AIA

Presentation Submission Form

Greater Richmond Convention Center
November 2 – 4, 2011
Richmond, Virginia

The AIA Practice Management Knowledge Community (PMKC) is partnering with Architecture Exchange East for a special fall conference. Architecture Exchange East is the Mid-Atlantic's premier conference and expo for the design and construction industry.

PMKC Conference Focus
The practice management conference tracks will focus on defining how architects can advance their practices and careers in the coming decade as they continue to improve the built environment.

1. **Title:** _____
   (Short, benefits-oriented title of 6 to 8 words)

2. **Topical Emphasis** (please check all that apply to your presentation):

   ☐ Best Practices and Processes
   ☐ Business Opportunities (from new Trends and Technologies)
   ☐ Emerging Trends / Impact of Business Environment
   ☐ Getting Paid / Compensation
   ☐ Integrated Project Delivery / Collaboration
   ☐ Marketing and Public Relations
   ☐ Human Resources, Staff Development and Retention
   ☐ Education and Emerging Professionals
   ☐ Leadership
   ☐ Ownership Transition
   ☐ Lifecycle facility management
   ☐ Risk Management
   ☐ Starting a Firm
   ☐ Small Firm Management

3. **Program Description:** (50 words or less description to be published with the learning objectives [below] in the conference guide to promote your session.)

4. Program Abstract: *(200- to 500-word summary specifying how program relates to the convention focus, learning that will occur and the benefits to those who will attend)*

5. Learning Objectives: *(List 4 learning objectives or outcomes for session's participants, noting what they will be able to do as a result of participating in this session. Please visit aia.org to learn how to write basic learning objectives and how to relate learning objectives to course structure.)*

1.
2.
3.
4.

6. **Audiences** (please check all that apply to your presentation):

☐ Small Project Practitioners
☐ Students/Emerging Professionals
☐ Large Firms
☐ Small Firms
☐ Office Managers
☐ Project Managers
☐ Risk Managers
☐ Architectural Practitioners

7. Program Format and Length:

☐ **Short Lecture:** Use a short lecture at the session's start to generate discussion, or provide a series of short lectures, each followed by discussion.

☐ **Case Studies:** A favorite among architects, this format presents facts, problems, and/or data with questions to generate discussion and solutions.

☐ **Graphic Presentations:** Videotape, film, computer display, PowerPoint, etc., may be used as the basis of discussion.

☐ **Panel Presentations:** Series of short lectures or a Q&A segment coordinated by a moderator.

☐ **Other:** Define other format.

☐ **6 Hour Workshop**   ☐ **3 Hour Workshop**   ☐ **90 Minute Seminar**

8. Continuing Education / Learning Units: Please indicate whether or not your presentation will qualify for Health, Safety, and Welfare (HSW) and/or Sustainable Design Learning Units.

- **Health, Safety, and Welfare (HSW):**

    ☐ YES *[Explain]*

    ☐ NO

(A minimum of 75% of the program's content must relate to one or more of applicable subject areas, including (but not limited to) accessibility, building design, codes, energy efficiency, materials and systems, preservation, building security, structural issues, sustainable design, etc. A compilation of HSW subject areas is available for the AIA's Continuing Education Dept. http://info.aia.org/aia/cesfaq_default.cfm. The AIA reserves the right to request additional information to verify session content and to change HSW designation to meet CES requirements.)

- **Sustainable Design Learning Units*:**

    ☐ YES *[Explain]*

    ☐ NO

*(Sustainable design learning units must address the definition of sustainability, AND focus on at least one of the qualifying topics as listed here, http://www.aia.org/ces_sdguidelines. Each program must meet the requirement of having at least 75 percent of the content and instructional time designed to cover sustainable design content areas. You will be asked to certify that on the Form A when submitting the course for approval. Some topics such as environmental education and staff training will normally not qualify for HSW. If your course or program is in these or related areas, it must clearly articulate the content, educational basis and rationale for requesting sustainable design program designation. Please visit the Guidelines For Developing AIA/CES Sustainable Design Courses for exact information.)

9. Speaker Experience Level:

    ☐ Entry

    ☐ Intermediate

☐ Advanced

10. Speaker(s): *(complete this section for each presenter)*

		Speaker #1 *(add additional if necessary)*
Speaker Info.	Name:	
	Title:	
	Company:	
	Professional affiliations:	
	Mailing Address:	
	Telephone Number:	
	Fax Number:	
	Email address:	
	Website:	
Speaker Reference 1	Name:	
	Speaking Engagement:	
	Topic:	
	Date:	
	Email Address:	
	Phone Number:	
Speaker Reference 2	Name:	
	Speaking Engagement:	
	Topic:	
	Date:	
	Email Address:	
	Phone Number:	

Speaker Experience(s) with this Topic: *(presentation title, context, location and date)*

Biographical Narrative: *(200 words with background relevant to the proposed presentation)*

11. Main Speaker & Session Manager Signature: _____

[Your signature indicates your agreement to follow AIA submission guidelines and meet deadlines for preparation and delivery of conference session(s). The signature designates that you will be notified following the selection process and will be responsible for communicating with the other panellists.]

Submitting Your Proposal

Please complete the Call for Presentations Submission form in its entirety.

Submissions should be emailed to practicemanagement@aia.org no later than close of business Monday May 16, 2011.

Proposals will not be considered unless form is complete. If you have any questions, please contact skuehn@hlarch.com.