



CALL FOR PRESENTATIONS

AIA Georgia Annual Design Conference
October 13-16, 2011
Athens, GA

Athens Georgia – “classic city of the south” – is home to the 2011 AIA Georgia Annual Design conference. This year’s conference theme focuses on the architect as leader, and what he or she can do to make this world a better place.

The recent economy shift has led many architects to pursue alternative practice avenues, and the challenge to protect the planet, grow healthy communities, and both sustain and re-invent the practice of architecture is greater than ever. Through all this, the social responsibility of architects in the community remains unchanged. **One Architect, One Future** embraces the idea that architects continue to be instrumental in shaping our cities and influencing the decisions that mold our communities. The Architect has the knowledge, the training, the tools, and the fortitude to get involved and lead positive change for a better future for all of us.

This October we will explore how architects can adapt and thrive in this ever-changing architectural climate. Whether the architect is a sole practitioner, works for a small or large practice, or is engaged in one of many allied professions or societies - the annual Georgia conference is the place to re-group, get inspired, learn, and focus on what architects do (beyond the brick and mortar) that can lead to positive change in the world.

Frank D’Arcangelo, AIA
2011 AIA GA Conference Chair

Edward A. Bernard, AIA
AIA Georgia President

The Evaluation Process

The Continuing Education Committee will evaluate your proposal based upon the following criteria:

- Integration of the convention theme: **One Architect, One Future**
- Well-defined focus and proposal clarity
- Overall quality and potential to contribute to a well-balanced conference program
- Practical applications of materials or ideas
- Topic timeliness
- Speaker's experience

Proposed programs should be both well-balanced and current, and should not sell, promote or represent bias of any specific product, service or discipline. Consideration will be given to the proposal's relevance of the theme of the conference: One Architect, One Future. The content should contribute to the continuing education needs of AIA members, be relevant to the changing educational needs of the profession and contribute to the body of knowledge of the target topics. Please refer to the attached "Submitting Your Proposal in Ten Steps" workflow for submission guidelines.

Timeline

April 29, 2011 – Proposals must be received by 5:00 p.m. EST

June 3, 2011 – Selection results sent to all proposal entrants

August 5, 2011 – Speaker materials and A/V requests due to AIA Georgia by 5:00 p.m. EST

September 30, 2011 – Presentation materials due to AIA Georgia by 5:00 p.m. EST

October 13-16, 2011 – One Architect, One Future Conference in Athens

Presentation Formats

This year we are able to accommodate 60-minute sessions. The audience will range from 25-100 participants, with varying degrees of expertise. Your proposal should clearly describe your presentation format and the experience level of the intended audience. Interaction is very important and is one of the criteria for selection. To promote maximum audience participation, the number of speakers in a session will be *limited to a maximum of two*. Each speaker should be listed separately in your proposal, with the requested information.

Classroom Set-Up and Equipment

Each classroom will have a head table and podium with a microphone and will be set up classroom-style (rows of tables and chairs) for pre-conference workshops. For the seminars and sessions on Friday and Saturday, standard room setup will include podium with microphone, LCD projector and classroom style seating for participants. Please plan your presentation accordingly. Speakers will have the opportunity to request additional items. *The AIA does not provide internet access or computers.*

Continuing Education Presentation Requirements

AIA Georgia is the CES Provider of Record for all educational credit awarded during the conference. As such, it is charged with ensuring all programs meet the requirements of the AIA/CES. Presentation materials and content must be educational and may not include reference to specific products or services with the intent to sell. Presentations should not be formatted with company logos.

Retention of Presentations

Selected Presenters will be asked to provide an electronic copy of their presentation for archiving. Once the conference is complete, these presentations will be accessible to AIA members for viewing purposes, with the presenter retaining all applicable copyrights.

Presentations and Handouts

All presenters must submit an electronic master copy of handouts to the AIA for distribution. Please note that all materials will be provided electronically to conference attendees. AIA Georgia will ensure that all copyrights are retained by the presenter and that materials can only be viewed or reprinted by attendees. *Please do not include these materials as part of the proposal submission.*

Greening the Conference

This year, we're progressing by striving to reduce waste, maximize efficiency and recycle at every opportunity. This means more than simply sorting waste and recycling paper. The organization is working to reduce packaging materials and paper for the exposition. Session handouts will not be distributed at the conference – all attendees will be asked to print their own copy in advance, to reduce waste from over printing. Attendees are also encouraged to download handouts to their laptop for review during the meetings. **AIA Georgia is absolutely committed to sustainability. We encourage you to assist us in achieving that goal during the conference and when you return home.**

Funding and Speaker Expenses

Speakers will receive one complimentary conference registration. The complimentary conference registration does not include special events or other activities for which additional fees are required. In addition, speakers will receive reimbursement for one night's stay in an area hotel not to exceed the host hotel room rate of \$130.00. A \$50 stipend is provided to help defray travel costs for speakers. **It is essential that all speakers are aware of this reimbursement policy in advance and to adhere to it.** In addition, speakers are responsible for all expenses incurred in the development of their presentation. Speakers added to programs following the selection process will not be funded.

Submitting Your Proposal

All proposals should be submitted online at www.aiaga.org. Proposals that do not meet all requirements as specified in the guidelines will be disqualified.

Increase Your Chances of Being Selected

The proposal you submit represents your view on what is important for the review committee's consideration. The submitted information is used to determine the quality, timeliness, and fit of the proposal. As such, the clarity and conciseness with which you describe the purpose, objectives, and knowledge shared will help the committee to accurately assess the submission. The more concrete the proposal, the better your chances of selection. In addition, you may increase your selection chances by:

- Providing all the information requested
- Clearly communicating how the convention's theme has been integrated into your presentation
- Naming all your speakers and, if multiple speakers, how they present the range of ideas
- Limiting the number of speakers to give them sufficient time to develop their learning points
- Listing other conferences at which you have spoken and where you have given this presentation