



Required Presentation Information Form

Nov. 4-6, 2009

Submit by **Friday, May 8, 2009**

Proposals will not be considered unless this form is completed in its entirety

<i>For Program Committee/Staff Use Only</i>		
PIF #	_____	Rating _____
Series #	_____	Rank _____/_____
Track(s)	_____	

SUBMITTER NAME and contact information, Mbr. (AIA, ASID, etc), Position Title, Firm/School/University.
(Address, phone, alternate phone, e-mail and fax)

Is submitter also the presenter? Yes No

Suggested Title: (Limit to ten words and should communicate the content of the presentation)

Length of Presentation: (Check all that apply)

6 Hour Workshop 3 Hour Workshop/Seminar 90 Minute Seminar

What level is the presentation? Beginning Intermediate Advanced

What area does the presentation focus on? Residential Commercial Educational

Government Worship Other (Specify): _____

Educational Tracks: (Please rank order all that apply)

___ Design

___ Green

___ Technical/Technology (codes, regulations, contracts, AIA documents, etc.)

___ Historic (tax credits, research, restorations, rehabilitations, etc.)

___ Business/Leadership (all business topics)

___ Educational Development/Issues (A.R.E., mandatory continuing education, IDP, registration issues, VSAIA/AIA organizational meetings, activities and events, tours, keynote address, etc.)

Is the topic eligible for Health, Safety, and Welfare (HSW) credit?

Yes No Not Sure

Is the topic eligible for AIA Sustainable Design (SD) credit?

Yes No Not Sure

Summary: (2-3 sentences for use in the conference program and promotions)

NOTE: Attach additional information if necessary to describe the program.

Learning Objectives: (Four learning objectives are required for AIA approval. Please list a minimum of four objectives, by completing the sentence, "After attending this seminar, participants will be able to..." Attach additional sheets if necessary.)

Presentation Format: (Check all that apply)

- Single Presenter Multiple Presenters, Specify #: _____ Panel Tour
 Other (Specify): _____

Special Presentation Needs: (NOTE: All rooms will contain Screen, LCD Projector, Laptop, Podium & Mic.)

Are there important/useful books on this topic that should be stocked by the bookstore? (2-3 books only, please)

NOTE: If you wish to sell books or other materials, prior arrangements MUST be made with the bookstore. Call 804-644-3041.

Speaker Information: (Provide for **each** presenter)

NAME and Contact Information, Mbr. (AIA, ASID, etc), Position Title, Firm/School/University (address, phone, alternate phone, e-mail and fax)

Bio (Two to three sentences to be used for conference handout and promotions) **NOTE:** You may attach an extended bio for each presenter with list of speaking experience, publications, education etc.

Speaker Information: (Provide for **each** presenter)

NAME AND Contact Information, Mbr. (AIA, ASID, etc), Position Title, Firm/School/University
(Include address, phone, alternate phone, e-mail and fax)

Bio: (Two to three sentences to be used for conference handout and promotions) **NOTE:** You may attach an extended bio for each presenter with list of speaking experience, publications, education etc.

Speaker Information: (Provide for **each** presenter)

NAME and Contact Information: , Membership (AIA, FAIA etc), Position Title, Firm/School/University:
(Include address, phone, alternate phone, e-mail and fax)

Bio: (Two to three sentences to be used for conference handout and promotions) **NOTE:** You may attach an extended bio for each presenter with list of speaking experience, publications, education etc.

Questions? Please contact Jim Walker, Virginia Society AIA, at 804.237-1777 or jwalker@aiava.org

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