find below some helpful notes and the terms of our collaboration.

PREPARATION

1. Provide a short outline of your article idea to Zoe Hughes, NAREIM CEO and Wanching Leong of Concept Journalism (NAREIM's freelance editorial director) on or before the deadline for outlines. Outlines can be a few paragraphs or bullets, but should provide us with a clear idea of the article's angle, key arguments you will be making, and format.
2. Discuss the contents of your article with us before you begin writing. (Should we explain why? This helps us ensure we are on the same page and helps us as we plan the whole magazine.)
3. Endeavor to provide us with the first draft of your article on or before the final article submission deadline. Let us know if there may be a material delay in its delivery.
4. Keep the article to around 1,500 words.
5. Ensure that any legal, PR and compliance checks required by you and/or your organization will be undertaken before submitting the draft to us.

PRODUCTION

6. NAREIM will edit your complete draft for content, language and readability.
7. As a contributor, you will get to review your article and make further changes up to a total of three times.
8. NAREIM reserves the right to decide on, upon consultation with you, the final version of your article.
9. NAREIM will engage a professional designer to design your article according to Dialogues style.

FINAL PRODUCT

10. The digital and print publication date for Dialogues will be communicated by Zoe Hughes and Wanching Leong upon request for article ideas. The digital and print magazines are distributed to IREI 7,000-plus subscriber base.
11. NAREIM will endeavor to provide an embargoed PDF copy of your article and the magazine at least one week before the publication date. NAREIM asks that you only release the copy on or after the publication date.
12. You are free to use the PDF provided for your marketing purposes on any platform of your choosing.
13. Should you choose to republished the article, we ask that you include the following: "This article was first published in the [Spring/Fall YYYY (insert as appropriate)] issue of NAREIM Dialogues magazine."

NAREIM MARKETING

14. NAREIM will post the magazine and individual articles to its website.
15. NAREIM may also promote the magazine and articles on various platforms, including NAREIM meetings, NAREIM newsletters and on social media such as LinkedIn.

RIGHTS

16. You acknowledge and agree that NAREIM, at its discretion, may use the article, including its title and contents, for its own marketing and informational purposes. This may include print and/or electronic media.
17. You acknowledge and agree that no other party shall be entitled to reproduce or use the article in any format without NAREIM's prior written consent.
18. To acknowledge that to the best of your knowledge, your article is original to you and is not defamatory or infringes on the rights of any third party.
19. NAREIM will not make any payment to you or anyone on your behalf for your contribution of this article or its marketing of Dialogues.
20. In your part as a contributor to Dialogues, you will be an independent contractor and nothing in this agreement shall render you an employee, worker, agent or partner of us and you shall not hold yourself out as such.
21. In submitting an article for consideration for publication in the NAREIM Dialogues magazine, you agree to abide by the Participation Guidelines.

We look forward to working with you and making your article and Dialogues a success.

Zoe Hughes

CEO, NAREIM