AIA Ohio
Architectural Design Community Conference Submission Guide

The AIA Ohio Architectural Design Community Conference will provide members of the design professions with an opportunity to share ideas, tackle challenges and uncover potential. The call for presentations is a great opportunity for AIA Ohio to promote programs that are innovative, fresh, and relevant.

AIA Ohio has prepared the following information to assist you in the development/writing of your submission. It is AIA Ohio's intent to provide programs that contain new and innovative programming and information. We encourage you to submit your programs as we re-invent the AIA Ohio statewide conference.

What Makes a Good Proposal?

Your proposal should be specific, align with the conference themes, promote AIA priorities, demonstrate impact, and provide active, engaging, and valuable learning opportunities. While you may not be able to meet all these criteria, you should work to align your program with as many of these as possible. AIA Ohio is looking for presentations that address specific themes that focus on emerging trends. The sessions should provide unique content that is not available elsewhere and should be of interest to a diverse group of architects and other design professionals.

A strong proposal will demonstrate one or more of the following:

- Unique approaches to thriving and succeeding as a practitioner.
- How your work positively addresses climate change, resilience, or social justice.
- Creatively addressing one of AIA Ohio's conference themes:
    - Reconnect
    - Rethink
    - Refresh
    - Remember
    - Reuse

Additionally, presenters should make sure that their programs follow basic guides for submissions. These include:

- Create clear but enticing titles that interest architects and allied design professionals.
- Provide a specific and well-planned proposal that has well-defined outcomes.
- Include learning outcomes that provide information at a more advanced level.

Presentations that include passive lectures or information repeated from previous AIA Ohio conferences should be avoided. Fresh and innovative programming which allows members to seek additional

information is encouraged. As is always the case, programs that are designed around specific manufacturer products or vendor services are not permitted under the AIA CE guidelines.

In the 200-word description of the program, each submission should address the way the attendee will learn. The following terms shall be used as a guide:

Inspire: Energize architects and design professionals toward positive action, specifically in the context of creating a better world.

Inform: Provide relevant, memorable, understandable, and transferrable information

Improve: Offer strategies and tools that can be immediately applied to everyday practice

Involve: Create opportunities for those who share common goals to connect with, learn from, amplify, and build upon each other's voices, work, and networks.

Consider each of the above as you develop your program description and use at least one of the terms to help better define the reason you have developed your program.

Session Descriptions

The program abstract will be used as the Session Description which will be included in the online schedule. This statement should be worded carefully. Keep it short but make it interesting. The title should sell attendees on what they'll learn and what the value is for them. Provide a clear description of the expected outcomes. Incorporate a statement on the impact your session could have on attendees, but make sure that this aligns with your learning objectives.

Session History

Information on the presentation history can be important. While the committee is looking for new, innovative, and fresh ideas, the committee is also interested in knowing if the program has been presented to other audiences in the past. The session history provides the committee with an understanding of whether the presenter has had the chance to obtain feedback and update and refine the material.

Learning Objectives

When you develop your learning objectives, you will want to use active verbs that will allow the committee and AIA to understand the way attendees will learn by participating in the session. The objectives should be clear and measurable. Please make sure that you review the AIA requirements for Health, Safety and Welfare prior to submitting your application. While we realize that not all programs will, or should be HSW approved, many architects and allied design professionals look for HSW programming at these types of events.

Follow this link for more information on the AIA HSW requirements.

The Review Process

Each proposal received will be reviewed by the committee. The proposals will be ranked by the reviewers to determine the programs that best meet the needs of attendees based on the description, the learning objectives, and the presenter biographies. Once reviewed, the committee will assign tentative days and times for the presentations and all submitters will be notified of the selections The committee reserves the right to substitute other programs in place of those selected if the presenters fail to provide follow-up information to the committee when requested.

Thank You

Thank you for your time and interest and we look forward to working with you to make the 2023 AIA Ohio Design Community Conference a success. Questions can be directed to Education Programming chair Bruce Sekanick at bruce@psaoh.com.

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