REQUEST FOR PROPOSALS – SPEAKER GUIDELINES

The QUAD Conference is the ideation of AIA Connecticut, AIA New Jersey, AIA New York State, and AIA Pennsylvania. Each of our states are unique and struggle with the balance between large urban centers and the most remote corners of our states. We are looking for proposals that embrace high quality design and inclusion – and can be applied across socioeconomic or regional boundaries.

As architects and creators of the built environment, we have opportunities to be reflective of the communities we presently live in and be designers of the future. Whether we practice in a rural part of the country or a big city, our responsibility to the built environment does not waiver. The QUAD State Conference will bring together architects and other professionals willing to share their knowledge.

Programs must address common challenges and common opportunities, and illustrate how **Q**uality **U**nites **A**rchitectural **D**esign.

Please return proposals no later than Monday, May 1, 2017 for consideration. Proposals will be reviewed by the 2017 Conference Program Jury.

Thank you for taking the time to make your submission to be a part of the 2017 QUAD State Conference.

If you have questions on the guidelines or the submission process, please contact Cara Longobardi at clongobardi@aianys.org or call 518-449-3334.

TIMELINE

Monday, May 15th	Proposals to be received by 11:59 pm
Wednesday, May 24th	Jury meets by conference call to select programs
Friday, May 26th	Program contacts are notified by email of their selection
Friday, June 2nd	Speaker & program confirmation, quality assurance forms and speaker bios are returned
Wednesday, October 18th	PowerPoint presentations, speaker/moderator introductions, handouts in PDF form and audio visual requests are due

Please review guidelines for handouts. *All materials are to be in black and white, no more than 5 pages for 90 minute sessions and 15 pages for 180 minute workshops.*

PowerPoint presentations and handouts must be in compliance with AIA CES Guidelines.

AIA New Jersey   AIA Connecticut   AIA New York State   AIA Pennsylvania

PRESENTATION FORMATS

Conference seminars are one and a half (1½) hours and three (3) hours. The audience will range from 40 – 100 participants, with high levels of expertise. Your proposal should clearly describe your presentation format and the experience level of the intended audience. Interaction is very important and is one criterion for selection. To promote maximum audience participation, **the number of actual presenters in a session will be limited to no more than two. Panel discussions will be limited to no more than three presenters plus a moderator.** Each speaker and/or panel member must be listed separately with all contact information provided. The Quad State Conference is looking for interactive programs that are learner based.

Before submitting your proposal, please make sure you are familiar with the Speaker Guidelines that are in accordance with AIA Quality Assurance Policies.

SEMINAR MATERIALS

AIANYS, AIACT, AIANJ and AIAPA will retain a complete set of materials (including PowerPoint presentations, handouts and a list of samples on file for each seminar in order to meet The American Institute of Architects mandates.)

Seminar and workshop presenters will be required to submit a master copy of their visual presentation materials in electronic format for CES review. These materials are held for audit purposes only.

Please do not submit seminar materials as part of your proposal.

CONTINING EDUCATION SUBMITTALS

Once selected, AIANYS, on behalf of AIACT, AIANJ and AIAPA, will submit your program to The American Institute of Architects CES. This is being facilitated in this manner in order to insure that the appropriate LUs and HSW credits are within AIA and state mandatory education guidelines and to avoid any possible confusion of credit.

FUNDING AND SPEAKER EXPENSES

Hotel and Travel Information

Speakers are responsible for securing and paying for their own lodging and travel. The Quad State Conference has reserved a block of rooms at Renaissance Albany Hotel at $169/night and the Albany Hilton at $149/night. Please be sure to mention the 2017 AIA Conference when making your reservation.

Speakers are invited to attend complimentary programs scheduled on the day of their presentation only. Should you wish to attend additional days or evening events or tours, you will be responsible for the applicable registration fee(s).

Should this be a matter for the AIA Quad State Conference Committee, please indicate at the end of your proposal if an honorarium and/or travel reimbursement is requested for your presentation and what those requirements are in order to present your session.

EVALUATIONS

Session evaluations are the final step in the program design and delivery process. Following are the evaluation criteria that will be implemented in 2017.

- Content matched published description
- Learning objectives were clearly stated and met
- Visual aids were effective in the presentation

- Handouts were effective and added value
- Program fulfilled attendees' expectations
- Topic is of value to me (the participant)

FORMATTING YOUR SUBMISSION

Programs must be submitted electronically via our submission software in order to be considered. The only exception will be identified General Session speakers, selected by the AIA QUAD States jury.

1. **Program Title**
   Provide a benefits oriented title for your presentation. (up to 64 Characters)

2. **Program Description**
   In 200 words or less, in complete sentences, describe your program/presentation and how it relates to the focus you selected. Be very specific about what participants will learn or how they will benefit from your session. In your description, please answer the following: What is new and unique about this program? Why would architects want to attend this session?

   If selected, your program description will be used in the conference materials to promote your session.

   If you have conducted the program before, please indicate for whom, when and where. Please indicate and provide contact person you worked with in scheduling the session along with the program evaluation, if available.

2a. **Program Interaction**
   Please describe how this session will be interactive, e.g. case studies, problem solving, self-assessment, etc.

2b. **Course Directory Areas:** *Needed for AIA CES continuing education submittal*
   Select one of the course directory areas indicated for your presentation:

   - *Building Science & Performance* – Focuses on the systems integration, materials and methods, operations and metrics of a viable building, community or region.
   - *Design and Design Services* – Includes planning a project, either new or existing, from concept design through design development and documentation.
   - *Legal*
   - *Materials & Methods*
   - *Other*
   - *Practice* – Includes running a business and professional environment/project within firms, corporations, government agencies and other organizations. This area includes leadership development.
   - *Project Management*
   - *Project Types*
   - *Sustainable Design*

2c. <u>Course Content Area:</u> *We are looking for topics that address the following area*

- *Research Based Design*
- *Evidence Based Design*
- *Building Information Modeling*
- *Digital Fabrication*
- *Sustainable Design*
- *Energy Modeling*
- *Resilient Design*
- *Contracts for expanded scope of services*
- *Insurance for expanded scope of services*

- *Accessible Design*
- *Generative Design*
- *Biomimicry*
- *Software Development*
- *Prefabricated Design*
- *Architect as Developer*
- *Architect as Construction Manager*
- *Design Workshops*
- *Other topics as they relate to the theme*

3. **Program Scheduling**

Please indicate program length and class size limitation if applicable. Programs are scheduled as 90 or 180 minute time slots. 180-minute time slots will have a 15-minute break at the 90-minute point. This does not count as part of the LUs.

4. **Learning Units/Hours**

Learning Units/Hours: Indicates the time spent in direct learning activities. Credit is not awarded for time spent on product demonstration or sales presentations. One (1) hour minimum (.25 for each additional quarter hour). Seminars offered at the 2017 Quad State Conference shall be either 90 minutes or 180 minutes time allotments.

5. **Health, Safety and Welfare Credit - CE Credit for Architects**

Indicate if the subject matter qualifies for HSW credits. A minimum of 75% of the program's contents must relate to one or more of applicable subject areas. Use the following list to determine the categories.

Health: Aspects of architecture that have salutary physical effects among users
- Accessibility
- Acoustical systems
- Energy efficiency
- Mechanical, plumbing, electrical systems concepts, materials and methods of construction.
- Environmental analysis and issues of building materials and methods.
- Other(s) list all that apply.

Safety: Aspects of architecture that intended to limit or prevent accidental injury or death among users of buildings or sites.
- Codes and regulations
- Natural hazards: earthquake, flood and hurricane
- Life safety system: suppression, detection and alarm standards
- Other(s) list all that apply

Welfare: Aspects of architecture that engender demonstrable positive emotional responses among, or enable equal access by users or building or sites.
- Building design and materials, methods and systems
- Building preservation, renovation, restoration and adaptive re-use
- Construction documents and services
- Ethics and regulations governing practice of architecture
- Construction administration
- Construction contracting, means and methods
- Legal issues: laws, contracts, documents, insurance
- Specification writing

6. **Learning Objectives**

Provide a list of a minimum of four (4) learning objectives. Please click here for basic guidelines for writing your learning objectives.

7. **Program Presentation Format**

   In this section, please describe how the program will be presented. Indicate if it is a single presenter or panel. Programs must be interactive with minimal lecture time.

8. **Speaker Information**

   List the names of **all presenters** in your session. Include their title, AIA member number (if applicable), company or firm, professional affiliations, full mailing address, phone, fax and email address. Describe each person's speaking experience and his or her expertise with the particular seminar. Include a brief biographical **narrative** on each speaker. Please do not send full resumes. For panels, please include the moderator's name and contact information, as well.

   Change in Speaker or Panel Member

   Speaker qualifications are very important to the selection process. **Therefore should there be a change in a co-presenter or panel member, it is imperative that you notify us immediately along with their qualifications.** The program jury will make the determination if the substation is acceptable.

9. **Resources Use**

   Please indicate which of the resources will be used in your program.

   Human Resources: In House Expert, Industry Representative, Independent Expert/Consultant, Practitioner in the Field, School Faculty Member

   Material Resources: Journal Articles, Computer Software, Product Samples, Tutorial Software, On site Observations, Books or Manuals, Program Handouts, Videotape, PowerPoint Presentations

10. **Course Level**

    Use 200, or 300 to indicate the experience level of the audience for which your presentation is intended. The Quad State Conference educational offerings will be focused toward advanced, cutting edge learning and curriculum.

Submit Your Program

- By submitting your program you are **indicating you are available and willing to participate** in the 2017 Quad State Conference to be held November 9th, 10th & 11th, 2017 in Albany, NY. Programs indicating availability on only one day will not be considered.
- By submitting your program, you agree to the guidelines found in this document and the Speaker Guidelines.

Deadline for Submissions: Proposals received after May 1st will not be considered for presentation.

If you have questions, please email Cara Longobardi at clongobardi@aianys.org.

We look forward to hearing from you and receiving your proposal for the 2017 Quad State Conference. Our sincere thanks for taking the time to share your program concepts.

Guidelines for Preparing PowerPoint Presentations

Your presentation will be projected on a screen, and we want every attendee to be able to read the information on your slides. These guidelines will help ensure the readability of your presentation as well as the uniform visual identity for Quad State sessions. The conference master slides will be distributed to you via email once your session has been scheduled.

How to Submit
Please also send as an email attachment clongobardi@aianys.org.

You will be provided with a PowerPoint template, which will contain the following:

- Title Page
- Copyright *(required)*
- Introduction to CES *(required)*
- Learning Objectives *(example)*
- Content
- Image *(example)*
- Ending slides *(speakers/contact information)*

Please be advised that the required slides are mandatory (AIA CES). The 2017 Quad State Conference Logo should remain on all slides throughout the presentation.

Text Format
- At least 24 point font; use consistently throughout the presentation.
- Left align all text.
- Limit the number of words on a page (six (6) words per line and six (6) lines per slide).
- Avoid punctuation and paragraphs.
- Use succinct phrases instead of sentences.
- Ensure that headlines and subheads at each level are consistently the same size and typeface.
- Margins should be at least one inch.

Fonts - **Complex fonts such as scripts are sometimes difficult to read and should not be used.**
- Headlines: 40 point Arial bold
- Subheads: 24 to 36 point Arial bold
- Text font: 24 point Arial

Color
- Dark-colored lettering on a light background (or vice versa) works best.
- Contrast between lettering and the background makes your presentation easy to read.

General Guidelines:
- Disable the animation scheme feature.
- Confirm that the presentation format is for "on screen show"
- Proofread and spell check.

Tips for Creating Successful Presentations

Listener-Centered Presentations
- Follow your stated agenda
- Use conversational style
- Provide information for later reference
- Engage audience
- Honor time constraints
- Allow time for questions

Engage and Generate Interest
- Begin with an "attention getting" fact or story
- Offer case histories with challenges and solutions

Present in Logical Sequence
- Link supporting information
- Adjust content to meet needs (modify in response to learner interaction, pace or unexpected events)
- Sequence content according to importance

Include point summary transitions
- Summarize main points
- Provide outline
- Review previous points
- Set stage for upcoming points

Guidelines for Preparing to Present at the 2017 Quad State Conference

Once you are notified that your session has been recommended for scheduling by the program jury, the following guidelines are in accordance with AIA CES policies and shall be in place during all seminar presentations.

Note: Programs are being coordinated and submitted to AIA/CES by AIA New York State. We are also responsible for submitting attendance records and issuing non member certificates. There is no need for you or your company to do so if you are an AIA/CES Provider

Speaker Confirmation, Quality Assurance Form, Introduction and Audio/Visual Requirements

You will be sent a form that will serve as your final program confirmation as well as requesting audio/visual equipment.

In addition, The American Institute of Architects requires that the Quality Assurance form is signed by all speakers and moderators.

Please email speaker(s) introductions that will be used on the day of the program as a Word document to Cara Longobardi at clongobardi@aianys.org. Introductions should be no more than 200 words.

All speakers or panel members who are part of the program must have been listed on your original proposal.

Program Title

The title of your program appears on the AIA member transcript and nonmember certificates of completion. Therefore, your program title must be concise and descriptive of the program content.

Content

AIANYS is an AIA/CES registered provider and follows all policies and procedures stated in the current "AIA/CES Registered Provider Manual." AIANYS, AIACT, AIANJ and AIAPA reserve the right to request edits or revisions to your content to meet AIA/CES or applicable state continuing education requirements.

AIA/CES Policy on Company/Product Identification

You may not discuss specific products or services or distribute proprietary literature at any time during your session. The AIANYS Conference Program Jury reserves the right to request adjustments to your program materials or content to meet CES guidelines.

Corporate, nonprofit, and public entity word, design, and certification marks shall not be displayed, except as noted below:

- First and last slide of the official conference master slide - template to be provided
- Inside front page of handouts or other printed material.

Add a slide or page at the end of the presentation materials if you wish to acknowledge additional resources referenced during the presentation.

Tips for Program Delivery

- Be prepared to deliver your presentation without the benefit of technology.
- Avoid reading your overheads or slides word for word to your audience.
- Emphasize information you want your audience to remember.
- Refrain from stating the obvious about visuals.
- Refrain from lecture based sessions.
- Present interactive learner centered sessions.

Guidelines for Preparing Handouts

While you are not required to do so, handouts can enhance your presentation. Speakers are responsible for obtaining appropriate permission to reprint all copyrighted materials. AIA/CES requires that one copy of your visual presentation be submitted to AIANYS by the deadline for review of AIA/CES guidelines. If received by the deadline date in pdf form, handouts will be posted online for duplication by the registrant.

If you have more than one speaker for your program, please coordinate with co-presenters before submitting the session handouts to avoid unnecessary repetition of content. Sustainability initiatives require that handouts be displayed online and printed at the discretion of the registrant.

Format
Layout: 8 1/2" x 11", black and white only
Format: Microsoft Word or Adobe PDF only (convert all Mac files)

PowerPoint Presentations as Handouts: Three (3) slides per page and white space for note-taking
Font: Sans serif (Arial), 10 point minimum

Length:
90 minute seminar: Maximum of 5 pages
180 minute workshop: Maximum of 15 pages

Content
Your handout should correspond to the sequence of your presentation and include:

Program Outline: Preferable no longer than one page; with a summary and the learning objectives (what the participants can expect to get from the session).

Text: Includes the main ideas and content of your presentation, including charts, tables, graphics, etc. You may use your PowerPoint presentation as your handout, but print using the "handouts" format, three slides per page. Make sure it is legible. What reads well when projected on a screen is not necessarily legible as a handout.

If you will be using your PowerPoint presentation as a handout, be sure to print three (3) slides per page and white space for note taking.