


**From:** ConventionSpeaker@aia.org   
**Subject:** AIA Convention 2016 - Speaker Welcome Letter  
**Date:** November 16, 2015 at 2:06 PM  
**To:** ia.pluslab@gmail.com  
**Cc:** maillog@ConferenceHarvester.com



Dear Illya Azaroff,

Congratulations! You have recently been proposed as a speaker and/or session organizer for the AIA Convention 2016. The convention aims to offer attendees an experience that will leave them connected, empowered, and inspired. Your participation in the program is critical to the success of our objectives.

We have worked hard to put together various resources to help you be successful at the Convention. Please log into your profile on the Harvester site to review your action items, deadlines, and various resources. The Conference Harvester will be the main portal through which the AIA team will share best practices, resources, and other materials.

In order to confirm your participation in the 2016 program, please complete the following steps by **December 15, 2015**. Until the items below are complete your name will not be included in the convention program.

#### **Speaker Action Items:**

- Review your presentation details (*date and time*). *Please note that the presentation times are subject to change as we finalize our keynote speakers.*
- Review the attached speaker guidelines. This document provides comprehensive information about speaker logistics and convention details.
- Complete your action items: **Agreement, Profile, Bio, and Photo**. If they are not completed by the deadline, your name and/or presentation will be removed from the convention schedule.

#### **Session Organizer Action Items:**

- Review your presentation details (*date and time*). *Please note that the presentation times are subject to change as we finalize our keynote speakers.*
- Review the attached speaker guidelines. This document provides comprehensive information about session organizer logistics and convention details. **NOTE** : Individuals listed as session organizers only are not considered speakers. Therefore, they do not have the same requirements and rewards as the confirmed speakers. Please refer to the speaker guidelines for more details and review your presentation details to verify the role we have on file for you.
- Complete your action items: **Profile**. If it is not completed by the deadline, your presentation will be removed from the convention schedule.

Please note that we are operating under a tight timeline. We appreciate your cooperation in helping us launch a great convention. If you have any questions, please do not hesitate to contact us at [ConventionSpeaker@aia.org](mailto:ConventionSpeaker@aia.org). We look forward to partnering with you during the next few months.

Thanks again for your time and efforts.

AIA Convention Education Team

**AIA CONVENTION 2016 SITE:**

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

[EventKey=GAXZDQKO](#)

**Username:** ia.pluslab@gmail.com

**Password (Access Key):** K W U Q C W O I



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