



AIA Florida Gulf Coast

Continuing Education Lunch Seminars Presentation Agreement

Presenting Company _____

Presentation Dates

___ January 21, 2021 (Virtual Only)

___ May 20, 2021

SOLD February 18, 2021 (Virtual Only)

___ June ??, 2021

___ March 18, 2021 (Virtual Only)

___ July ??, 2021

___ April 15, 2021 (Check for in-person)

___ August 19, 2021

Speaker _____

Presentation Title _____ (required)

Course Authorization Number and CEU/HSW _____ (if applicable)

Your AIA National Provider Number: _____ (if applicable)

Course Summary to be used in marketing the presentation to architects (*subject to editing*)

As a Continuing Education Lunch Seminar Presentation Company, you are committing to one presentation.

In-Person Presentations (not available until April at earliest): The sponsorship fee of \$500 (\$350 for AIA Florida Gulf Coast allied members) includes presentation for as many as 20 to 30 architects, refreshments for all participants, room rental, and tax and gratuity. It also includes a screen for your presentation. **It does not include an LCD**

projector, extension cord or a laptop for your presentation. Please plan to bring those. A tv is available to hook up your PC (not compatible with MAC). AIA Florida Gulf Coast staff will coordinate securing venue space, registration and marketing for the event. Your company's logo will be featured on AIA Florida Gulf Coast's website and in promotional emails.

Virtual Presentations: The sponsorship fee of \$350 (\$200 for AIA Florida Gulf Coast allied members). Please provide your platform registration link when submitting this form. Your platform should be able to capture all information you need for submitting AIA credits and distributing certificates to attendees (name, email, AIA number, etc).

You will not be considered scheduled or confirmed until payment is received by AIA Florida Gulf Coast. Payment must be received at least and no less than one month prior to your scheduled seminar dates.

Each seminar begins at 12:00 pm on the date selected. Physical location for in-person presentations is still pending.

Your Company's certification responsibilities:

- **Only AIA approved HSW courses may be presented.** If your course is not currently approved, please contact info@aiagulfcoast.org to coordinate approval. As an approved provider, you must report attendee credits within two weeks of your presentation, provide a sign in sheet at the event and distribute certificates to attendees. Please also provide PDFs of the certificates to info@aiagulfcoast.org.

Payment of \$500 (\$350 for AIA Florida Gulf Coast Allied Members) for in-person presentations or \$350 (\$200 for allied members) for virtual presentations must accompany this signed agreement. Email your logo in .jpg format to info@aiagulfcoast.org.

MasterCard ___ Visa ___ Amex ___ Credit Card # _____

Expiration Date: _____ Security # on back of card: _____ Billing Zip Code: _____

Billing Address: _____

Billing Phone & Email: _____

Cardholder Name (Please Print): _____

Signature of Cardholder: _____

___ I prefer to pay online (AIA Florida Gulf Coast will email you an invoice for online payment)

By signing this Authorization, I understand and agree to the terms and conditions of AIA Florida Gulf Coast Continuing Education Seminars sponsorship. I understand that any A/V equipment necessary for my presentation is my responsibility and if any equipment is rented from a venue, I am also responsible for any charges incurred for that. If I cancel my speaking engagement less

than 45 days prior to event date, I understand that I am responsible for any cancellation charges that are also charged by any of the venues.

Signed _____

Date _____

Please return with payment to AIA Florida Gulf Coast
P.O. Box 160 | Sarasota | FL | 34230
941.315.8242 or fax (850) 224-8048 info@aiagulfcoast.org