

AIA LAS VEGAS

2023 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, the Luncheons are scheduled from 11:30am to 1:30pm and average 20 to 25 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 Flash Drive or slide handouts; otherwise, speakers notes.)
- 3) A copy of any Handouts other than the Powerpoint Presentation.

This information must be sent to Kelly Lavigne at AIA Las Vegas, 1131 S. Casino Center Blvd., Las Vegas, NV. 89104,

OR E-mail: klavigne@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 weekly 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 three options when it comes to planning your AIA Las Vegas CE Luncheon:

Option 1 | Virtual CE Luncheon | \$500

Program Management

- Set-Up and Coordination of ZOOM Meeting Platform
- Registration of the Program with AIA National if required
- Receipt and Management of RSVP’s
- Provider receives a list of all attendees
- Promotion of the Program via Website Calendar, Monthly Newsletter, AIA This Week Notices, Social Media

Option 2 | In Person CE Luncheon at Your Site | \$750

Program Management

- Registration of the Program with AIA National if required
- Receipt and Management of RSVP’s and Sign-In at lunch
- Provider receives a list of all attendees
- Promotion of the Program via Website Calendar, Monthly Newsletter, AIA This Week Notices, Social Media

Option 3 | In Person CE Luncheon Plus | \$1,500

- All of the Program Management and Promotion of the Program listed above
- Lunch and Location coordinated by AIA Las Vegas
- AIA Las Vegas coordinates the AV Equipment Needed
- Speaker: bring laptop and have program on a memory stick as back-up
- Price does not include extra fees for AV Equipment, Lunch or Room Rental

AIA LAS VEGAS 2023 PARTNERSHIP, SPONSORSHIP & ADVERTISING AGREEMENT

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 program will be evaluated 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 (\$750) Option 3 (\$1,500)

You will be invoiced via email and may pay electronically from that invoice or mail in a check.

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 and mail to 1131 S. Casino Center Blvd., Las Vegas, NV. 89104

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.