

AIA LAS VEGAS

2010 SPONSORSHIP & ADVERTISING OPPORTUNITIES

AIA LAS VEGAS CONTINUING EDUCATION LUNCHEONS

The AIA CES Program is a continuing education system developed by the National AIA to record professional learning as a mandatory requirement for architect membership. It enables the architect to keep current, master new knowledge and skills, plan for the future and responsibly meet the role society entrusts to a professional. Each architect is required to earn 18 CE credits, 8 of which must be in the area of Health, Safety and Welfare and 4 of which must be in the area of Sustainable Design, in order to maintain active membership in the AIA. Beginning in January 2010, architects in the state of Nevada are required to acquire 8 CE credits in the area of Health, Safety and Welfare in order to maintain licensure in Nevada.

AIA Las Vegas continually seeks programs and educational opportunities to present to our membership so that they can achieve their required CE credits. As an AIA/CES "registered provider", AIA Las Vegas can partner with companies that are developing new technology, systems, products and services that impact the industry and whose research and development are of educational benefit to our members. Through this partnership, the firm realizes an opportunity to present this educational information to our members and our members have an opportunity to learn and to earn their required CE credits.

AIA Las Vegas has found that the most expedient way to provide these learning opportunities for busy architect members is to combine "Lunch & CE Credits". Since time is a precious commodity for all of us the idea of doing several things at once is appealing. The AIA Lunchtime Learning Program works this way....

If You Are An AIA National Registered Provider

As a Registered Provider, you should already have these documents on file. To schedule your program, AIA Las Vegas must receive completed copies of this paperwork, before the date can be booked and confirmed.

**Please note that you will NOT have a confirmed date for your luncheon until we receive ALL of these documents.

- 1) A signed and dated copy of the Quality Commitment Statement for the presenter of the program.
- 2) A copy of your Program Summary.
- 3) A copy of your Presentation (if PowerPoint – a CD-ROM or slide handouts; otherwise, speakers notes.)
- 4) A copy of any Handouts other than the PowerPoint Presentation.
- 5) A copy of your Form A Submittal for the program to AIA National.
- 6) If your program is registered for HSW (Health, Safety, Welfare) you will need a copy of your AIA/CES HSW Program Documentation Form
- 7) If your program is registered for Sustainable Design Credit you will need a copy of your AIA/CES Sustainable Design Form

This information must be sent to Kelly Lavigne via the following:

Mail: AIA Las Vegas, 401 S. 4th St., Ste: 175, Las Vegas, NV. 89101, Attn: Kelly Lavigne

Fax: 702-895-4417

E-mail: klavigne@aianeveda.org

If You Are Not An AIA National Registered Provider

The presenting company's CE program must meet the AIA/CES educational requirements. *(It cannot simply be a presentation of products and services.)* The program must have educational content in that it must provide information on a new (or existing) technology, product or system and demonstrate how this impacts or changes the industry or design practices or how it is important to the profession.

Designed to provide maximum benefits and visibility for your company in the Las Vegas architectural market

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In order to register a program for CE credit, the attached form must be filled out completely and submitted, along with an outline of the presentation and samples of the materials being used at least ONE MONTH prior to the presentation date, for evaluation by the AIA Las Vegas Continuing Education Committee. A statement of the learning objective of the program must be included, which answers the question.....What will the participants know/be able to do when they finish this learning activity? The committee will evaluate the program and, if it qualifies, the program AIA Las Vegas will register it for AIA CE Credits.

Once the content of the program is approved for CE Credit, the presenting company and the AIA Las Vegas office can determine the date, time and location for the program. The AIA office can determine the best date and time to schedule the luncheon in accordance with other Chapter meetings and activities, and make the arrangements for lunch and presentation requirements.

Fees

Registration of the Program: \$ 200
If the presenter is already a registered provider, they will not need to pay this fee.

Promotion of the Program to AIA Members: \$ 300
*Inclusion on AIA Calendar
Email and Newsletter Notices
Receipt and Management of RSVP's and Sign-In at lunch.*

Location & Lunch: \$1,000
*These programs are normally held in the Auditorium
At the Historic Fifth Street School location and a box lunch will be provided.
If the Auditorium is not available, AIA LV will secure a restaurant location and make the arrangements for the luncheon.*

AIA C.E. Luncheons are provided at no charge to attendees, however, they MUST RSVP to attend and registered architects will be given preference since they need the AIA C.E. Credits. RSVP No-shows will be invoiced.

The CE Program is then promoted to the membership through broadcast e-mail notices, on the website calendar and in the monthly newsletter. The AIA office receives the RSVP's. Architects are required to "sign-in" at the luncheon, in order to receive their CE credits.

Continuing Education programs can be offered as seminars, panel discussions, demonstrations, lectures or workshops.

Planning For Your C.E. Luncheon

The timing of the day is as follows:

10:45am – Please plan to be at the location at 10:45am so we can make sure your program/computer works with the system. Please bring a copy of your program on a disc so we can make arrangements if your computer doesn't work with the system.

11:30am - This is the time we tell the attendees to arrive. They trickle in between 11:30am and 12:00pm.

12:00pm – We start the program and run till 1 or 1:30pm. With question and answer, the attendees should be out by 1:30pm.

All Luncheons are scheduled to be held at the 5th Street School Auditorium located at 401 S. 4th St., Las Vegas, NV. 89101 (Parking lot is on the NE corner of Clark and 4th Streets.)

AIA Las Vegas will take care of booking the caterer, advertising the event and taking RSVP's. AIA reserves the right to choose what lunch will be provided. If YOU choose not to use the 5th Street School location, the fees remain the same but AIA Las Vegas will not be responsible for picking up the lunch tab.

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AIA Continuing Education Program

This Form Must Be Filled Out Completely / Please Print

Presenting Firm _____

Contact Name _____ Phone _____

Fax _____ Email _____

Firm Address _____

City _____ State _____ Zip _____

Name of Program: _____

Description
(What will the attendees know or be able to do after they have attended this program)

Approved: _____ Date _____ CE Credits _____

AIA Las Vegas has open dates for Continuing Education Luncheons in 2010. (All Thursdays)

- January 14
- January 28 – taken
- February 11
- February 25
- March 11
- March 25
- April 8
- April 29
- May 13
- May 27
- June 10
- June 24
- July 8
- July 22
- August 12
- August 26
- September 9
- September 23
- October 14
- October 28
- November 11 – taken
- December 9

Fees:
Registered Providers:
\$1,300

Non-Registered
Providers: \$1,500

Fees must be paid at least one month prior to the program.

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