

## **Continuing Education Program**

### Advertising Posting Guidelines

The Continuing Education Program, Learning Opportunities webpage of the OAA Website advertises learning opportunities available to OAA members.

### **Acceptance and Conditions**

Advertisements for the Continuing Education Program, Learning Opportunities section of the OAA Website must provide a fundamental level of knowledge relevant to the practice of Architecture in Canada and focus on the following subject matter:

- Legal Issues and Legislation related to Architectural Practice and the Construction Industry
- Building Technology
- Planning and Design
- The Practice of Architecture and Business Management
- Project Management
- Environment and Energy

All advertisements submitted are subject to the acceptance and approval of the OAA.

Advertisements that are deceptive or misleading, unrelated to architecture or business of architecture, detrimental to the public interest, or are otherwise incompatible with the values of the OAA will not be accepted. Advertisements that undermine the profession of architecture and/or the OAA also will not be accepted.

In consideration for the OAA agreeing to publish an advertisement, Advertisers agree that they are fully authorized and licensed to use all intellectual property contained in the advertisement and that the use of the name of any individual or entity in a testimonial or other matter is authorized, not libelous, and does not constitute an invasion of privacy.

Publishing or acceptance of an advertisement is neither a guarantee nor endorsement of the Advertiser's product or service.

In order to ensure that the OAA's ConEd Program continues to be of great value to OAA members, the OAA requires that advertisements do not contain false or misleading statements.

The OAA reserves the right to reject, approve or remove any advertisement for any reason, in our sole discretion.

### **Payment Terms and Rates**

Learning opportunities that are offered to OAA members at no cost are posted within the Continuing Education Program, Learning Opportunities section of the OAA Website free of charge.

Fee based learning opportunities are posted within the Continuing Education Program, Learning Opportunities section of the OAA Website at a monthly rate of \$250 + HST (one-time events) or at a Cycle (two-year) rate of \$3000 + HST (on-going courses).

Refunds will not be issued should for any reason a learning opportunity be cancelled or recalled from the OAA Website.

Rates, conditions and advertising placements are subject to change without notice.

### **The OAA Logo and the ConEd Program Logo Usage Guidelines**

Unless specifically authorized by the OAA under a separate agreement, no use of the OAA logo or ConEd program logo is allowed. The OAA logo may not be incorporated into any Advertiser logo or other graphical design or artwork created by or for Advertiser.

### **The OAA name and the ConEd Program Name Usage Guidelines**

Learning opportunities that are posted within the Continuing Education Program, Learning Opportunities section of the OAA Website are permitted to be marked by the provider as “qualifying for OAA ConEd learning hours”.

### **Application Process**

The following should be submitted to the OAA to advertise a continuing education opportunity:

- Payment (if applicable);
- Provider details (Point of contact, organization, address, phone, fax, website);
- Program details (Title, overview, learning objectives, and a web link if applicable);
- Speakers/facilitators professional profile(s);
- Information regarding affiliations with provincial and territorial architectural associations in Canada; Royal Architectural Institute of Canada (RAIC); and American Institute of Architects (AIA), etc.

**Questions?** Contact Ellen Savitsky, Administrator, Continuing Education Program at [ellens@oaa.on.ca](mailto:ellens@oaa.on.ca)

### **Methods of Payment**

The OAA accepts payment (in CAD funds only) by cheque, money order, bank draft, or wire transfer. Send cheques to OAA, 111 Moatfield Dr., Toronto, ON M3B 3L6

### **Wire Transfer**

Please note that an additional \$25.00 should be included for Wire Transfer transactions in order to cover Bank Service Charges.

<b>Swift # BIC CODE:</b>	CIBCCATT
<b>Branch Transit Number:</b>	00502
<b>Institution Number:</b>	0010
<b>Account Number:</b>	71-84816
<b>Bank Name:</b>	CIBC (Canadian Imperial Bank of Commerce)
<b>Address:</b>	2 Bloor Street West, Toronto ON M4W 2G7