



AIA Triangle Continuing Education Event Planning

Thank you for hosting an AIA Triangle CE program/event. Please provide the following information **30 days prior** to your event date in order to allow time for sufficient planning, approval and promotion of your program.

Program Title: _____

Program Date: _____ Program Time: _____ to _____

Venue/Location: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Speaker's Full Name
& Credentials: _____

Provide speaker bio and attach professional portrait:

Provide a descriptive paragraph worded to promote your program and attach any available promotional material.

Four Learning Objectives - After completing this course, participants will.....

Click [HERE](#) for AIA guidelines on writing learning objectives.

- 1.
- 2.
- 3.
- 4.

Does this course qualify for HSW? Yes No

Click [HERE](#) for AIA HSW requirements

Email completed form to: info@aiatriangle.org