RESQUEST FOR PROPOSALS – SPEAKER GUIDELINES

Proposals will be reviewed by members of the AIANYS Knowledge Committee.

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

AIA New York State will be launching a live streaming interactive webinar series throughout 2016.

*We are looking for presenters to come onsite into our studio in Albany, NY to present on camera live to virtual attendees.

PRESENTATION FORMATS
Seminars should be one and a half (1½) hours. 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. **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. AIANYS 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.

In some instances, you may be presenting to both a live and virtual audience.

SEMINAR MATERIALS
AIANYS 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 at least 4 weeks prior to the presentation. 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 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 New York mandatory education guidelines and to avoid any possible confusion of credit. After January 1, 2012, LUs will be replaced by the term CEH for defining hours.

FUNDING AND SPEAKER EXPENSES
A small stipend and reimbursement of travel and overnight expenses are available.

EVALUATIONS
Session evaluations are the final step in the program design and delivery process. Following are the evaluation criteria that will be implemented in 2016.

- 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
Please be advised that programs not submitted electronically as a <u>Word document</u> will not be considered. Please be sure to use the submission template provided.

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

2. **Program Description**
   In 200 words or less, 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 online marketing materials to promote your session. AIANYS has the right to edit descriptions.

   If you have conducted the program before, please indicate for whom, when and where. Please indicate and provide the 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.
- *Project Management*
- *Project Types*
- *Sustainable Design*

2c. **Course Content Area:** *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 them*

3. Program Scheduling
Please indicate program length and class size limitation if applicable. Programs are scheduled as 90-minute time slots.

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).

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.

   Please be sure and provide your expert qualifications to teach the program.

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

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 Design 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 2016 Online Education Series.
- By submitting your program, you agree to the guidelines found in this document and the Speaker Guidelines.

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

We look forward to hearing from you and receiving your proposal for the 2016 Online Education Streaming Series.

The Knowledge Committee will be reviewing submissions on April 1, July 1 & September 1.

Preparing to Present for AIANYS

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. Please be sure they are received 2 weeks before your scheduled presentation.

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 reserves 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.

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 distributed to registered participants 1 week prior to the program.

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, maximum of 5 pages.

Program Submission Checklist
Please use the following checklist in preparing and submitting your program. Please be sure to use the program template provided. Thank you.

- ☐ (1) Program Title
- ☐ (2) Program Description
- ☐ (2a) Program Interaction
- ☐ (2b) Course Directory Area
- ☐ (2c) Course Content Area
- ☐ (3) Program Scheduling
- ☐ (4) Learning Units/Hours
- ☐ (5) HSW Credit
- ☐ (6) Learning Objectives – Four (4)
- ☐ (7) Program Format
- ☐ (8) Speaker Information/ Panel Members/Program Contact Person
- ☐ (9) Resources Used
- ☐ (10) Course Level
- ☐ (11) Additional Information

Forms Checklist
The following items will need to be submitted to AIANYS within 2 weeks after your program acceptance.

- ☐ Signed Speaker and Program Confirmation Form (for all speakers/moderator)
- ☐ Signed Quality Assurance Form (for all speakers/moderator – this form is required by AIA/CES)

Materials Checklist
The following items will need to be submitted to AIANYS 2 weeks before scheduled presentation.

- ☐ PowerPoint Presentation
- ☐ Program Outline
- ☐ Introductions (for all speakers/moderator)
- ☐ Handouts (not required)
- ☐ Audio/Visual Requests