



**The Alberta  
Association of  
Architects**

Architects and Licensed Interior Designers

## **Call for Presenters**

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The Alberta Association of Architects will be hosting its Annual General Meeting and Professional Development sessions on Friday April 19, 2013 at the Shaw Conference Center in downtown Edmonton, Alberta. This event will bring together architects, licensed interior designers, interns and students, giving them an opportunity to socialize, network and acquire new knowledge. The event includes our Annual General Meeting and Member Forum. In addition, this event will feature a keynote speaker luncheon and professional development sessions. These professional development sessions are intended to advance the knowledge, skill and proficiency of its members. The Alberta Association of Architects is currently accepting proposals for professional development sessions to be presented at this event.

The theme for the 2013 AGM is 'Northern Architecture'. Presenters are encouraged to tie the content of their presentation into this over-riding theme.

The AAA is looking for presenters with a high degree of knowledge in their field, who are passionate about sharing their knowledge and who are experienced in presenting to an audience of architects and interior designers.

## **Presentation Guidelines**

Professional Development activities deemed to be 'core' activities, under the guidelines of the program, fall into the following topic areas.

Topic areas:

- Legal Issues and Legislation related to Architectural Practice and the Construction Industry
- Building Technology
- Planning and Design
- Practice of Architecture and Business Management
- Project Management (including Alternative Delivery Methods)
- Environment and Energy

Presenters are also asked to be mindful of the following general guidelines as they relate to Professional Development Sessions:

- The sessions must be educational in nature with clearly stated learning objectives.
- The sessions must be relevant to the practice of architecture and interior design.
- The sessions should tie into the event theme of 'Northern Architecture'.
- The material presented should be current and focused on subject areas of interest to our members.
- The sessions should not be sales-oriented or seen as endorsing a particular product or service.
- The sessions should be 1.5 hours or 3 hours in length in order to fit the format of our event.

## **Application Evaluation Process**

The AAA Professional Development Advisory Committee will review and evaluate all sessions using the following criteria:

- Clarity of subject matter and relevance to the practice of architecture and interior design;
- Topic areas that contribute new information and insights along with clear learning objectives;
- Relevance to the event theme of 'Northern Architecture';
- Relevance of presentation topic to the 'core' topic areas outlined;
- The qualifications and level of experience of the speaker;
- Compensation or honorarium requested.

## Instructions and Information for Presenters

1. Proposals must be received by **November 30, 2012**. Electronic submissions are preferred – please send to: [education@aaa.ab.ca](mailto:education@aaa.ab.ca)
2. For submissions with more than one presenter, all communication will be sent to the submitting presenter who will be responsible for forwarding any relevant information to the other presenters.
3. The AAA Professional Development Advisory Committee reserves the right to make the final selection.
4. By submitting a proposal, it is understood that the presenter(s) agree(s) to present and to participate as proposed, if accepted.
5. All proposals are to include an accurate presentation description, as it should appear in the final program. The AAA reserves the right to edit abstracts.
6. There is a small budget to pay a very modest honorarium to presenters. Therefore all presenters will be offered free registration for the event. Travel and accommodation expenses will be reimbursed on submission of original receipts and boarding passes. If you expect to receive an honorarium, please indicate this in your proposal.
7. Upon request, audio-visual equipment and other equipment will be provided to presenters including data (video) projectors, screens, flip charts, DVD players, VCRs, and Internet access. All equipment must be confirmed and pre-approved.
8. Presenters are invited to submit summary reports and copies of their presentations/ handouts for possible publication on the AAA website.
9. Presenters may submit more than one presentation. This will be evaluated on a case-by-case basis given the number of presentation proposals available.
10. It is the responsibility of the presenter to provide adequate copies of any handouts for their presentation at the session.
11. By submitting a presentation proposal, it is understood that the presenter(s) agree(s) to be part of an evaluation process where conference participants are asked to evaluate each session they attend.
12. By submitting a presentation proposal, it is understood that the presenter(s) agree(s) to have their presentation recorded for educational purposes.

## Presentation Application Form

**Deadline for Submissions – November 30, 2012**

Please provide all details as you want them to appear in the final program.

<b>Title of Presentation:</b> (*Brief description that reflects content of presentation)	
<b>Name of Submitting Presenter:</b> (Contact person)	
<b>Organization:</b>	
<b>Street Address:</b>	
<b>City:</b>	
<b>Province/State &amp; Postal Code/Zip Code:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Biography:</b> (30 word or less – attach additional information, if required)	
<b>Latest Speaking Engagements:</b> (year/event)	
<b>Latest Speaking Engagements:</b> (year/event)	
<b>Total Honorarium Requested:</b>	

**Description of Presentation:**

**(100 words or less – as you want it to appear in program)**

\*an attachment with a longer description of the seminar can be provided

<b>Length of Presentation</b> (1.5 or 3 hrs)	
<b>Learning Objective #1:</b>	
<b>Learning Objective #2:</b>	
<b>Learning Objective #3:</b>	
<b>Learning Objective #4:</b>	

<b>Presenter #2</b> <b>Name:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>Biography:</b> (30 words or less)	
<b>Presenter #3</b> <b>Name:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>Biography:</b> (30 words or less)	
<b>Audio Visual Needs:</b> (presenters are asked to supply their own laptops)	<input type="checkbox"/> LCD Projector and Screen <input type="checkbox"/> Podium <input type="checkbox"/> Lapel Microphone <input type="checkbox"/> Podium Microphone <input type="checkbox"/> Wireless remote for slides <input type="checkbox"/> Flip Chart <input type="checkbox"/> Internet Connection <input type="checkbox"/> Audio <input type="checkbox"/> Other _____

Please feel free to attach any additional documentation which would be relevant to The AAA Professional Development Advisory Committee in selection of these Professional Development Sessions.

Please provide your submission electronically by **4:00 pm MST on November 30, 2012** to:

**Kathy Saunderson**  
*Professional Development Coordinator*  
The Alberta Association of Architects  
T: 780 432 0224  
F: 780 439 1431  
**education@aaa.ab.ca**