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Visit https://aia-mn.awardsplatform.com to enter.

Conference Call for Proposals

AIA Minnesota is slated to host its annual conference on architecture in person at the Minneapolis Renaissance Depot Hotel on Monday, Tuesday, and Wednesday, November 11-13, 2024.

SEEKING PROPOSALS

AIA Minnesota seeks proposals for continuing education presentations for all three days of the 2024 Conference. We will schedule approximately 40-50 programs for audiences ranging from 20 to350+ participants. The audience is primarily architects and architectural designers. Interior designers, landscape architects, engineers, planners, students, and other design professionals often attend as well.

Proposal deadline: Monday, June 3, 2024.

Topics to Propose
The selection committee seeks proposals on a wide variety of topics for all building types and for firms of all sizes including, but not limited to: the elements of the AIA Framework for Design Excellence; Climate Change and the Built Environment; Codes; Development; Ethics; Equity in the Built Environment; Equity in the Profession; Future of the Profession; Healthcare Design; Leadership; Materials & Systems; Mentorship; Practice Management; Preservation; Research; Residential Design; Rural Design; Sustainable, Resilient, Regenerative Design; Technology; inclusive/Accessible Design; and Urban Design.

In addition to the wide variety of topics identified above, AIA Minnesota would like to receive proposals that address:

- **Practice Management**
  Business models, client relations, collaborations and partnerships, contracts, development (basics and advanced topics), ethical and inclusive practice, financial management, leveraging your brand, marketing, negotiations, pay equity, value management, etc.
- **Emerging Technologies in Practice**
  Artificial intelligence in design and marketing, cloud hosted BIM for small firms, visualized office infrastructure, the latest BIM tools, for energy modeling, embodied carbon and building performance, BIM onboarding, training, and skills for new staff
- **Equity in the Built Environment**
  Equitable access to design, community engagement and participation, environmental justice, historical narratives and representation, policy and advocacy

All proposals must include the following:

- Title
- Program description
- Learning objectives
- Program format and teaching tools
- Intended audience
- Speakers*
- Preferred program length (1.0, 1.25, 1.5, 2.0 hours)

*Selection of speakers: In an effort to minimize the climate impact of this conference, we aim for at least 80 percent of our speakers to be within driving distance of the Twin Cities. Due to cost, live streaming will not be utilized for 2024 conference sessions.

Diversity Policy

Selections of programs and presenters for the AIA Minnesota Conference on Architecture will be made in a manner consistent with AIA Minnesota's core values and Diversity Policy, with attention to ensuring that a diverse array of voices and perspectives are brought forward, in particular regarding gender and race/ethnicity.

Project-focused Sessions and Historical Context

As was communicated at the 2022 AIA Minnesota Annual Conference, presenters/panelists who are highlighting a project they have worked on are asked to share the historical context of the land and built environment related to the project in a manner that takes a long view of history and the people who have called that place home. Presenters are also asked to speak to whether and how this level of historical context was brought forward to/considered by the client and users as part of the design process.

Facilitated Time for Questions and Answers

Each program is expected to have approximately 15 minutes reserved at the end for a facilitated time of questions and answers. As you identify your program's speakers in the proposal, you are given the opportunity to identify someone to serve as the moderator. Ideally, the moderator is familiar with the program's subject matter and speakers. The primary role of the moderator is to assist with the flow of the program, keep track of time, and facilitate questions and answers.

*Please note that moderators may be asked to additionally start the program out with a welcome, announcements, and speaker introductions.

Non-proprietary Content

Please note that program content cannot be product- or service-specific. All presentation material must be non-proprietary.

Health Safety Welfare

The AIA recognizes general programming for credit as well as programming that addresses Health, Safety, and 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 occupants of the built environment. Likewise, it is required that 3 of your 4 learning objectives identify the HSW issues being addressed. Click here for more details on the definition of HSW utilized by AIA for the purposes of approving HSW credits, and for specific HSW topic categories.

Suggestions and Tips

Top Ten Tips for Submitting Proposals and Presenting Valuable Programs

Please Note:

• Should your program be accepted, additional information and/or adjustments may be requested in order to comply with requirements necessary for reporting for CE credit and to adhere to the guidelines in the call for proposals.
• Proposals are received with the understanding that program speakers are providing their services as volunteers, with no expectation of compensation. On a case-by-case basis, compensation may be provided to members of the community outside the AEC industry who are engaging outside of their professional capacity.
• You will be notified if your program has been selected by July 31, 2024. If your program is selected, please be prepared to provide a headshot photo of alll speakers and moderators by August 26.

Questions?

Contact Deanna Christiansen, Continuing Education Director.

AIA Minnesota

Entry name

Please supply contact information for the person or two people who will serve as the primary point of contact for AIA Minnesota and the Conference CE Committee.

Primary Contact Name

Primary Contact Email Address

Primary Contact Phone

Firm/Company Name

Firm/Company Address

Secondary Contact Name (optional)

Secondary Contact Email Address (optional)

Secondary Contact Phone (optional)

Secondary Contact Firm Name (optional)

Secondary Contact Firm Address (optional)

Please note that program content cannot be product or service specific. All presentation material must be non-proprietary.

Proposal Intended Structure

Please note that all program content cannot be product- or service-specific. All presentation materials must be non-proprietary. This program is intended to be structured as follows (check all that apply):

☐ Interactive Workshop/Roundtable Discussion

☐ Lecture

☐ Panel Discussion

☐ Post-Occupancy Analysis

☐ Project Case Study

☐ Will Include Pools and/or Surveys

☐ Project/Building/Site Tour

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Tour Information (Optional)   (optional)

If you selected "tour" as your program structure, please provide the name of the project/building/site and its address.

[   ]

Program Synopsis   50 words

[   ]

In 50 words or less, provide a brief and general description of your session for quick-read, promotional use.

Program Description   200 words

[   ]

In 200 words or less, provide more detail of the content of your program for a deeper understanding of the knowledge to be gained from the session.

HSW

I believe my program should qualify for Health Safety Welfare credit. If you mark "Yes," it is required that at least 75% of your program time focus on issues related to protecting the health, safety, and welfare of the occupants using the built environment; and that three of your four learning objectives identify the HSW issues being addressed. For more details on what qualifies for HSW credit, visit AIA HSW.

◯ Yes

◯ No

Ethics

◯ Yes

◯ No

In order for your program to be considered for providing ethics credit at the AIA Minnesota Conference, you must: include ethics as a part of your program title; include how ethics is addressed in both the description and learning objectives; and provide an Ethics Justification Statement. Please check if you would like your program to be considered for providing ethics credits at the AIA Minnesota Conference. Reference the AIA Code of Ethics and the NCARB Model Rules of Conduct for more information.

Ethics Justification Statement (50-100 words) (optional)   100 words

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Please note that the AELSLAGID board does not pre-approve any programs in advance. Therefore, AIA Minnesota requires a justification statement to assist in our review of your proposal. I believe that this program should be considered for ethics credits for the following reason(s):

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."

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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Audience

Identify the experience level of the intended audience.

☐ Entry

☐ Intermediate

☐ Advanced

☐ All audiences

Program Length

Please note your *preferred* length of time for the program.

◯ 75 minutes

◯ 90 minutes

◯ 2 hours

Diversity

☐ I understand that the selection of programs for presentation at the Conference will be made with attention to ensuring that a diverse array of voices and perspectives are being brought forward, in particular regarding gender and race/ethnicity. I have read and understand AIA Minnesota's core values and Diversity Policy.

Speaker 1 Name

<div style="border:1px solid #000"></div>

Speaker 1 Title

[   ]

Speaker 1 Company Name

[   ]

Speaker 1 Email Address

[   ]

Speaker 1 Phone

[   ]

Speaker 1 Bio   100 words

[   ]

Speaker 2 Name (optional)

[   ]

Speaker 2 Title (optional)

[   ]

Speaker 2 Company Name (optional)

[   ]

Speaker 2 Email Address (optional)

[   ]

Speaker 2 Phone (optional)

[   ]

Speaker 2 Bio (optional)   100 words

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Speaker 3 Name (optional)

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Speaker 3 Title (optional)

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Speaker 3 Company Name (optional)

[   ]

Speaker 3 Email Address (optional)

Speaker 3 Phone (optional)

Speaker 3 Bio (optional)   100 words

Speaker 4 Name (optional)

Speaker 4 Title (optional)

Speaker 4 Company Name (optional)

Speaker 4 Email Address (optional)

Speaker 4 Phone (optional)

Speaker 4 Bio (optional)   100 words

Program Moderator

◯ We request that AIA Minnesota identify a moderator.

◯ Our program has identified a moderator.

Additional Comments (optional)   150 words

Supplemental Information   (optional)
Attach additional material here (please combine multiple documents into a single PDF file).

Maximum file size: 15MB

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