Workshop and Seminar Speaker Guidelines
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Welcome to the AIA Conference on Architecture 2017!

We are embarking on an exciting journey to deliver the most cutting-edge and engaging experience to our audience of architects and design professionals. Over the next few years, the education content and experience at the AIA Conference on Architecture will evolve. The event will continue to embrace the people and topics that influence our work, careers, and communities, but with a renewed and redoubled emphasis on architecture and our shared vision for designing a better world.

April 27 will be the launch of AIA Conference on Architecture 2017. The conference features inspiring keynotes, thought-provoking education sessions, the latest tools and technology on the Architecture Expo floor, and hundreds of fun and exciting events! It is our pleasure to welcome you as a speaker. We look forward to seeing you in Orlando!

Sincerely,

The A’17 Team
Overview
The A’17 Team coordinates the logistics of more than 300 conference seminars, workshops, and Architecture Expo education opportunities for members. Coordinating an event our size dictates that we adhere to a critical schedule. As the primary contact for your session, we ask that you serve as the liaison between your speakers and the A’17 Team. Session organizers are responsible for the dissemination of conference-related information, collecting and submitting required materials by the deadlines, and notifying us of changes in speakers and contact information.

Each speaker/session organizer will have access to the Conference Harvester system, through which all required tasks must be completed. To help you manage your time effectively, please refer below to the list of required tasks and their respective deadlines along with pertinent conference milestones. The Conference Harvester system can be accessed through the following link https://www.conferenceharvester.com/harvester2/login.asp?EventKey=LUIPYJSF. We look forward to collaborating with you on a successful education program at the AIA Conference on Architecture 2017.

Task List and Milestones

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Task</th>
<th>Owner(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 17, 2016</td>
<td>Notification of program approval to speakers</td>
<td>A’17 Team</td>
</tr>
<tr>
<td>November 1, 2016</td>
<td>Distribution of speaker materials and guidelines to speakers</td>
<td></td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>Sign speaker agreements, complete bio, upload photo</td>
<td>Speakers Only</td>
</tr>
<tr>
<td>January 4, 2017</td>
<td>Conference registration opens!</td>
<td></td>
</tr>
<tr>
<td>February 3, 2017</td>
<td>Upload presentation and handout materials for Peer Review</td>
<td>Session Organizers</td>
</tr>
<tr>
<td></td>
<td>Complimentary registrations issued to speakers upon receipt of the</td>
<td>A’17 Team</td>
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<tr>
<td></td>
<td>above materials</td>
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<tr>
<td>April 7, 2017</td>
<td>Upload final presentation and handout materials for distribution</td>
<td>Session Organizers</td>
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<td></td>
<td>and publication</td>
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<tr>
<td></td>
<td>Complimentary registration will be withdrawn if final materials are</td>
<td>A’17 Team</td>
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<tr>
<td></td>
<td>not submitted by the deadline</td>
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<tr>
<td>April 24, 2017</td>
<td>Handouts posted on AIA website and app for attendee download</td>
<td>A’17 Team</td>
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<tr>
<td>April 26, 2017</td>
<td>Pre-Conference Workshops</td>
<td>Orange County Convention Center</td>
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<td>April 27-29, 2017</td>
<td>Full Conference Program</td>
<td>Orange County Convention Center</td>
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A’17 Team
Jeanne D. Procope, CMP, MTA | Danya Day
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Speakers@conferenceonarchitecture.com

Speaker Information
Acceptance
In order to confirm their acceptance and participation in the conference program, all speakers must sign a speaker agreement and complete a profile (photo, bio, etc.) through the Conference Harvester system by December 1, 2016. Failure to complete this task by the deadline will result in the removal of the session and respective speakers from the conference program. The conference speaker agreement outlines terms and conditions of our contract with individual speakers. Agreements that were not issued directly to speakers by the AIA are invalid. The session organizer is responsible for making sure that agreements for all speakers in his/her program are signed by the deadline.
**Speaker Limit**

Speakers may participate in up to three (3) conference education programs (seminars, workshops, tours, etc.), either individually or as panelists. Limit the number of speakers to no more than (3) speakers for a seminar, (4) speakers for a panel (one moderator and three panelists without individual presentations), (4) speakers for a half-day workshop, and no more than (5) speakers for a full-day workshop. Fewer speakers in each category are both acceptable and preferred. The majority of the programs that receive the highest participant ratings are those with one or two speakers.

**Speakers Substitutions**

Speaker qualifications are critical to the program selection process; therefore, we need to know about any proposed substitutions to session rosters immediately. We will not accept replacement speakers who have already agreed to participate in three (3) programs. If you need to make speaker changes, please visit [http://bit.ly/SpeakerChange-AIACon17](http://bit.ly/SpeakerChange-AIACon17). The deadline for requesting speaker substitutions is March 17, 2017.

**Conference Registration**

Confirmed speakers receive one complimentary, non-transferable conference registration. Each confirmed speaker will receive instructions about registering and purchasing optional “fee” events such as tours and preconference workshops. **Note:** Workshop speakers will be pre-registered for their own workshops to avoid the workshop fee. Speakers must not share their unique registration login information with others. Complimentary registration will be issued to speakers with signed agreements on file upon receipt of the first draft of materials due by February 3. Note: **Session organizers do not receive complimentary conference registration.**

**Hotel Information**

Speakers are responsible for securing their own lodging. The A’17 Team has reserved blocks of rooms at several hotels convenient to the Orange County Convention Center. The official A’17 Housing Bureau is OnPeak. The housing link is live and you may [click here](http://bit.ly/SpeakerChange-AIACon17) to book your hotel room for AIA Conference on Architecture 2017.

**Earning AIA/CES Learning Units**

AIA member speakers may earn continuing education learning units (hours/LUs) for their presentations. You must provide your AIA membership number at the time of registration to have credit applied to your official transcript. To record hours/LUs for attending the presentation, scan your name badge in one of the badge scanners located outside your seminar or workshop room.

**Evaluations**

Your session evaluation is the final step in the program design and delivery process. The Conference Education Advisory Committee considers prior evaluation results when selecting future speakers and sessions. The A’17 Team works closely with the convention center staff to anticipate and avoid every possible scenario that may compromise the success of education sessions, but we recognize that external elements beyond the speaker’s control affect ratings. To that end, our evaluation process concentrates on “controllable” factors.

Following are the evaluation criteria used to rate conference programs:

- Program was relevant, timely, and fulfilled attendees’ expectations
- Program provided practical takeaways to the audience
- Learning objectives were clearly stated and met
- Content matched published description
- Speaker(s) were thorough in knowledge/content, preparation, and delivery
- Speaker(s) were engaging and interacted with the audience appropriately
- Program was unbiased and non-proprietary regarding product or service
- Program content was appropriate to the audience’s level (not too basic or advanced)
Submitting Program Materials
The A’17 Team requires a complete set of deliverable materials by **February 3, 2017 for peer review purposes.** This review ensures that speakers are on the right track in terms of using the official templates and appropriate placement of proprietary graphics and that the content meets the published learning objectives. Speakers may make adjustments to the materials (up to 25 percent of the content, and may switch out photographs, charts, etc.), but the final version of the presentation and handout is due by **April 7, 2017 for posting on the mobile app for review and download by attendees.** Sessions with multiple speakers must submit materials through their session organizer. Session organizers are responsible for compiling and submitting handouts and resource materials by the deadline.

All session materials will be available only in electronic format via the conference mobile app. To comply with the AIA’s sustainability efforts, preconference workshop materials will no longer be printed and distributed onsite. We accept Microsoft Office PowerPoint, Word documents, and PDF files uploaded to the Conference Harvester website for the peer review process. Speakers who plan to use Prezi must submit a PPT version of their visual presentation for review.

**Final materials (slides and supporting materials) must be submitted in PDF format.** Electronic files must be labeled with Session ID Number, Program Title, and contents (Handouts, Resources, Slides, etc.). Ex: TH101_Design Principles_Resources.pdf. If you are submitting your slides as handouts, please make sure to save the PDF version with room for notetaking – 3 slides per page format. Sessions without materials submitted for review by February 3, 2017 will be removed from the schedule.

Internet Use in Continuing Education Programs
Conference programs offer continuing education credit, and as such, all presentations must be delivered as approved and registered with AIA/CES Records regardless of technological malfunction. If you elect to incorporate internet navigation in an educational program, you must provide a PowerPoint file with a screen shot slide of each page you plan to visit when submitting materials for review/approval and also have the entire presentation to serve as a back-up if the internet connection fails.

Education Content Policies

**Intellectual Property**
Copyright information is not permitted on the content slides and pages of your materials; however, the conference template includes the following copyright statement for insertion at the beginning of your presentation and handout materials: “This presentation is protected by U.S. and international copyright laws. Reproduction, distribution, display, and use of the presentation without written permission of the speaker is prohibited.”

By accepting an invitation to speak at the conference you warrant to the AIA that you have obtained all necessary permission to use the work contained in your presentation materials (**including photos and drawings**) and that you have the right to grant the AIA a license to repurpose your materials. Use presentation materials that contain only your own work or the work that others have authorized you to use. You may not use the copyrighted work of others without their permission.

**Disclaimer Notice**
Speakers may not discuss specific products or services or distribute proprietary literature at any time during the session. The AIA reserves the right to make adjustments to your program materials to meet content policies.

The conference requires the inclusion of the following statement in all visual presentations and handout materials: “This program is registered with the AIA/CES for continuing professional education. As such, it does not include content that
Guidelines for Preparing Final Education Materials

Visual Presentations (PPT or PDF)
To ensure a uniform visual identity at the conference, all presenters are required to use the official PowerPoint slide template. You may not alter the master slides. You may insert your own slides in the body of the presentation (content sections) provided they do not contain proprietary graphics or information.

Slide Templates
- Title, as published [required]
- Copyright notice [required]
- Conference Disclaimer [required]
- Acknowledgements/Credits [optional]
- Speaker names [required]
- Learning objectives, as published [required]
- Main content [template not required]
- Contact information [optional]

Text Format
- At least 20-point font; use consistently throughout the presentation.
- Left align all text.
- Limit the number of words on a page (6 words 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: 32 point Arial bold
- Subheads: 24 point Arial bold
- Text font: 20 point Arial
- Complex fonts such as scripts are sometimes difficult to read and should not be used. Do not use all caps or italic fonts.

Color
- If you insert your own content slides, use dark-colored lettering on a light background (or vice versa). Contrast between the lettering and the background makes your presentation easy to read. The master slides may not be altered.

Digital Handouts
Session handouts will be available for download one week before, as well as during and after the conference. Attendees will receive notification when materials are posted. Session organizers will have access to the official conference...
education handout cover template to use as the cover sheet for all handout materials. Do not alter the template colors, fonts, or format.

The title page of your handout must be on the official template and include this information:

- Title, as published
- Day, date, and time
- Number of learning units, as published (e.g., 1.0 LUs/HSW/GBCI/ADA)
- Learning objectives, as published
- Speakers (full name, organization, city, state)
- Conference Disclaimers

**Format**

- Layout: 8 ½” x 11”, using the conference education handout cover template
- Format: PDF
- If you use PPT slides as handouts, convert to PDF in the 3 slides per page format. This will include white space for note-taking

**On-Site Information**

**Arrival**

Seminars and workshops will be held at the Orange County Convention Center (OCCC). Upon your arrival, pick up your badge at the speaker registration desk, visit the speaker ready room, and check out your presentation room. Your room assignment will be available on the conference website by April 7, 2017. Please arrive at your classroom at least 30 minutes before the scheduled start of the program.

**Speaker Ready Room**

A room has been reserved for you to edit and review your presentation(s) onsite. The speaker ready room is located at OCCC: Room W306 and will be available for your use at the following times:

- Tuesday, Noon -6:00 P.M.
- Wednesday, 6:00 A.M.–6:00 P.M.
- Thursday, 6:00 A.M.–6:00 P.M.
- Friday, 6:00 A.M.–6:00 P.M.
- Saturday, 6:00 A.M.–4:00 P.M.

The room is equipped with tables, chairs, and monitors that can be used for reviewing your slides. Please be sure to bring your own laptop and VGA adaptors. If you need to rehearse, please use the speaker practice room.

**Speaker Practice Room**

A room has been reserved for you to practice your presentation(s) onsite. The room will be setup and outfitted like a typical classroom. Take advantage of this feature to become comfortable speaking to and engaging with an audience. The speaker practice room is located at OCCC: Room W308AB and will be available for your use at the following times:

- Tuesday, Noon -6:00 P.M.
- Wednesday, 6:00 A.M.–6:00 P.M.
- Thursday, 6:00 A.M.–6:00 P.M.
- Friday, 6:00 A.M.–6:00 P.M.
- Saturday, 6:00 A.M.–4:00 P.M.

The room is equipped with a stage, chairs, and a projector that can be used for rehearsing. Please be sure to bring your own laptop and VGA adaptors.
A’17 Team Onsite Office
The A’17 Team looks forward to meeting you onsite. If you need to meet us in person, please feel free to stop by the office located at OCCC: Room W305.

Room Setup and Audio–Visual Equipment
Wednesday preconference workshops are setup in classroom style with tables and chairs, while Thursday through Saturday seminars are configured in theatre style. In addition, half of the rooms will have mixed seating to accommodate group discussions and interactivity. These special set rooms will be available from Wednesday through Saturday. If you require a specific room setup, please contact us no later than March 17, 2017 and we will try our best to accommodate your needs. Room setups are subject to change at the sole discretion of the A’17 Team. The standard package of A/V equipment provided is as follows:

**Seminar Room Package (Thursday–Saturday)**
- Riser (depending on room size)
- Screen(s) depending on room size
- LCD projector(s) and Screen(s) (for projection of computer data and/or video)
- Laser pointer/Slide Advancer (remote)
- Wireless lavaliere(s) (lapel) microphone – up to 3 speakers

**Workshop Room Package (Wednesday only)**
- Riser (depending on room size)
- Screen(s) depending on room size
- LCD projector(s) and Screen(s) (for projection of computer data and/or video)
- Laser pointer/Slide Advancer (remote)
- Wireless lavaliere(s) (lapel) microphone – Up to 5 speakers

Please remember that the A’17 Team does not provide laptops. Please make sure you bring your laptop with a copy of your presentation. **Note:** If you use an Apple computer or your laptop has an HDMI port, please be sure to bring a connector cable compatible with a VGA output.

Repurposing Programs
As per our contract with you, you give the AIA permission to use and reproduce your presentation and presentation materials in any way the AIA may wish. Some seminars may be selected for video recording. You will be notified in advance if your seminar is selected.

Sessions Monitors for Education Sessions
We will make every attempt to provide a monitor for your session to make the introductions, give the audience a few “housekeeping rules,” and ensure the session begins and ends on time. Given the number of seminars, monitors may not be available for all sessions. If a monitor is not assigned to your seminar, we ask that you start and end your own session on time. An assistant will be at the door of each classroom to direct traffic, and assist registrants with the badge scanners. Wednesday workshop speakers are asked to start and end their own sessions on time.

Frequently Asked Questions
**Q:** What are the dates and location of the AIA Conference on Architecture 2017?
**A:** Preconference workshops – Wednesday April 26, 2017
AIA Conference on Architecture and Architecture Expo, Thursday–Saturday, April 27–29, 2016 in Orlando

**Q:** How are proposals selected?
A: The Continuing Education Advisory Committee reviews, organizes, ranks, and recommends seminars and workshops to be held at the conference.

Proposals are evaluated by the following criteria:

- Emerging trends and innovative topics
- Practical applications of materials or ideas
- Relevance to the profession and knowledge priorities for practitioners
- Timeliness of topic
- Overall quality and potential to contribute to a well-balanced conference program
- Experience of speaker(s)

Q: Do you limit the number of presentations in which one speaker can participate?
A: Yes, speakers may participate in up to three seminars and/or workshops, either individually or as panelists.

Q: How many speakers may I have in my session?
A: Though panel discussions are encouraged, limit the number of speakers to no more than three (3) speakers for a seminar, four (4) for a half-day, and five (5) for full-day workshop. You are encouraged to think creatively when preparing for panel presentations. If you have multiple presenters, contact the proposed speakers to confirm their willingness to present before including them in your proposal.

Q: My speaker agreement states that I must give the AIA permission to use and reproduce my presentation and presentation materials in any way. Must I agree to participate?
A: Yes, the AIA extends the educational experience to the profession beyond the confines of the traditional classroom setting. To participate at the conference, each speaker must grant the AIA permission to use and reproduce your presentation and presentation materials in any way, but you may make further use of your presentation materials in any way that you wish. You grant the AIA a world-wide, royalty-free, irrevocable, nonexclusive license, under which the AIA may film; tape; transcribe; otherwise record or quote from the Content; may create derivative works; may publish them in any format, including audio recordings, distance education courses, the Internet, Internet II or any other digital, wired or unwired, network including any successor technologies, or any other media; and may use the Content in any other way it may find appropriate, consistent with AIA’s mission and purpose, which may include sublicensing the Content to third parties for financial gain. The AIA will not be required to pay royalties, make any other payment, or provide other consideration of any type except as described in this agreement.

Q: What do you need from me, and by what date?
A: All speakers must complete the speaker agreement, update their profile and biography, and upload a photo by December 1, 2016. By completing these tasks, speakers are confirming their commitment to participating in our education program. Failure to complete these tasks by the deadline will result in the removal of the session and speakers from the 2017 program.

If you are the designated session organizer for your session, you must upload the first draft of yours or your group’s visual presentation and resource cover sheet for peer review by February 3, 2017, to the Conference Harvester site. All files must be labeled with the session ID number as the prefix (e.g., SA101, FR206, TH211, etc.). If you are a presenter, work with your session organizer to coordinate materials for submission.

Q: Which file formats do you accept?
A: We accept MS Office files (PowerPoint, Word, and Excel) for the peer review process. Final materials (slides and supporting materials) must be submitted in Adobe PDF. If you are using a Mac, please convert all files for PC use. We cannot accept Keynote or other Mac software.
Q: Will I have an opportunity to revise my materials prior to the conference?
A: Yes, your draft materials will be peer reviewed by the Continuing Education Committee. If revisions are necessary, you must revise and resubmit the files to the Conference Harvester site. You may make revisions at that time. Final revisions must be submitted no later than April 7, 2017.

Q: Will my presentation be cancelled if I do not submit a draft of my materials by the February 3, 2017 deadline?
A: Yes; if you or your group does not respond with a set of draft materials by February 3, 2017, we will cancel your session. As the largest provider of education in the AIA Continuing Education System, the conference is obligated to meet the requirements of the AIA/CES and to set the standard for consistent, high quality professional development. To that end, we require full commitment from the presenters invited to the conference stage to design, develop, and deliver a quality educational experience to our attendees.

Q: You requested my bio. Will it be published in any conference materials?
A: Yes, the bios submitted through the Conference Harvester site are shared via the conference website and mobile app. You must include your bio with your resource materials for online posting.

Q: What is the date, time, and location of my session?
A: Your session identification number, date, and time are visible through the Conference Harvester site. Room assignments will be listed in the final program and posted online once the schedule is finalized. Please note that room assignments are subject to change, so please check in at the conference website to verify room assignment prior to your arrival.

Q: Do I receive complimentary registration to the conference?
A: Speakers selected through the Call for Presentations review process for workshop and seminars receive a complimentary, nontransferable conference registration on receipt of materials (by February 3, 2017). Workshops, special events, tours, or other activities are ticketed separately and may require an additional fee.

Q: Do I register myself for the conference?
A: Yes, as a speaker at the conference, you will receive an e-mail invitation with a personal access code for complimentary registration and instructions on how to register.

Q: Do you provide speaker honorariums?
A: No, we do not provide speaker honorariums.

Q: Do you reimburse speakers for travel and hotel expenses?
A: No, speakers are responsible for all travel and hotel arrangements as well as all expenses incurred in their presentation’s development. Individuals requiring financial support should not apply.

Q: Where should I stay, and do you hold rooms for speakers?
A: Speakers are responsible for securing their own lodging. The A’17 Team has reserved blocks of rooms at several hotels convenient to the Orange County Convention Center. The official housing bureau is OnPeak. The housing link is live and you may click here to book your hotel room.

Q: May I duplicate and distribute copies of my speaker agreement to other speakers in my session?
A: No, the speaker agreement is a legal document and is nontransferable. If you need to add or replace a speaker, notify us by e-mail: Speakers@conferenceonarchitecture.com

Q: I want to add speakers to my session, must I notify you?
A: Yes, every speaker appearing at the conference must be registered as a speaker and have a signed speaker agreement on file. If you add a speaker, notify us by e-mail with the new speaker’s full contact information at Speakers@conferenceonarchitecture.com

Q: Do you provide handouts to those attending my session?
A: No. The conference sessions are paperless. Speakers are required to submit their presentation materials by the deadline for review against AIA/CES and conference requirements. Approved materials will be posted online for attendees in advance of the event. Materials not in compliance will be returned for revisions.

Q: What A/V equipment will be available?
A: Please design your presentation delivery using this standard package of A/V equipment provided:

Seminar Room Package (Thursday–Saturday)
- Riser (depending on room size)
- Screen(s) depending on room size
- LCD projector(s) and Screen(s) (for projection of computer data and/or video)
- Laser pointer/Slide Advancer (remote)
- Wireless lavaliere(s) (lapel) microphone – up to 3 speakers

Workshop Room Package (Wednesday only)
- Riser (depending on room size)
- Screen(s) depending on room size
- LCD projector(s) and Screen(s) (for projection of computer data and/or video)
- Laser pointer/Slide Advancer (remote)
- Wireless lavaliere(s) (lapel) microphone – Up to 5 speakers

Q: Are speakers and panelists required to bring their own laptops loaded with their presentations?
A: Yes. The A’17 Team does not provide computers for seminars or workshops. If you will be running PowerPoint or other presentation software, you must bring your own laptop.

Q: Will there be a speaker ready room on site to review my presentation?
A: Yes, we will provide a speaker ready room set with computer monitors. You must bring your own laptop. Note: If you use an Apple computer or your laptop has an HDMI port, please be sure to bring a connector cable compatible with a VGA output.

Q: May I have access to the list of people who attended my session?
A: No, we do not distribute attendee lists by session to speakers. Data collected from badge scanners to record attendance are used exclusively by the AIA/CES for transcript reporting purposes.