



AIA Las Vegas

a chapter of the American Institute of Architects

Good Design
Makes a Difference



RSVP POLICY

The AIA Las Vegas policy on RSVP's for events is as follows:

When you make your RSVP for the meeting you will receive a confirmation email. You will need to print and bring this email confirmation to the event with you.

If you simply show up at the event without a confirmation, and you are not on the RSVP list, you will be charged at the door.

If you do RSVP for an event and then fail to attend, you will be charged for the meeting.

Charges vary based on cost per person for each event.

Please help us by providing your RSVP as soon as possible after you receive the first newsletter or email notice.

How To RSVP For An AIA Las Vegas Event

We now offer an online RSVP system!

INSTRUCTIONS:

1. Go to www.aialasvegas.org
2. *Log In at the top of the home page using your member username and password (*If you do not remember your login info, contact Debi at draffi@aianeveda.org)
3. Click on the menu option "Events"
4. Then select "Calendar"
5. Review Events List and select the event(s) you would like to attend
6. If you are logged in, it will auto-fill most of the registration form for you
7. Once completed, you will receive an email confirmation
8. Please bring your email confirmation with you to the event to show you have registered
9. Due to space restrictions, only those with printed email confirmations will be allowed to attend

If you wish to bring a guest, they will need to register online as well (they will not need log in information, just go to the calendar and click on the event they wish to attend and then fill out the fields.)