



CALL FOR EDUCATIONAL PROPOSALS
2014 CONVENTION
SUBMISSION DEADLINE: JULY 1, 2013

June 26–28, 2014
Chicago

Change :: Culture | Community | Commitment

Now is the time for architects to embrace change and be leaders for change. Architects are poised to seize the moment to design for a preferred future, and to recognize that change is permeating throughout the profession, in positive ways small and large. Change—both collectively as a profession and individually as architects—is essential in three critical areas: culture, community, and commitment.

Architects have the power to influence a broader societal culture that appreciates architecture and understands the value of an architect. The AIA should be the organization for matters of civic and cultural engagement, and its members should be guiding positive change in communities. The commitment calls for a renewed effort on each individual member to inspire and to realize the shift in our own professional culture as well as the resultant shift in the greater culture around us. This convention will inspire members to be recharged and prepared to relaunch with a commitment to genuine change.

Reflecting the Institute's repositioning to serve the needs of our diverse membership, education content is to be relevant and emphasize practical application to support the needs of all members of the profession, particularly our emerging professionals and small firm owners in the areas of leadership, management, project delivery, and technology. Program design and delivery methods will embrace our attendees as vital contributors to their own learning and allow them to build knowledge and skills through active learning experiences.

We invite articulate subject matter experts who can engage and connect with the design community in support of repositioning the AIA to submit a proposal for an educational program at the AIA National Convention in Chicago.

For more information on the Institute's repositioning, go to [Repositioning the AIA](#).

Log in to the [Abstract ScoreCard](#) to submit a proposal for the largest gathering of architects in the country.

To Submit an Educational Proposal. Login to an existing account, request your password (associated with your e-mail address), or create a new account to begin your proposal. You can save the proposal and come back to it at any time up until the submission deadline, so there is no need to complete all the action items right now. All proposals must be submitted online; proposals submitted by fax or mail will not be accepted. For a submission to be considered, complete each of the steps listed below must be completed.

Title. Provide a clear, concise title that accurately reflects the session's content. This will be the official title listed in the program guide and the AIA/CES member transcripts for membership and state license renewal. The AIA reserves the right to change the title to meet AIA/CES requirements. Once registered and published, program titles may not be changed except by the AIA if needed (100-character max).

Proposal Category. You may submit a proposal for a seminar and workshop on the same topic. The learning objectives, summary, and active learning strategies should be more or less in-depth to correspond with the program format. All programs must actively engage the learners. Preconvention workshops will be limited-capacity immersion opportunities that provide significant tools and resource takeaways.

Wednesday Preconvention Workshops

Half-Day Preconvention Workshop—up to 4 facilitators

Full-Day Preconvention Workshop—up to 5 facilitators

Thursday, Friday, and Saturday Programs

60-minute seminar—up to 2 presenters

90-minute seminar—up to 3 presenters

90-minuted moderated panel—up to 3 panelists with 1 moderator

New! Subject Matter Experts (SMEs). Experienced facilitators, moderators, and established subject matter experts in all areas of academia and practice interested in participating in alternative formats may add their profiles to the registry. Simply enter your first and last name as the “title” of the proposal and select SME Registry as the proposal category. Program formats may include panel discussions, small group problem-solving facilitation, mini-sessions, skills-based workshops, etc. Requires excellent presentation and/or facilitation skills. Topic, program length, format, and co-presenter assignments determined by the AIA.

ACTION ITEMS (TASKS) TO COMPLETE

Add Presenters to this Submission. Please create a roster of presenters for this proposal. Provide the first and last name and e-mail address for each presenter. Indicate the role of each person by using the options provided. There must be one session organizer identified who serves as liaison between the speakers and the AIA, disseminating convention-related information and notifying AIA of changes in the speaker roster.

Terms and Conditions for Speaker Participation. Review and agree to comply with policies for submitting your proposal.

Recording Release Form. Confirm whether your session may be captured by AIA.

Abstract Details. Provide the requested information about your proposal.

Title. The title you entered to begin your submission will appear in this field. You may edit the title or continue through the Abstract Details page. The AIA reserves the right to adjust the title to meet AIA/CES requirements. Once registered and published, program titles may not be changed except by the AIA, if needed (100-character max).

Inclusion at other AIA events. Indicate if we can forward the proposal to interested AIA components and member communities for consideration for their local, regional, or national events. Checking "yes" will not affect selection for the convention.

Repositioning the AIA. Discuss how your content supports repositioning the Institute to advance the profession and influence positive change (700-character max).

Target Audience. Describe your "ideal" audience member in terms of career stage, firm size, specific areas of interest, and explain why you believe this audience will benefit by attending this program (700-character max).

Program Description. Provide a concise description of the course. Establish the relevance and value that the content brings to the profession and national stage. Do not list individual speaker names in this section (2250-character max).

Course Summary. Provide a brief summary that tells prospective attendees what the course is about, and what they will gain from attending. Write to persuade prospective attendees that yours is a "must attend" course. Do not list individual speaker names in this section (700-character max).

Elevator Pitch. Write two sentences that explain the focus of your program, its value, and unique attributes. Do not list individual speaker names in this section (275-character max).

Post-convention Value. Define the post-convention value to the attendee and describe the unique knowledge or skill your content offers that can be applied immediately to practice (2500-character max).

Preparation and Delivery. Explain how you will prepare and finalize the details of your educational program in advance of the national convention. If your program includes multiple speakers, how will you arrange to meet and rehearse the program delivery to make sure each speaker has adequate time to delve into a meaningful dialogue with the audience? Optional: If you have an outline, agenda, or storyboard to show the flow of development and timeline, you may upload your documents as the final step of your submission (2500-character max).

Prior History. Has this course been offered before? If 'Yes', please provide the date, location, event name and staff contact. If no, please type 'No' (200-character max).

Technology. Describe how you would use internet to engage attendees and reinforce learning, if the AIA provided connectivity in your classroom (Optional response. 700-character max).

Content Provider - Provider Name. Identify the content provider to be listed in the Convention Guide. The provider is the name(s) of the party responsible for the educational content and

quality of the session (e.g., individual, AIA member community, component, firm, company, university, government agency). The session organizer must obtain prior approval from a member community, component, or other AIA entity before listing one as the content provider (200-character max).

Topics and Areas of Interest. Provide content classification information

Course Directories

Select the directory that best represents the program topic.

Member Group or Knowledge Community

Select the group that most closely relates to the program content/topic.

Topic

Select from the drop down menu below the topic that best represents your content.

Content Level

Survey data indicates that attendees prefer intermediate to advanced level content. Your summary and learning objectives should contain information that cannot be readily obtained.

Keywords

Provide four (4) key words that reflect the topic of your content.

Learning Objectives and Active Learning Strategies. Using action oriented, outcome-based verbs, provide four (4) measureable learner outcomes below. Keep your objectives centered on the learner by simply completing the sentence, “attendees will be able to...,” as a result of participating in this program (300-character max per objective).

For each objective, describe the active learning strategy you will use to reinforce learning and aid in retention (300-character max per strategy).

Upload Supporting Materials (Optional). Increase your chances of being selected! Upload an outline/agenda, list of activities, exhibits, and a bibliography to allow reviewers to review and rate the relevance, learner engagement, and take home value of your program. Ideally, you will be able to upload a sample program given in the past. This should be in a PDF format in order to ensure access to reviewers.

When you have completed your proposal click on “Save Submission.” You will receive an automatic notification by e-mail, and you may return to the submission site to make changes until the Call closes on July 1, 2013 at 11:59 p.m., PT.

Thanks for your interest in presenting at the 2014 AIA National Convention!

Beverly B. Holton, Hon. AIA, CDT
Director, Convention Education
bholton@aia.org
Voice: 202-626-7445

CadmiumCD/Scorecard
Technical Support
Direct 410-638-9239
Toll Free: 877-426-6323

Next Steps

Peer Review

July—August 2013 Complete proposals that meet the requisite criteria will be advanced for peer review. Peer reviewers (volunteer members) will review and rate each proposal. At the AIA's discretion, program organizers and their presenters may be requested to participate in a peer interview via web conference. Peer review criteria, scale, and weight are provided on the last page.

Notification of Selection

November 1, 2013 Notification of selection results will be sent to the session organizers of acceptance via the e-mail address provided in the submission.

Instructional Webinars

January—February 2014 National staff will conduct webinars to review milestones and expectations of organizers and presenters as they begin the development phase of their program. Full participation by session organizers and presenters is expected.

Individual Program Reviews

February—April 1, 2014 National staff will conduct individual webinars to review program materials, active learning strategies, and delivery methods. Full participation by session organizers and presenters is expected.

Final Material Upload

May 1, 2014 Visual slide file and handout materials due.

2014 AIA National Convention

June 26-28 McCormick Place, Chicago

Presenter Benefits. Presenters may participate in up to two educational seminars or workshops, either individually or as panelists. On completion of all action items, presenters will receive a complimentary, nontransferable convention registration. Workshops, special events, tours, or other activities are separately ticketed and may require an additional fee. Additional contributors and session organizers that are not listed as presenters are not eligible for complimentary registration.

NOTE: To encourage a variety of perspectives and engage new presenters, speakers are asked to abstain from presenting for one (1) year following three consecutive years of presenting at the AIA National Convention. Proposals with returning speakers who have individual satisfaction survey scores of ≥ 3.25 and/or whose speaker roster includes at least 50% new presenters will receive additional points toward their overall proposal score.

Presenters are responsible for all travel and hotel arrangements as well as for all expenses incurred in the development of their programs. Individuals who require financial support in order to present a session should not apply. It is the responsibility of the session organizer to contact each proposed presenter, in advance, to confirm his or her ability to present any day or time during the run of convention.

Each presenter will receive a contract by electronic communication. The contract must be signed and returned to the AIA in order for a presenter to participate and to receive a complimentary

registration. Additionally, presenters may be contacted by other departments at the AIA to take advantage of the many benefits associated with presenting at the AIA Convention, such as pod casts, social media opportunities, press interviews, best practice articles, book signings, etc. These extra opportunities are extended in most cases expressly because of an individual's status as a convention presenter. In order to be eligible for additional exposure beyond the accepted program, each presenter must complete all action items by the published deadline. If a presenter has not fulfilled his or her obligations under this signed agreement, he or she does not qualify as a convention presenter.

Continuing Education Program Requirements. The AIA National Convention is the CES Provider of Record for all educational credit awarded during the convention. As such, it is charged with ensuring that all programs meet AIA/CES requirements. CES programs may not be offered independent of the National Convention in the host city during the run of the convention.

Programs may not sell or promote a specific product or service. The content must contribute to the continuing professional education needs of architects, be relevant to the profession, and contribute to the body of knowledge of architecture.

Program Materials. AIA Convention Education must retain a complete set of materials (including visual slides, handouts, and presenter notes/talking points) on file for three years for each program to meet state licensing board requirements.

Programs with multiple presenters must submit materials through their session organizers. Session organizers are responsible for compiling and submitting drafts and final program materials using the official AIA National Convention PowerPoint and handout templates. Thursday through Saturday seminar materials will be made available for download as a PDF. Wednesday preconvention workshop materials will be printed and distributed on site by the AIA.

Intellectual Property. Copyright information is not permitted on the content slides and pages of your materials; however, the AIA National Convention template includes a copyright statement for insertion at the beginning of your slides and handout materials. Use materials that contain only your own work or the work that others have authorized you to use. You may not use the copyrighted work of others without their permission.

By accepting an invitation to speak at the AIA National Convention, you warrant to the AIA that you have obtained all necessary permission to use the work contained in your materials (including photos and drawings) and that you have the right to grant the AIA a license to repurpose your materials.

Cancellation. Preregistration attendance numbers for preconvention workshops will be monitored at the close of early-bird registration and those with projected low attendance are subject to cancellation.

Audio Visual Equipment. AIA provides audio-visual equipment, including wireless microphones, projector, laser pointer/slide advancer, and accessories (power strips, carts, stands, and markers, etc.). Screens are appropriately sized based on the type of equipment and the room size.

Computers and Laptops. The AIA does not preload slide files or provide computers for seminars and workshops. Session organizers collect all slide files and pre-load onto one laptop in the order they will be presented.

