



AIA | NYS
 Saratoga Springs City Center – Saratoga Springs, NY
 September 27 - 29, 2012

CALL FOR PRESENTATIONS

Please return proposals no later than February 27, 2012 for consideration. Proposals will be reviewed by the 2012 Convention Program Jury.

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SUBMISSION GUIDELINES

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

ABSTRACT SUBMISSION PROCESS

Please review the included preparation and submission guidelines, which will answer many of your questions. Refer to the Speakers Guidelines prior to returning your abstract.

Note: Submissions *will only* be accepted electronically. Please submit information in a “Word” document emailed to gabailey@aianys.org, with ‘Program Submission: (Your Program Title)’ in the email subject line. Submissions must be received using the 2012 Submission Template.

THE EVALUATION PROCESS

The 2012 AIANYS Program 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 architects.*
- *Practical applications of materials or ideas*
- *Level of interaction*
- *Mid-Level, Advanced Material*
- *Topic timeliness*
- *Speaker’s experience and previous evaluations.*

We welcome all program ideas. Advanced content is preferred.

Proposal programs should be well balanced in nature and must not sell, promote or pitch any specific product, service or discipline.

The content should be relevant to the changing educational needs of the profession and contribute to the body of knowledge of the topic.

TIMELINE

Monday, February 27, 2012 Proposals to be received by 5:00 p.m. EST via email to be considered.

Friday, March 9, 2012 Jury meets by Conference Call to Select Programs.

Week of March 16, 2012 Speaker and/or Program Contacts are notified by email of their selection.

March 19, 2012 Speaker confirmation forms are returned to AIANYS

July 20, 2012 All content outlines, speaker handouts in PDF form and audio visual requests are due to AIANYS. Please review guidelines for handouts. *All materials are to be in black and white, no more than 5 pages for 60 minute sessions and 15 pages for 180 minute workshops.*

Handouts will be available online only. Please refer to the speaker guidelines for preparation information. Handouts and Power Point presentations must be in compliance with AIA CES Guidelines.

August 17, 2012 Introductions for each speaker/moderator due. Please email to gabailey@aianys.org

PRESENTATION FORMATS

Convention seminars are one hour and three hours. (There will be limited spots available for three hour 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 criterion 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 presenters plus a moderator.** Each speaker and/or panel member must be listed separately with all contact information provided.

Before submitting your proposal, please make sure you are familiar with the Speaker Guidelines that are in accordance with AIA quality assurance policies.

Content:

The AIANYS Program Jury is seeing programs that are advanced and cutting edge.

SEMINAR MATERIALS

AIANYS will retain a complete set of materials (including visual presentation, handouts and a list of samples on file for each seminar in order to meet Institute mandates).

Seminar and workshop 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 your proposal.

CONTINUING EDUCATION SUBMITTALS

Once selected, AIANYS 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 New York mandatory education guidelines and to avoid any possible confusion of credit. After January 1, 2012, LUs will be replaced by the term CEH for defining hours.

FUNDING AND SPEAKER EXPENSES

Hotel and Travel Information

Speakers are responsible for securing and paying for their own lodging and travel. The AIANYS Convention has reserved a block of rooms at Hilton Hotel in Saratoga Springs.

Speakers will be invited attend programs scheduled on the day of their presentation.

Should this be a matter for the AIA NYS Convention Committee, please indicate at the end of your proposal if an honorarium and/or travel reimbursement is requested for your presentation and what those requirements are in order to present your session.

Evaluations

Session evaluations are the final step in the program design and delivery process. Following are the evaluation criteria that will be implemented in 2012.

- 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

Please be advised that programs not submitted electronically as a Word document will not be considered.

1. Program Title

Provide a benefits oriented title for your presentation. (up to 64 Characters)

2. 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 convention materials to promote your session. What is new and unique about this program? Why would architects want to attend this session?

If you have conducted the program before, please Indicate for Who, When and Where.

Please indicate and provide contact person you worked with in scheduling the session.

Please include program evaluations if they are available.

2A Course Directory Areas:

Select one of the course directory areas indicated for your presentation:

- *Building Science & Performance* – Focuses on the systems integration, materials and methods, operations and metrics of a viable building, community or region.
- *Design and Design Services* – Includes planning a project, either new or existing, from concept design through design development and documentation.
- *Legal*
- *Materials & Methods*
- *Other*
- *Practice* – Includes running a business and professional environment/project within firms, corporations, government agencies and other organizations.
- *Project Management*
- *Project Types*
- *Sustainable Design*

3. Program Scheduling

Please indicate program length and class size limitation if applicable. Programs are scheduled as 60 minute or 180 minute time slots. 180 minute time slots will have a fifteen minute break at the 90 minute point. This does not count as part of the LUs.

4. Learning Units/Hours

Learning Units/Hours: 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). Seminars offered at the AIA NYS Convention shall either be 60 minute or 180 minute time allotments.

5. Health, Safety and Welfare Credit - CE Credit for Architects

Indicate if the subject matter qualifies for HSW credits. 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.

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

6. Learning Objectives

Provide a bulleted list of a minimum of 4 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.

Learning objectives written using the same wording as the program description will not be acceptable. Please read below information on developing learning objectives.

Please do not make the objectives part of your description narrative. If you need assistance on writing learning objectives, contact Georgi Ann Bailey (518) 449-3334.

Verbs to Use and Avoid when Writing Learning Objectives *(from the website of the American Institute of Architects)*

Use Verb(s) that Describes an Observable Action

A description of the conditions under which this action takes place ("When given x, you will be able to...")

The level of acceptable performance (i.e., what percentage of correct answers will be considered acceptable, how many errors will be permitted, how many and which examples must be included, and so on)

Sample action verbs

abstract	compare	discriminate	integrate	plan	specify
acquire	compute	discuss	interpret	praise	state
adjust	conclude	dissect	investigate	predict	summarize
agree	construct	distinguish	join	prepare	support
analyze	contrast	employ	judge	produce	systematize
apply	convert	estimate	justify	propose	taste
appraise	cooperate	evaluate	label	rank	test
argue	create	examine	list	recall	theorize
assess	criticize	explain	master	recognize	transform
avoid	defend	explore	measure	relate	translate
bend	define	formulate	move	repair	use
breakdown	demonstrate	generalize	name	represent	utilize
build	derive	help	observe	reproduce	verify
calculate	describe	identify	offer	research	weigh
carry out	design	illustrate	operate	restate	write
catalog	detect	implement	order	resolve	
clarify	determine	indicate	organize	select	

classify	differentiate	inspect	participate	sequence
combine	discover	instruct	perform	solve

These verbs would be used appropriately according to the design of the program, resources used, and desired learner outcomes.

Sample verbs to avoid

appreciate	cover	learn
be aware of	familiarize	realize
become acquainted with	gain knowledge of	study
comprehend	know	understand

7. Program Presentation Format

In this section please describe how the program will be presented. Indicate if it is a single presenter or panel.

8. Speaker Information

List the names of **all presenters** in your session. Include their title, AIA member number (if applicable), 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. For panels, please include the moderator's name and contact information, as well.

Change in Speaker or Panel Member

Speaker qualifications are very important to the selection process. Therefore should there be a change in a co-presenter or panel member it is imperative that you notify us immediately along with their qualifications. The program jury will make the determination if the substitution is acceptable.

Hotel and Travel Information

Speakers are responsible for securing and paying for their own lodging. The AIANY Convention has reserved a block of rooms at the Hilton Hotel in Saratoga Springs.

9. 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, PowerPoint Presentation/

10. Course Level

Use 200, or 300 to indicate the experience level of the audience for which your presentation is intended. The 2012 AIANY Convention educational offerings will be focused toward advanced, cutting edge learning and curriculum.

Submit Your Program

- By submitting your program you are indicating you are available and willing to participate in the 2012 AIANY Convention to be held September 27, 28 and 29, 2011 in Saratoga Springs, New York.
- By submitting your program you agree to the guidelines found in this document and the Speaker Guidelines.

Deadline for Submissions: Proposals received after February 10, 2012 will not be considered by the jury.

If you have questions please email Georgi Ann Bailey, Director of Programs and Operations, AIA New York State: email gabailey@aianys.org.

We look forward to hearing from you and receiving your proposal for the 2012 AIANYS Convention. Our sincere thanks for taking the time to share your program concepts.

Guidelines for Preparing for Presenting at the AIANYS Convention

Once you are notified that your session has been recommended for scheduling by the Program Jury the following guidelines are in accordance with AIA CES policies and shall be in place during all seminar presentations.

Note: Programs are being coordinated and submitted to AIA/CES by AIA New York State. We are also responsible for submitting attendance records and issuing non member certificates. There is no need for you or your company to do so if you are a AIA/CES Provider

Speaker Confirmation, Quality Assurance Form, Introduction and Audiovisual Requirements
You will be sent a form that will serve as your final program confirmation as well as requesting audiovisual equipment. **In addition it is required that the Quality Assurance Form as required by the American Institute of Architects is signed by all speakers and moderators.**

Please email speaker(s) introductions that will be used on the day of the program as a Word document to Georgi Ann Bailey at gabailey@aianys.org. Introductions should be no more than 200 words. Please be sure they are received by August 17, 2012

All speakers or panel members who are part of the program must have been listed on your original proposal.

Program Title

The title of your program appears on the AIA member transcript and nonmember certificates of completion. Therefore your program title must be concise and descriptive of the program content.

Content

AIANYS is an AIA/CES registered provider and follows all policies and procedures stated in the current "AIA/CES Registered Provider Manual." AIANYS reserves the right to request edits or revisions to your content to meet AIA/CES or applicable state continuing education requirements.

AIA/CES Policy on Company/Product Identification

You may not discuss specific products or services or distribute proprietary literature at any time during your session. The AIANYS Program Jury reserves the right to request adjustments to your program materials or content to meet CES guidelines.

Corporate, nonprofit, and public entity word, design, and certification marks shall not be displayed, except as noted below:

- First and last slide of the official convention master slide - template to be provided
- Inside front page of handouts or other printed material.

Add a slide or page at the end of the presentation materials if you wish to acknowledge additional resources referenced during the presentation.

Preparing Handouts

While you are not required to do so, handouts can enhance your presentation. Speakers are responsible for obtaining appropriate permission to reprint all copyrighted materials. AIA/CES requires that one copy of your visual presentation be submitted to AIANYS by the deadline for review of AIA/CES guidelines. If received by the deadline date in pdf form, handouts will be posted

for duplication by the registrant. If you have more than one speaker for your program please coordinate with co-presenters before submitting the session handouts to avoid unnecessary repetition of content.

Format

Layout: 8 1/2" x 11", black and white only

Format: Microsoft Office or Adobe PDF only (convert all MAC files)

PowerPoint presentations as handouts: three (3) slides per page

White space for note-taking

Font: Sans serif (Arial), 10 point minimum

Length:

60 minute seminar: maximum of 5 pages

3 hour workshop: maximum of 15 pages

Content

Your handout should correspond to the sequence of your presentation and include:

Program Outline: Preferable no longer than one page; with a summary and the learning objectives (what the participants can expect to get from the session).

Text: Includes the main ideas and content of your presentation, including charts, tables, graphics, etc. You may use your PowerPoint presentation as your handout, but print using the "handouts" format, three slides per page. Make sure it is legible. What reads well when projected on a screen is not necessarily legible as a handout.

Biography: Provide a 200 word biography for each speaker, which will be included in the handouts and used to introduce the speaker; submit with your speaker agreement.

Guidelines for Visual Presentations

Your presentation will be projected on a screen, and we want every attendee to be able to read the information on your slides. These guidelines will help ensure the readability of your presentation as well as the uniform visual identity for AIANYS sessions. The convention master slide will be distributed to you via an email once your session has been scheduled.

How to Submit

CD-ROM in pdf format or in e-mail as an attachment to gabailey@aianys.org. In the subject line type: Tri State Convention – Session Name, Date of Session

Guidelines for PowerPoint Presentations

You will be provided the following slide templates:

- Title
 - Introduction to CES
 - Main Content
 - Alternate content slide
 - Ending Slide (call for evaluations)
- Please be advised that the required slides are mandatory (AIA CES)

Text Format

- At least 24 point font; use consistently throughout the presentation.
- Left align all text.
- Limit the number of words on a page (6 word per line and 6 lines per slide).
- Avoid punctuation and paragraphs.
Use succinct phrases instead of sentences.
- Ensure that headlines and subheads at each level are consistently the same size and typeface.
- Margins should be at least one inch.

Fonts

- Headlines: 40 point Arial bold
- Subheads: 24 to 36 point Arial bold
- Text font: 24 point Arial

Complex fonts such as scripts are sometimes difficult to read and should not be used.

Color

Dark-colored lettering on a light background (or vice versa) works best. Contrast between lettering and the background makes your presentation easy to read.

General Guidelines:

- Disable the animation scheme feature.
- Confirm that the presentation format is for “on screen show”
- Proofread and spell check.

Tips for Creating Successful Presentations

Listener-Centered Presentations

- Follow your stated agenda
- Use conversational style
- Provide information for later reference
- Engage audience
- Honor time constraints
- Allow time for questions

Engage and Generate Interest

- Begin with an “attention getting” fact or story.
- Offer case histories with challenges and solutions.

Present in Logical Sequence

- Link supporting information
- Adjust content to meet needs (modify in response to learner interaction, pace or unexpected events.)
- Sequence content according to importance

Include point summary transitions

- Summarize main points
- Provide outline
- Review previous points
- Set stage for upcoming points

Tips for Program Delivery

- Be prepared to deliver your presentation without the benefit of technology.
- Avoid reading your overheads or slides word for word to your audience.
- Emphasize information you want your audience to remember.
- Refrain from stating the obvious about visuals.

Program Submission Checklist

Please use the following checklist in preparing and submitting your program. Please be sure and use the program template provided. Thank you.

- Program Title
- Program Description

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

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

- Course Directory Area
- Program Scheduling
- Learning Units/Hours
- HSW Credit
- 4 Learning Objectives – **Do not** have learning objectives as part of your description.
- Program Format
- Speaker Information/ Panel Members
- Resources Used
- Course Level

2012 Submission Template

AIANYS Convention

September 27 – 29, 2012

(Available as a Word document at http://aianys.org/main/convention_conferences.shtml)

SEMINARS:

*Please return by email no later than Friday, February 10, 2012 – Submissions will only be accepted electronically. Please submit information as a **Word document** - not PDF (but you are welcome to submit both) - emailed to gabailey@aianys.org (on the subject line of your email type in program submission and the program title.) You will find the template attached as a "Word" document. Please feel free to do a copy/paste should you need additional space.*

1. **Program Title:** *(up to 64 Characters):*

2. **Program Description:** *Please do not exceed 200 words. The description will be used in the pre-convention and onsite scheduling pieces. The AIANYS Program Jury 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?

Note: If you have conducted the program before, please Indicate for who, 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 **Course Directory Area:** *Indicate which best applies to this course. Select **only one** that is most emphasized.*

- Building Science & Performance – Focuses on the systems integration, materials and methods, operations and metrics of a viable building, community or region.
- Design and Design Services – Includes planning a project, either new or existing, from concept design through design development and documentation.
- Legal -
- Materials & Methods -
- Other -
- Practice – Includes running a business and professional environment/project within firms, corporations, government agencies and other organizations.
- Project Management -
- Project Types -
- Sustainable Design

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

- 60 Minutes 180 Minutes

4. **Learning Units/Hours:** *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)*
 1.0 LU 3 LUs

5. **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. (Ex. 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. (Ex. Building design & materials, methods & systems)

6. **Learning Objectives:** Each course must have at least four learning objectives. Guidelines are in accordance with AIA quality assurance policies.

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Learning Objective 4:

7. **Program Format** *Single presenter* *Panel*

8. **Program Speaker & Biographical Information. Please do not submit a resume.**

*List the names and contact information of **all presenters** on the program:*

(1) Name _____

AIA Member # (if applicable) _____

Professional Designations: (AIA, FAIA etc) _____

Firm _____

Complete Address _____

Email _____

Phone Number _____ Fax Number _____

(2) Name _____

AIA Member # (if applicable) _____

Professional Designations: (AIA, FAIA etc) _____

Firm _____

Complete Address _____

Email _____

Phone Number _____ Fax Number _____

(3) Name _____
AIA Member # (if applicable) _____
Professional Designations: (AIA, FAIA etc) _____
Firm _____
Complete Address _____
Email _____
Phone Number _____ Fax Number _____

Moderator: (applicable for all panels)

Name _____
AIA Member # (if applicable) _____
Professional Designations: (AIA, FAIA etc) _____
Firm _____
Complete Address _____
Email _____
Phone Number _____ Fax Number _____

Program Proposal Submitted By:

Name _____
AIA Member # (if applicable) _____
Professional Designations: (AIA, FAIA etc) _____
Firm _____
Complete Address _____
Email _____
Phone Number _____ Fax Number _____

(This individual indicated will be the contact person for the session that includes requests for information, confirmation of session, requests for a/v, etc.)

- 9. 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.*
-

10. Select Course Level:

200 level session (intermediate content) 300 level session (advanced content)
Advanced content programs are preferred and will be evaluated by the Jury.

11. Is there anything else you would like the jury to be aware of in selecting and scheduling this Session?

By submitting this program proposal for the 2012 AIANYS Convention you agree to be available on September 27th, 28th or 29th, and 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 the 2012 Programs Jury at the time of submission. It will be the decision of the jury and the Convention Steering Committee.

Signature

Please print

Date

Phone

Email

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