



To help the BCC Programs Committee assess this submittal, provide the information requested below with the knowledge that the Committee will review many more submittals than it will be able to accept. Clear, complete, and well-informed answers greatly enhance the Committee's ability to understand and appreciate your submittal and may increase the probability that it will be accepted. In particular, the Committee looks for a clear understanding of how this presentation will add to the experience, education, and knowledge participants take away from the membership meeting.

Email the application form in Word or other word processing format to:

msustaeta@lrqvaia.org

Presenter's Name(s)	Organization Name		
Address	City	ST	Zip
Telephone	Email		
Program Title			
Program Length	<input type="checkbox"/> 60 minutes <input type="checkbox"/> 90 minutes		

TOPICS: Check one	<input type="checkbox"/> Engineering <input type="checkbox"/> Design / Planning <input type="checkbox"/> Codes and Standards	<input type="checkbox"/> Environment / Community <input type="checkbox"/> General <input type="checkbox"/> Preservation / Restoration	<input type="checkbox"/> Emerging Professionals <input type="checkbox"/> Landscape Design <input type="checkbox"/> Technology
BENEFITS:	<ul style="list-style-type: none"> Earn valuable AIA/CES credits for presentation. Earn ASCE/PUH credits for presentation. Enhance your credibility among building industry professionals. Receive complimentary conference registration and social events tickets as a presenter. 		
SPEAKER REQUIREMENTS:	<ul style="list-style-type: none"> Incorporate visuals. Handouts required; attendees will download prior to conference. Please submit upon acceptance. Allow for discussion and interaction. 		
AIA/CES CONDITIONS:	<ul style="list-style-type: none"> Program attendees are eligible for AIA/CES credits. Presentation must comply with AIA/CES guidelines Program format: 60 minutes and 90 minutes 		
EXPENSES:	<ul style="list-style-type: none"> All travel and accommodations shall be the responsibility of the presenters or their sponsors. 		
AUDIENCE:	<input type="checkbox"/> Architects <input type="checkbox"/> Contractors <input type="checkbox"/> Engineers	<input type="checkbox"/> Interior Designers <input type="checkbox"/> City Officials <input type="checkbox"/> Planners	<input type="checkbox"/> Educational Facility Managers <input type="checkbox"/> Landscape Architects <input type="checkbox"/> Interns and Associates

Briefly describe your proposed program. If the program is accepted, this text will be published — it should **SELL** the presentation in 100 words or less. Describe precisely what the session will be.

Description (100 words or less):

List four (4) learning objectives or outcomes for the session's participants. What will participants be able to do as a result of their participation? It is suggested you make your objectives action-oriented: for example,

"Participants will diagram, list, analyze, develop, etc." or, "Participants will be able to identify, calculate, apply, etc." (Submittals without four clear learning objectives will not be considered.)

1.
2.
3.
4.
List two references that may be contacted that know your presentation skills:
1. 2.

Please indicate whether or not your presentation will qualify for Health, Safety, and Welfare (HSW) Learning Units.

☐ Yes ☐ No (Explain)

A minimum of **75% (3 of 4 objectives)** 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. The LRGV-AIA reserves the right to request additional information to verify session content and to change HSW designation to meet CES requirements.

Please indicate whether or not your presentation will qualify for "[sustainable or energy-efficient design](#)" Learning Units.

☐ Yes ☐ No (Explain)

All presentation rooms will be equipped with a projector, screen, and microphone. Be mindful that microphones work with hearing aids and that some of our attendees wear them; you should use the microphone provided even if you feel your voice carries across the room.

Notes:

1. Fees & Expenses: Speakers who participate in the Building Communities Conference do so **pro bono**... over 40 industry wizards contribute their wisdom each year. **Presenters may attend all BCC continuing education programs and socials free of charge.**
2. Presenters' Names: Please be sure the names and other information you are providing are legible, accurate, and include appropriate designations (AIA, P.E., IIDA, ASLA, etc.). **If accepted**, this information will be published in the Building Communities Conference Program.
3. Acknowledgement: If you **do not** receive a confirmation, we did not receive your submittal, and it will not be considered as a program for the Building Communities Conference.
4. If selected, you will be notified by email in June 2017.
5. **All of the following requirements must be checked:**
 - ☐ If selected as a presenter, I will submit a signed **Quality Commitment Statement** upon notification of acceptance.
 - ☐ If selected as a presenter, my presentation will include the 4 required [Quality Assurance Slides](#).
 - ☐ If selected as a presenter, I understand that I am responsible for **either** a 60 minute **or** a 90-minute program.
 - ☐ If selected as a presenter, I understand that **I am responsible for paying all travel-related expenses.**