



Call for Proposals for AIA Minnesota Convention November 14, 15, 16, 17, 2017 - Minneapolis Convention Center

The AIA Minnesota Convention Programs Committee invites you to submit a proposal for a program to be presented at the AIA Minnesota 2017 annual state Convention. Nearly 50 programs are offered each year with attendance at each ranging from 20 to over 400 attendees. The audience is primarily architects although interior designers, landscape architects, engineers, planners, and other design professionals often attend as well.

Program Proposals Requirements - all proposals **MUST** include:

- **Title:** A topic-descriptive title, no more than 64 characters and spaces long.
- **Program description:** In 200 words or less, describe the content of your program / presentation. *(Please note that program content cannot be product or service specific. All presentation material must be non-proprietary.)*
- **Learning objectives:** Provide four learning objectives for your program. Learning objectives state specifically what the participant will be able to do as a result of participating in your session. For example: "Participants will be able to properly detail dimension stone and correctly specify mock-up panels." (see **Continuing Education** below)
- **Program format:** Note whether your program will include an interactive element beyond general Q&A (questions and answers). If so, please describe the interactive activity and the percentage of time intended for this part of the program.
- **Audience:** Identify the experience level of the intended audience. Use Entry, Intermediate, Advanced, or All.
- **Speakers:** List the names of all presenters for your program. Include their title, company or firm, phone number, and email address. Include a brief biographical narrative on each speaker. Describe each person's speaking experience and his / her expertise with the seminar topic.
- **Program length:** Please note your *preferred* length of time for the program (1.25 hours; 1.5 hours; 2 hours).
- **Other presentations of this program:** If this program has been presented elsewhere, include when and where it has recently been offered.

Continuing Education / Health Safety Welfare Credit

The AIA recognizes general programming for credit as well as programming that addresses Health, Safety, Welfare (HSW) issues. In order for your program to qualify for HSW credits, at least 75% of your presentation must directly address issues related to protecting the health safety and welfare of the public. Likewise, it is required that 3 of your 4 learning objectives identify the HSW issues being addressed. *If you believe your program will qualify, please complete and return the **Continuing Education Worksheet**, in addition to the Program Proposal Requirements outlined above.*

Please note:

- Should your program be accepted, you must agree to submit any additional information requested in order to comply with requirements necessary for reporting for CE credit
- Proposals are received with the understanding that program speakers are providing their services pro bono
- You will be notified if your program has been selected no later than July 31, 2017.

Proposals will be accepted through May 15, 2017.

You may send proposals by way of e-mail, fax or mail to:

Deanna Christiansen, Continuing Education Director
christiansen@aia-mn.org
275 Market Street, Suite 54, Minneapolis, MN 55405
Phone 612-338-6763; Fax 612-338-7981



AIA
Minnesota

Top Ten Tips for Submitting Proposals and Presenting Valuable Programs

1. **Program content cannot be product or service specific.** All presentation material must be non-proprietary. Your proposal will not be accepted if this criteria is not strictly followed. Architects are well aware when they attend a seminar and the seminar is being used to sell products or services.

Below are just a few of the comments taken from previous Convention program evaluations.

- *Too much of a commercial and sales pitch*
 - *Some of the speakers came off as salesmen rather than experts*
 - *Too much a salesman-talk*
 - *Felt like a sales pitch; benefit to speakers rather than audience*
 - *Very knowledgeable but it was basically a sales presentation*
 - *This was clearly a sales pitch*
2. A proposal is less likely to be accepted if the content is too basic. Our goal is to differentiate our Convention programs from the types of programs that are regularly being presented in offices over lunch. We recommend that presentations dig deeper into the subject; presentations are best when they go beyond the basic overview.
 3. Your proposal is more likely to be accepted if all pieces of the proposal request are included.
 4. A proposal is more likely to be accepted if the content is new and innovative.
 5. Show application. Include a case study or two. Use photos in your power point to illustrate.
 6. Include an architect or an owner or others from your project team as one of your presenters. (Recommend no more than 3 or 4 presenters).
 7. If climate impacts the material you are presenting, make sure you present info using a Midwest climate.
 8. Talk about process. Focus on the “how” more than the “what”.
 9. Talk about solutions, not just problems.
 10. Show us something we can use that make us as architects better, more efficient, more economical.

Continuing Education Worksheet for HSW Credit Presentations

Please complete this worksheet if you believe your program will qualify for Health Safety Welfare (HSW) credit. In order for your program to qualify for HSW credits, at least 75% of your presentation must directly address issues related to protecting the health safety and welfare of the public. Likewise, it is required that 3 of your 4 learning objectives identify the HSW issues being addressed.

HSW topics may include:

Building Systems

Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection

Construction Contract Administration

Contracts, Bidding, Contract Negotiations

Construction Documents

Drawings, Specifications, Delivery Methods

Design

Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures

Environmental

Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

Legal

Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

Materials and Methods

Construction Systems, Products, Finishes, Furnishings, Equipment

PreDesign

Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying

Preservation

Historic, Reuse, Adaptation

I believe my course should qualify for Health Safety Welfare credit.

_____Yes _____No

Please provide the four Learning Objectives for your presentation and note the approximate percentage of your presentation time allotted for each.

Learning Objective One

Percent of presentation time allotted to cover this Learning Objective: _____%

Learning Objective Two

Percent of presentation time allotted to cover this Learning Objective: _____%

Learning Objective Three

Percent of presentation time allotted to cover this Learning Objective: _____%

Learning Objective Four

Percent of presentation time allotted to cover this Learning Objective: _____%

I certify that the above information is true and accurate and reflects the intentions of our presentation for the AIA Minnesota 2017 Convention.

Signed _____ Date _____