

AIA LAS VEGAS

2018 PARTNERSHIP, SPONSORSHIP & ADVERTISING OPPORTUNITIES

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

AIA LAS VEGAS CONTINUING EDUCATION LUNCHEONS

AIA Las Vegas has found that the most expedient way to provide these learning opportunities for busy architect members is to combine "Lunch & *CEs." Generally attendance for an AIA Las Vegas promoted CE Lunch results in 35-50 attendees.

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.

- 1) A copy of your Program Summary including your provider and program #.
- 2) A copy of your Presentation (if PowerPoint – a CD-ROM or slide handouts; otherwise, speakers notes.)
- 3) A copy of any Handouts other than the Powerpoint Presentation.

This information must be sent to Caron Richardson via mail: AIA Las Vegas, 401 S. 4th St., Ste: 175, Las Vegas, NV. 89101, Attn: Caron Richardson **OR** E-mail: crichardson@aianevada.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.

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 CE Program is then promoted to the membership through broadcast e-mail notices, on the website calendar and in the monthly newsletter. Continuing Education programs can be offered as seminars, panel discussions, demonstrations, lectures or workshops.

There are two options when it comes to planning your AIA Las Vegas CE Luncheon:

Option 1 | \$500

Program Management

- Registration of the Program if required
- Receipt and Management of RSVP's and Sign-In at lunch
- Provider receives a hard copy list of all attendees

Promotion of the Program to AIA Members

- Inclusion on AIA Website Calendar
- Email Notices
- Newsletter Notices

Option 2 | \$1,300

All of the above items (Program Management and Promotion of the Program to AIA Members) **PLUS** - Location & Lunch: Programs are held in the Auditorium or the Conference Room at the Historic Fifth Street School, located at 401 S. 4th St., Las Vegas, NV 89101. Parking is available on-site. Lunch will be provided. AIA Las Vegas will also provide most A/V equipment (ie: projector, sound and screen). Speaker must bring their own laptop and/or have program available on disc or memory stick as a back-up in case their laptop is not compatible with the facility equipment.

Planning For Your CE Luncheon:

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



401 South Fourth Street, Suite 175
Las Vegas, NV 89101
702-895-0936 www.aialasvegas.org

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AIA CONTINUING EDUCATION PROGRAM AGREEMENT

In order to register a program for CE credit, this 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, AIA Las Vegas will register it for AIA CEs.

Presenting Firm _____

Contact Name _____ Phone _____

Email _____

Firm Address _____

City _____ State _____ Zip _____

Name of Program: _____

Payment Information

Please charge me for Option 1 (\$500) Option 2 (\$1,300)

Check Payment: Enclosed is our check as payment in full for the CE Program noted on this agreement. Please make checks payable to AIA Las Vegas.

Credit Card: Please charge my VISA MCARD AMEX DSCVR

Exp: _____ Security Code _____

Name on card: (Please Print Clearly) _____

Signature: _____ Date: _____

PLEASE ATTACH a copy of your Program Summary that includes your provider # and program # if your program is registered already with AIA National.

If not, please attach an outline of the program, speaker's bios, promotional materials or any information that will be of assistance in registering and promoting this program for AIA Continuing Education credit.



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