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**Call for Presenters Submission Template**

**AIANYS 2016 Online Education Series**

**SEMINARS:**

*Submissions will only be accepted electronically. Please submit information* ***as a Word document*** *- not PDF (but you are welcome to submit both) - emailed to Cara Longobardi at* [clongobardi@aianys.org](clongobardi%40aianys.org) *(on the subject line of your email type in program submission and the program title.)*

*Seminars will be delivered live via interactive video streaming. Seminar presenters may be required to travel to our Albany, NY studio. Travel and overnight expenses will be reimbursed..*

1. **Program Title:**  *(up to 64 Characters)*
2. **Program Description:** *Please do not exceed 200 words. The description will be used in the promotional materials scheduling pieces. AIANYS reserves the right to edit program descriptions.*

***In your description, please include:*** *What is new and unique about this program? Why would architects want to attend this session?*

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***Note: If you have conducted the program before, please indicate for whom, when and where.*** Please indicate and provide contact person you contacted in scheduling the session.Please include previous program evaluations, if they are available.

**2a. Program Interaction:** *Please describe how this session will be interactive, e.g. case studies, problem solving, self-assessment, etc.*

**2b. Course Directory Area:** *Indicate which best applies to this course. Select* ***only one*** *that is* most emphasized*.*

[ ]  Building Science & Performance

[ ]  Design and Design Services

[ ]  Legal

[ ]  Materials & Methods

[ ]  Other

[ ]  Practice

[ ]  Project Management

[ ]  Project Types

[ ]  Sustainable Design

[ ]  Insights

**2c. Course Content Area:** *We are looking for topics that address the following areas (select one):*

[ ]  *Research Based Design*

[ ]  *Evidence Based Design*

[ ]  *Building Information Modeling*

[ ]  *Digital Fabrication*

[ ]  *Sustainable Design*

[ ]  *Energy Modeling*

[ ]  *Resilient Design*

[ ]  *Contracts for expanded scope of services*

[ ]  *Insurance for expanded scope of services*

[ ]  *Accessible Design*

[ ]  *Generative Design*

[ ]  *Biomimicry*

[ ]  *Software Development*

[ ]  *Prefabricated Design*

[ ]  *Architect as Developer*

[ ]  *Architect as Construction Manager*

[ ]  *Design Workshops*

1. **Program Scheduling:** *Programs are 90 or 180 minutes in length.*
2. **Learning Units/Hours:** *Indicate the number of hours spent in direct learning activities. Credit is not awarded for time spent on product demonstration, sales presentations, breaks, registration, travel, receptions, or meals – time spent eating. Credit is awarded only for educational time. One (1) hour minimum (.25 for each additional quarter hour)*
3. **Health, Safety and Welfare Credit:** *[ ]* **Yes** *- Please indicate [ ]* **No** *- Continue to Item #6.*

***Indicate which categories apply to this course. Check all that apply.***

1. [ ]  Aspects of architecture that have salutary physical effects among users of buildings protecting the public from accidental injury.
2. [ ]  Aspects of architecture intended to limit or prevent accidental injury or death among users of buildings or sites. (e.g., codes, regulations, natural hazards, life safety system)
3. [ ]  Aspects of architecture that engender demonstratable positive responses among, or enable equal access by users of building or sites. (e.g., building design & materials, methods & systems)
4. **Learning Objectives:** ***Each course must have at least four learning objectives.***[*Guidelines*](http://www.aianys.org/wp-content/uploads/2016/02/LearnObjectiveGuidelines.pdf) *are in accordance with AIA quality assurance policies.*

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| Learning Objective 1: |  |
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| Learning Objective 2: |  |
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| Learning Objective 3: |  |
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| Learning Objective 4: |  |
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1. **Program Format:**  [ ]  *Single presenter* [ ]  *Panel*
2. **Program Speaker & Biographical Information:** *List the names and contact information of* ***all presenters*** *on the program* ***(Please do not submit a resume)***

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| --- | --- |
| 1. Name:
 |  |
| AIA Member Number*(if applicable)*: |  | Professional Designations*(AIA, FAIA, etc.)*: |  |
| Firm: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Phone: |  | Fax: |  |

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| --- | --- |
| 1. Name:
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| AIA Member Number*(if applicable)*: |  | Professional Designations*(AIA, FAIA, etc.)*: |  |
| Firm: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
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| Phone: |  | Fax: |  |

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| Firm: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Phone: |  | Fax: |  |

**Program Contact:** *This individual indicated will be the contact person for the session, that includes request for information, confirmation of session, requests for a/v, etc.*

|  |  |
| --- | --- |
| Name: |  |
| AIA Member Number*(if applicable)*: |  | Professional Designations*(AIA, FAIA, etc.)*: |  |
| Firm: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Phone: |  | Fax: |  |

1. **Resources Used:** *Please indicate the resources that will be used in developing your program. Use as much space on the submittal template as you require.*
2. **Select Course Level:** *Advanced content programs are preferred and will be evaluated by the Jury.*

[ ]  **200 Level Session** [ ]  **300 Level Session**

 *(intermediate content) (advanced content)*

1. **Is there anything else you would like us to be aware of in selecting and scheduling this session? Please feel free to include links to videos of previous presentations, and any additional information you feel is applicable.**

By submitting this program proposal for the AIANYS 2016 Education Series, you agree to be available for both in-person and online recorded sessions. You agree to follow all speaker guidelines contained within the Call for Presentations, in accordance with CES requirements of The American Institute of Architects. Further, that AIANYS does not reimburse speakers for travel or overnight expenses unless specifically presented to AIANYS at the time of submission. It will be the decision of the Program Jury to present the program.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Please print: |  |  |  |
| Phone: |  | Email: |  |

***Please use additional space and pages on your submission if necessary.***