

From: ConventionSpeaker@aia.org
Subject: 2014 AIA National Convention Presenter Information
Date: December 16, 2013 at 2:29 PM
To: ia.pluslab@gmail.com
Cc: maillog@meetingproceedings.com



Dear Illya Azaroff,

Congratulations again for being selected to present a program in Chicago, and welcome to the 2014 AIA National Convention Education Resource site!

We are ready to provide you with program development milestones, which identify deadlines for completion of tasks and course materials. The timeline for presenter task completion is structured with more flexibility than in past years to allow for an increased emphasis on content and presentation development. The first set of tasks is an opportunity to sign your speaker agreement and update your profile and contact information. In January, we'll invite you to join three webinars, which are required before uploading your first draft of course materials by January 31.

Again this year, we are using "Harvester," an online course organizer management site, hosted by CadmiumCD, for collecting course materials, peer reviewer comments, agreements, and presenter information.

Harvester Site Access:

2014 AIA NATIONAL CONVENTION AND DESIGN EXPOSITION SITE:

URL: <https://www.ConferenceHarvester.com/harvester2/login.asp?>

[EventKey=HMSTEJUV](#)

Username: ia.pluslab@gmail.com

Password (Access Key): KWUQCWOI

On log in, presenters will sign agreements, upload a photo, and edit their bios. Both session organizers and presenters will be able to update their own profile information review the course details and learning objectives (click on the course title to review). **Session organizers (only) will collect, assemble, and upload course materials and access peer reviewer feedback.**

Below the action items and presentation details, I've provided Policy Statements and Resources for your reference. As I come across additional articles and resources relevant to education design and delivery, I'll add these to the Webliography section.

The required visual and handout template will be posted on the session organizers

site early next year. We will notify you once that the presentation template is available. For this first round, due January 31, prepare your materials to include:

- **A visual PowerPoint presentation** on a plain white background (blank master). Use text sparingly (maximum 6 lines/6 words per line). Incorporate relevant photos, graphs, charts etc. reinforce your talking points and make your presentation visually appealing. Remember, use keywords and phrases on the slides. The audience should focus on you, the expert, not the screen behind you.
- **Talking points** either to accompany each slide of your visual presentation or, if you are using a storyboard or other instructional design element to show progression in development, include a copy as a PPT file for the reviewer.
- **Resources** and web site links you intend to share with the attendee.

By program format, please include the following:

- **90 Minute Individual Presentation:** Course outline, timeline, (include speaking order and time allotted for multiple speakers), and a concise description of interactive exercises and activities you will incorporate into your presentation.
- **90 Minute Moderated Panel w/o Individual Presentation:** Course outline, timeline, list of the panel questions and time allotted for each panelists' response. Describe how, and at what point during the presentation you will incorporate interaction with the audience. Limit individual comments/slides to five minutes per panelist before moving to the moderated discussion.
- **60 Minute Seminar:** Course outline, timeline, (include speaking order and time allotted for multiple speakers), and a concise description of interactive exercises and activities you will incorporate into your presentation.
- **Full Day and Half-Day Preconvention Workshop:** Course outline, timeline, (include speaking order and time allotted for multiple speakers), and a concise description of the group and individual interactive exercises and activities you will incorporate into the workshop.

Milestones

January 3, 2013 – Signed Presenter Agreements and Update Profile: biography and photo upload

January 9, 2014 – Webinar 1: AIA Convention & Quality Education

- Discover the six levels of cognitive learning
- Identify higher level learning strategies
- Understand your audience (who are our convention attendees)
- Leverage the power of feedback

January 16, 2014 – Webinar 2: Session Delivery and Audience Engagement

- Learn how to educate, engage, and entertain your audience all at once.
- Identify and refine your individual presentation style.
- Put yourself and your audience at ease.
- Deliver a substantive presentation without an over-reliance on PowerPoint.

January 23, 2014 – Webinar 3: Presentation Development

- Learn how to build an effective presentation structure using a proven message development framework.
- Learn how to integrate compelling visuals and graphics into presentations.

January 31, 2014 – Course Materials for Review: First Draft Uploaded

February & March 2014 – Peer Review of Course Materials and Quality Assurance (exact dates will be provided in advance)

April 25, 2014 – Updates and Revisions to Course Materials: Second Draft Uploaded

June 13, 2014 – Final Course Materials Uploaded

June 25, 2014 – 2014 AIA Preconvention Workshops, McCormick Place, Chicago

June 26-28, 2014 – 2014 AIA National Convention and Design Exposition,
McCormick Place, Chicago

New this year, we are creating an interactive site on AIA Knowledge Net for 2014 AIA Convention Speakers. We encourage you to visit this site throughout the program development process to access tips and tools, deadline reminders, and to participate in group discussions. We will provide you with access to this site when it becomes available.

Convention Registration:

We will notify you once Convention Registration Opens. To be eligible for complimentary registration, a signed agreement and completion of tasks to date are required.

Questions and Support:

Contact CadmiumCD directly at 410-638-9239 if technical support is needed with the Harvester site. If you have questions regarding your participation in the program, please email me at conventionspeaker@aia.org, or your organizer.

I appreciate your cooperation in meeting the requirements at each milestone and your contribution to making the Chicago program a meaningful learning experience for our attendees. I look forward to working with you over the coming months.

Sincerely,

Carolyn Snowbarger

Director, Quality Education

American Institute of Architects

conventionspeaker@aia.org

