Instructions to Complete Submission

CREATE A PROPOSAL

Program Title. (64 characters maximum, including spaces and punctuation) Provide a clear, concise title that accurately reflects the tour content. This will be the official title listed in the program guide and the AIA/CES member transcripts for membership and state license renewal (educational tours only). The AIA reserves the right to change the title to meet AIA/CES requirements. Once registered and published, program titles may not be changed except by the AIA, if needed.

STEP 1 – SUBMITTER CONTACT INFORMATION

Primary Contact. Point of contact for tours (should be the same person for all tours).

Tour Leader. Tour leader contact information.

STEP 2 – EDIT PROPOSAL CONTENTS

Program Description. (250 words maximum)

> **Educational Tours.** Provide a clear, accurate description of the tour activity. Specify the learning that will occur and describe how the experience will enable attendees to improve their careers, practices, service to the profession, or service to the community.

> **Guest Tours.** Provide a clear, accurate description of the tour activity.

Tour Type. Select the tour type—educational or guest. Educational tours are open to all attendees and offer LUs. Guest tours are open to all attendees and do not offer LUs.

Learning objectives (educational tours only). (100 words maximum for each objective) Using *measurable*, *outcome-based verbs*, provide _four_ learning objectives for tour participants—specifically, what they will be able to do as a result of participating in the tour. The AIA reserves the right to edit learning objectives for length and clarity, and to meet AIA/CES requirements.

The AIA will determine if a program meets the criteria for Health, Safety, and Welfare (HSW) and/or Sustainable Design (S/D) credit. As such, the learning objectives must clearly indicate how this program meets AIA/CES requirements for these designations.

AIA Member Communities. Select the AIA Member Community that is *most closely* related to the topic of the program. For a complete description of the Member Communities, go to www.aia.org/practicing/groups.

Keywords. For search purposes, list four descriptive *keywords* not included in your title that relate to the content of the program. These must be generic, non-proprietary terms.

STEP 3 – REGISTRATION FEE, SCHEDULE, LOGISTICS

Registration Fee. Enter the registration fee or enter "none" if not applicable.

Preferred Tour Dates. Select all date(s) that tour will take place.

Start and End Times. Enter the start and end times for that day (e.g., 8–10 am). Times (except as listed for continuing education credit purposes) are actual time spent, including transportation. If a tour is offered multiple times on the same day, separate times with a comma (e.g., 8–10 am, 11–1 pm, 2–4 pm).

Total LUs (educational tours only). Enter the total number of learning units earned. When calculating total learning units subtract meals, transportation, etc. (any time when qualified learning does NOT occur).

Capacity. Enter the number of seats available for each tour.

Tour Format. Select one of the following formats:
- Bus
- Bus/Walking
- Walking
- Other

Wheelchair Accessible. Specify if the tour is wheelchair accessible. If "yes" is selected, entire tour must be wheelchair accessible.

Transportation Requirements. Specify if transportation is required.

Trip. Specify if transportation provided is one-way or round-trip.

Depart From. Select one of the following:
- Convention Center
- Headquarter Hotel
- Hotels on Shuttle Route
- All Hotels
- Other (If "other" is selected a location and address is required)

Return To. Select one of the following:
- Convention Center
- Headquarter Hotel
- Hotels on Shuttle Route
- All Hotels
- Other (If "other" is selected a location and address is required)