



2019 Tri-State Conference | Call for Presentations

AIA New Jersey | AIA New York State | AIA Pennsylvania

Presentation Formats

Conference seminars are one and a half (1 ½) hours or three (3) hours in duration. The audience will range from 40-100 attendees, with varying levels 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 of the criteria for selection. To promote maximum audience participation, the number of actual presenters in a session will be limited to no more than two – with panel discussions limited to no more than three presenters plus a moderator. Each speaker and/or panel member must be listed separately with all contact information provided. The Tri-State Conference is looking for interactive programs that are learner-based.

Seminar Materials

AIA New Jersey, AIA New York State, and AIA Pennsylvania will retain a complete set of materials – including PowerPoint presentations, handouts, and a list of samples on file for each seminar in order to meet the American Institute of Architects Mandates.

Seminar presenters will be required to submit a master copy of their visual presentation materials in electronic format for CES review. These materials are held for audit purposes only. Please do not submit seminar materials as part of proposals.

Continuing Education Submittals

Once selected, AIANYS, on behalf of AIANJ and AIAPA, will submit your program to the American Institute of Architects CES. This is being facilitated in this manner in order to insure that the appropriate LUs and HSW credits are within AIA and state mandatory education guidelines and to avoid any possible confusion of credit.

Funding and Speaker Expenses

Speakers are responsible for securing and paying for their own lodging and travel. The Tri-State Conference has reserved a block of rooms at the Renaissance Albany hotel at \$179* per night, and the Albany Hilton at \$179* per night as well as the Fairfield Inn & Suites by Marriott Albany Downtown for \$129* per night. Please be sure to mention the 2017 AIA Conference when making your reservation.

*Plus additional taxes and fees.



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Speakers are invited to attend complimentary programs scheduled on the day of their presentation only. Should you wish to attend additional days or evening events or tours, you will be responsible for the applicable registration fee(s).

Evaluations

Session evaluations are the final step in the program design and delivery process. The following are the evaluation criteria that will be implemented:

- Content matched published description
- Learning objectives were clearly stated and met
- Visual aids were effective in the presentation
- Handouts were effective and added value
- Program fulfilled attendees' expectations
- Topic is of value to me (the participant)

Formatting Your Submission Programs must be submitted electronically via our submission software in order to be considered.

1. **Program Title** (64 character limit) Provide a benefits-oriented title for your presentation.
2. **Program Description** (200 word limit) This will be used to promote your session in conference materials, on-site and online. Describe your program and how it relates to the focus you selected. Be very specific about what participants will learn how they will benefit from your session. In your description be sure to address: What is new and unique about this program? Why would architects want to attend this session? If you have presented this program before, please indicate for whom, when, and where. Please indicate and provide contacts you worked with in scheduling the session along with program evaluations, if possible.
3. **Program Interaction** Please describe how this session will be interactive, e.g. case studies, problem solving, self-assessment, etc.
4. **Continuing Education Topics**
 - a. Arts & Architecture
 - b. Codes and Regulations
 - c. Project Management
 - d. Programming & Analysis
 - e. Project Development & Documentation
 - f. Project Management
 - g. Project Planning Design



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5. **Educational Tracks** We are looking for sessions that fit into the following tracks:
 - a. Emerging Professionals
 - b. Design
 - c. Profession
 - d. Innovation

6. **Program Scheduling** Please indicate program length and class size limitation if applicable. Programs are scheduled as 90 or 180 minute time slots. 180 minute sessions will have a 15 minute break at the 90 minute point. This does not count as part of the Learning Units.

7. **Learning Units** Indicates the time spent in direct learning activities. Credit is not awarded for time spent on product demonstration or sales presentations. One (1) hour minimum (.25 for each additional quarter hour).

8. **Health, Safety, and Welfare Credit** To qualify for HSW credit, 75% of the session's content must directly support the HSW definition. Learning programs must address knowledge intended to protect the health, safety, and welfare of the occupants of the built environment, as defined below:
 - a. **Health:** Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.
 - b. **Safety:** Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.
 - c. **Welfare:** Those aspects of the professional practice that enable equitable access, elevate the human experience, encourage social interaction and benefit the environment.

9. **Learning Objectives** Provide a list of four (4) learning objectives. Acceptable learning objectives should complete the sentence: "By the end of the session, participants will be able to ..." For more information on how to effectively write learning objectives [click here](#). Incomplete or incorrect learning objectives will disqualify a program from consideration. Avoid using "understand" in the learning objectives.

10. **Program Presentation Format** Please describe how the program will be presented. Indicate if it is a single presenter or panel. Programs must be interactive with minimal lecture time.





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11. **Speaker Information** List the names of all presenters in your session. Include their title, AIA number (if applicable), company or firm, professional affiliations, full mailing address, phone, and email address. Describe each person's speaking experience and his or her expertise with the submitted seminar. Include a brief biographical narrative on each speaker that will serve as their intro in the session. Please do not send full resumes. For panels, please include the moderator's name and contact information as well.

12. **Resources Used** Please indicate which resources will be used in your program:
 - a. **Human resources:** In-House expert, Industry Representative, Independent Expert/Consultant, Practitioner in the Field, School Faculty Member
 - b. **Material Resources:** Journal Articles, Computer Software, Product Samples, Tutorial Software, On-site Observations, Books or Manuals, Program Handouts, Video, PowerPoint Presentations

13. **Course Level** Please indicate the experience level of the audience for which your presentation is intended. The Tri-State Conference educational offerings will be focused toward advanced, cutting edge learning and curriculum.
 - a. Advanced
 - b. Intermediate
 - c. Introductory
 - d. Update

Submit Your Program

By submitting your program you are indicating you are available and willing to participate in the 2019 Tri-State Conference to be held on October 17, 18, or 19 in Albany, NY. Programs indicating availability on only one day will not be considered.

By submitting your program, you agree to the guidelines found in this document.

Deadline for Submissions Proposals received after April 15 will not be considered for selection.

If you have any questions, please email Barry Westfall at bwestfall@aianys.org

We look forward to hearing from you and receiving your proposals for the 2019 Tri-State Conference. Our sincere thanks for taking the time to share your program concepts.



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