2008 AIA New York State practice future practice integrated practice small practitioner

Annual Convention ■ September 25-27 ■ White Plains, NY

CALL FOR PRESENTATIONS

AIA New York State (AIANYS) and the 2008 Host Chapter, AIA Westchester /Mid-Hudson are planning the 2008 Convention, September 25, 26, and 27 at the Crowne Plaza Hotel and the Westchester County Center in White Plains, New York. If you would like to be part of this exciting event by being a presenter, please respond with your program proposal no later than April 25th, 2008.

CONVENTION THEME:

In their book, "The Next Architect" by James P. Cramer, Hon. AIA and Scott Simpson, FAIA tell us that the design and construction industry is teetering on the tipping point of great change. "Some of these changes are driven by new technologies and improved process, and others by a basic shift in attitude. Design itself is being redesigned."

This statement projects the theme of the 2008 Convention: Practice, Practice, Practice: Future, Integrated, Small Practitioner . It brings into focus the practice of today and the quickly evolving future. While it addresses the many challenges facing design professionals and their firms, it does so in such a way that encompasses and is applicable to the small practitioner as well as the large and medium size firms.

The AIANYS convention recognizes that continuing education linked with discussion is one of the keys to becoming aware of and putting into place the technology, management and design practices necessary for firm excellence in today's world.

We look forward to receiving your proposal and strongly encourage you to develop those seminars that address the theme of the convention, and those that go beyond the theme provide cutting edge knowledge to the design professional.

Submitting Your Program:

ABSTRACT SUBMISSION PROCESS
Please review the included preparation and submission guidelines which will answer many of your questions. Please refer to the Speakers Guidelines found on http://www.aianys.org/convention prior to returning your abstract. Please note that submissions *will only* be accepted electronically. Please submit information in a word document emailed to gabailey@aianys.org (use the subject line Program submission and the program name)
Submissions must be received using the 2008 Submission Template.

If you have questions on the guidelines or the submission process please contact Georgi Ann Bailey, Director of Programs at 518/449-3334 or gabailey@aianys.org.

THE EVALUATION PROCESS
The AIANYS Convention Committee will select a Program and Tour Jury who will evaluate your proposal based upon the following criteria:

Well defined focus and proposal clarity.
Overall quality and potential to contribute to a well balanced overall convention program.
Relevance to educating members.
Practical applications of materials or ideas
Level of interaction
Topic timeliness
Speaker's experience and previous evaluations.
Theme based.

Proposal programs should be well balanced in nature and must not sell, promote or pitch any specific product, service or discipline. Although you are encouraged to submit proposals outside of the theme of the convention, consideration is given to the relevance of the theme of the convention. The content should contribute to the continuing education needs of AIA members, be relevant to the changing educational needs of the profession and contribute to the body of knowledge of the topic.

TIMELINE
Date: April 25, 2008
Proposals to be received by 5:00 p.m. EST via

Date: Week of May 4, 2008
Selection results sent to all proposal entrants

Date: May 15, 2008
All speaker confirmation forms, and speaker introductions returned to AIANYS.

Date: August 4, 2008
All speaker handouts and audio visual requests are due at AIANYS. Please review guidelines for handouts.

PRESENTATION FORMATS
Most convention seminars are one hour and thirty minutes. There will be limited spots available for three hour conference workshops. The audience will range from 40 – 100 participants, with varying degrees of expertise. Your proposal should clearly describe your presentation format and the experience level of the intended audience. Interaction is very important and is one criteria for selection. To promote maximum audience participation, 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 prewsenters plus a moderator. Each speaker and/or panel member must be listed separately with all contact information provided.

Before submitting your proposal please read the AIANYS Speakers Guidelines found on the AIANYS website at www.aianys.org/convention/speaker

SEMINAR MATERIALS
AIANYS must retain a complete set of materials (including visual presentation, handouts and a list of samples on file for each seminar in order to meet NYS State Education Department mandates).

Seminar and workshop presenters will be required to submit a master copy of their visual presentation materials in either hard copy or electronic format for CES review. These materials are held for audit purposes only.

All presenters will be required to submit a master copy of handouts to AIANYS for duplication and distribution at their sessions. Seminar presenters and/or panel members will submit a master copy of the handout materials in a camera ready hard copy as well as electronic format. Please do not include these materials as part of your program proposal.

CONTINING EDUCATION SUBMITTALS
Once selected AIANYS will submit your program to AIA and the NYS Education Department for approval. This is done in order to insure that the appropriate LUs and HSW credit is within NYS guidelines and to avoid any possible confusion of credit. AIANYS is also responsible for attendance recordkeeping and issuance of any certificates to nonmembers.

FUNDING AND SPEAKER EXPENSES
At this time AIA New York State does not have a blanket policy on paying honorarium or reimbursing expenses of speakers. These will be reviewed on a case-by-case basis. Please indicate if an honorarium and/or travel reimbursement is requested for your presentation.

Formatting Your Submission
Please be advised that programs not submitted electronically will be returned.

Program Title
Provide a benefits oriented title for your presentation.

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. If selected, your program description will be used in the conference materials to promote your session.

Track
Select one of the tracks indicated for your presentation. The AIANYS convention offers programs on eight different tracks. Submissions that fall outside these tracks are also encouraged. Indicate other on the submission and it will be placed in a track by the convention program selection jury. The tracks are: Integrated Practice, Future Practice, Small Practitioner, Codes, Environmental/Energy, Practice Management, Sustainable Design, Special Interest, Students and Emerging Professionals.

Program Scheduling
Please indicate program length and class size limitation if applicable.

Resources Used
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 Sample
Tutorial Software
On site observations
Books or manual
Program handout
Videotape
Slides –PowerPoint

Learning Objectives
Provide a bulleted list of a minimum of 4 learning objectives. Please refer to the Speakers Guidelines found on the AIANYS website for information on learning objectives. Basically answer the question: At the end of this session, participants will be able to: (analyze, write, describe) Programs submitted without learning objectives will not be considered by the jury.

Health, Safety and Welfare Credit
Indicate if the subject matter qualifies for HSW credits. You must specify under what categories. 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.

If the program does not qualify for HSW please indicate.

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

Presentation Format
In this section please describe how the program will be presented. Indicate if it is a single presenter or panel. For program ideas please refer to the Speaker's Guidelines found on the AIANYS website.

Experience Level
Use Entry, Intermediate, or Advanced to indicate the experience level of the audience for which your presentation is intended.

Speaker Information
List the names of **all presenters** in your session. Include their title, 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. The narrative provided will be used for introductions on the day of the program.

Submit Your Program
By submitting your program you are indicating you are available and willing to participate in the 2008 AIANYS Convention to be held September 25,26 and 27, 2008 in White Plains, New York By submitting your program you agree to the guidelines found in this document and the AIANYS Speaker Guidelines.

Deadline for Submissions: April 25, 2008.

If you have questions please call: Georgi Ann Bailey, Director of Programs, AIANYS at 518/449-3334 or email gabailey@aianys.org.

We look forward to hearing from you.

Program Submission Checklist
Please use the following checklist for your submissions.

Program Title

Program Description

How Does This Program Relate to the theme of the 2008 Convention?

What is New or Unique About the Information to be Presented?

If you or the person you are submitting for has presented the program elsewhere, please indicate for who, when and where.

Indicate Track

Program Scheduling

Resources Used

Learning Objectives

Health, Safety and Welfare Credit

Presentation Format

Experience Level

Speaker Information/ Panel Members