

**PRESENTATION PROPOSAL**

**2019 Building Communities Conference**

**September 27-28, 2019**

To help 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. We are looking for engaging, timely, and relevant sessions on a wide range of topics, including practice, accessibility, community, sustainability, historic preservation, and more. Interactive presentations are highly encouraged, as are panel presentations and sessions that qualify for HSW credit.

**Email completed application form to:** **msustaeta@lrgvaia.org**

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| Presenter’s Name(s) |       | Organization Name |       |
| Address |       | City        |  ST       | Zip |       |
| Telephone |       | Email |       |
| Program Title |       |
| Program Length | [ ]  60 minutes | [ ]  90 minutes |  |
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| TOPICS:**Check one** | [ ]  Engineering[ ]  Design / Planning[ ]  Codes and Standards  | [ ]  Environment / Community[ ]  General [ ]  Preservation / Restoration  | [ ]  Emerging Professionals [ ]  Landscape Design[ ]  Technology |
| BENEFITS:  | * 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.
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| SPEAKER REQUIREMENTS: | * Incorporate visuals/handouts
* Quality Assurance Slides: [**Quality Assurance Slides**](../Downloads/Quality-Assurance-Slides%20FINAL.pptx)
* Allow for discussion and interaction.
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| AIA/CES CONDITIONS: | * Program attendees are eligible for AIA/CES credits.
* Presentation must comply with AIA/CES guidelines – download **CES Provider Guide**.
* Program format: 60 minutes and 90 minutes
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| EXPENSES: | * All travel and accommodations shall be the responsibility of the presenters or their sponsors.
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| AUDIENCE: | [ ]  Architects[ ]  Contractors[ ]  Engineers | [ ]  Interior Designers[ ]  City Officials[ ]  Planners | [ ]  Educational Facility Managers[ ]  Landscape Architects[ ]  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):**       |

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| 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.) |
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| List two references that may be contacted that know your presentation skills |
|  |       |  |       |
| Please indicate whether 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. Please review and comply with AIA’s [HSW Credit Standards](HSW%20Credit%20Standards.pdf) . The AIA-LRGV reserves the right to request additional information to verify session content and to change HSW designation to meet CES requirements. |
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**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 early September 2019.
5. **All the following requirements must be checked.**

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| [ ]  If selected as a presenter, I will submit a signed [**Speaker Agreement**](Speaker_Agreement.pdf) upon notification of acceptance. |
| [ ]  If selected as a presenter, my presentation will include the 4 required [**Quality Assurance Slides**](http://www.lrgvaia.org/BCC/CES/Quality%20Assurance%20Slides.pdf). |
| [ ]  If selected as a presenter, I understand that I am responsible for **either** a 60 minute **or** a90-minute program. |
| [ ]  If selected as a presenter, I understand that I am responsible for paying all travel-related expenses.(All presentation rooms will be equipped with a projector, screen, and microphone) |
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