


**From:** ConventionSpeaker@aia.org   
**Subject:** AIA Convention 2017 - Speaker Welcome Letter  
**Date:** November 3, 2016 at 1:58 PM  
**To:** ia.pluslab@gmail.com  
**Cc:** maillog@ConferenceHarvester.com, jyeung@aia.org, wayneconners@aia.org, sd.pluslab@gmail.com



Dear Illya Azaroff,

Congratulations! You have recently been selected as a speaker and/or session organizer for the AIA Convention 2017 to be held in Orlando, FL from April 26<sup>th</sup> to April 29<sup>th</sup>. We are embarking on an exciting journey to deliver the most cutting edge and engaging experience to our audience of architects and design professionals.

Beginning this year and over the next few years, we are working towards transforming the education content and experience at the AIA Convention. The goal is to deliver engaging and thought provoking content in a dynamic, inspiring, and interactive way. We will explore innovative approaches in sourcing and delivering our content, as well as examine and implement contemporary learning formats. You are and will continue to be a critical piece of the equation and we look forward to partnering with you on this quest.

To that end, we put together various resources to help you be successful at the Convention in Orlando. 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 2017 program, please complete the following steps by **December 1, 2016**. 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. We recommend that you DO NOT book your travel to Orlando until after registration launches in January.*
- 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.*
- 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

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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

*Please click on the link below to log into the Conference Harvester site (speaker portal).*

**AIA CONVENTION 2017 SITE:**

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

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

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



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