

ASLA Field Session Planning Guide

The ASLA Conference on Landscape Architecture professional development program provides a variety of ways for attendees to earn professional development hours (PDH): general sessions, education sessions, and field sessions. The host chapter is responsible for assisting with the field sessions. All proposed field sessions must be submitted through the annual Call for Presentations and will be reviewed and vetted by the Annual Conference Education Advisory Committee (ACEAC) and national staff.

ASLA TEAM ROLES

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FIELD SESSIONS

Field sessions begin with 50-60 minutes of classroom instruction followed by a field experience. Classroom instruction may take place at the convention center or on location. The classroom instruction portion ensures they meet the Landscape Architecture Continuing Education System™ (LACES) criteria for earning professional development hours (PDH). While general sessions and education sessions are included with the full conference registration, field sessions cost extra. Three to five percent of conference attendees participate in field sessions each year. Field sessions are held to the same rigor as education sessions and require the same level of documentation.

FIELD SESSION PLANNERS

Planning for the field experience entails identifying sites/projects, gaining permission to access the sites, identifying associated costs (such as entry fees, parking, tolls, catering/lunch options etc.), determining the route of travel, restroom break locations, and recruiting designers to present project information onsite.

Call for Presentations

Field session planners should provide the following documentation during the Call for Presentations:

- Presentation Title – Describe the field session in a concise, clever way
- Field Session Leader and Presenter Bios – Document the expertise of the presenters, including the two field session co-leaders
- Learning Objectives – List four achievable learning objectives
- Presentation Outline – Describe the scope and content of the presentation
- Timetable – Detailed instructions for the entire field session
- Field Session Detail Sheet – This form requests logistical components needed to determine field session pricing
- Marketing Statement – Write a concise and compelling description to drive ticket sales (include both the classroom and field components)

Field Session Co-Leaders, Speakers, and Attendants Roles

The host chapter will appoint two Field Session Co-Chairs to work directly with national staff to coordinate programs and ensure all event leaders are on task and schedule.

- Each field session will have two leaders. If you are a landscape architecture professional (graduate of a landscape architecture program recognized by ASLA), you must be a current member of ASLA. Allied professionals are not required to be members. Field session leaders should reside in the metro region of the conference.
- Field Session leader responsibilities:
 - o Design and develop the classroom presentation and field experience
 - o Recruit additional presenters as necessary
 - o Enter all information into the Call for Presentations online tool
 - o Drive or walk the route of their field session and submit a detailed route sheet

- o Develop and submit a session guide
 - o Recruit field session attendants
- Field Session leaders will receive a complimentary full registration to the conference. ASLA will not provide more than two registrations per field session.
- Field Session leaders need to recruit two Field Session attendants for each trip.
 - o Attendants will help manage the attendees on the day of the event.
 - o Attendants will receive a complimentary ticket to the field session (but not a complimentary registration).

PLANNING PARAMETERS

Field sessions will take place on Friday and Monday, November 4 and 7, 2022.

- Field sessions may begin as early as 7:30 am and must begin at the convention center; all events need to return to the convention center by 5:00 pm.
- Aim for a total of 12-14 field sessions, divided between the two days.