

# AMERICAN INSTITUTE OF BUILDING DESIGN

## AIBD Speaker Proposal Submission:

### Audience

The American Institute of Building Design hosts four two-day educational and networking events annually. Each consists of one and a half days of educational sessions and a half-day architectural tour. The conference attracts residential and light commercial building designers from across the nation.

The primary audience for AIBD is an experienced residential and light commercial building designer, is a business owner, a manager or decision maker, and others who provide services in the residential construction industry, such as engineers, builders, interior designers and landscape designers. Other attendees include consultants, product manufacturers, software suppliers and other service providers that support residential building design and construction.

### Conference Educational Focus

The business of design and design build as determined by a 2015 practice analysis performed by PSI Services, LLC, a third-party consultant hire by the AIBD.

### Proposal Guidelines

High-priority topics are those that affect a large segment of the industry, involve significant expense or revenue, or are solutions-driven. Topics should be timely, focused on design or design/build, financial management needs, and related to legal/copyright/legislative/code issues within the design and construction industries. The method of delivery of this information should include such techniques as group discussions, case study analyses, and simulations. **Proposals that are, or appear to be, aimed at selling a product or service will not be selected.**

### Proposal Requirements

Proposals should be clear and concise, and session descriptions should focus on measurable outcomes, process improvements, unique information, tools/takeaways and attendee involvement in the session. Adult learners prefer to be active participants, so techniques that encourage active learning are strongly recommended.

All proposals must be original. By submitting a proposal, the submitter agrees that, if accepted, the session will be presented as scheduled. **All presentations accepted may be recorded and distributed as on-demand education at a later date.**

### Presentation and Speaker Opportunities/Limits

Each conference provides for seven 90-minute sessions with the following focus areas:

- Design Processes:
  - Concept Development
  - Construction Document Development
  - Contract Completion
- Business Practices:
  - Project Management
  - Programming and Due Diligence
  - Contracts
- Business Administration:
  - Ethics
  - Licensure
  - Insurance
  - Employment Law
  - Accounting
  - Marketing
- Building Design:
  - Site Design
  - Building Planning

- Building Codes
- Foundations, Concrete, Structural Masonry
- Framing Systems
- Thermal and Moisture Protection
- Mechanical, Electrical & Plumbing
- Building Science and Sustainability
- Domestic Architecture

### **Compensation**

Conference budgets and subsequent registration fees do not include funds for speaker's fees. However, certain expenses and allowances are available.

- Speakers receive one complimentary regular conference registration
- Speakers receive two-nights complimentary at the host hotel (typically the night before and the night of the session date)
- Please indicate in your proposal if you will require any travel reimbursements

### **Selection Criteria**

The AIBD Conference Committee will review all proposals and evaluate them for timeliness of topics, speaker experience and capability, and overall educational merit. Proposals that best meet the education goals for the conference will be selected. Preference is given to proposals that present a building designer perspective, include innovative information/ideas and are backed by case studies, data and real-world experience. Also taken into consideration is the presenter's travel distance and affiliation with AIBD, e.g. a member or non-member.

### **Proposal Timelines and Delivery**

**Proposal Submission:** Proposals must be received by **12:00 p.m. (EDT) on June 1, 2018.**

**Preferred Submission Method:** Email to [conferences@AIBD.org](mailto:conferences@AIBD.org) or Fax to 866-204-0293. If you do not receive a confirmation within 24 hours of submission, please call 800-366-2423 to confirm.

**Proposal Evaluation:** Will be completed by **June 6, 2018.** You may be contacted if the reviewers have questions about your proposal, identify gaps, or wish to discuss potential changes or modifications to the proposal, including the session title.

**Letter of Acceptance:** If your proposal is selected, notification and a letter of agreement will be sent to the main (lead) proposer/presenter by **June 8, 2018.** The notification will include the time and day of your session. If you accept this offer and wish to present at the conference, the letter of agreement must be signed and returned to the AIBD office within two weeks of its receipt. If the chosen presenters do not reply within two weeks, the Letter of Acceptance will be revoked and another presentation will be chosen.

All conference presenters are required to provide a copy of their presentation that will be distributed electronically to attendees by a pre-determined deadline that will be communicated in the acceptance letter. This will serve as an educational reference for each attendee, both during and after the conference. Session Power Point presentations will **NOT** be photocopied and distributed at each session, but will be included on the electronic media.

### **Describing Your Program**

#### **Session Title**

Please include a key **process** that will be taught and **outcome** that can be achieved. Examples: "15 Step Project Management Study," "Income, Expenses & Analyzing Finances," "Systems, Operations & Checklists."

#### **Session Description**

Please describe your session by providing us with the following information:

- **Session summary**  
Include a 50-75 word description of the key content to be presented.
- **Measurable outcomes** (if the session is a case study):

Examples: “Residential designers can increase sales 30% by offering stock plans.” “Design/Build firm reduced overall expenses 5% by hiring a BIM specialist.”

- **Process improvement(s)**

Example: “Learn proven strategies that turn a new customer into a lifelong client.” “Learn to talk and manage invoicing with ease.” “Business and life are so much better with these tried and true systems and protocols in place.” “We know you’re awesome, now take these steps to spread the word and reach more ideal clients.” (The actual description should have more information than this example.)

- **Learning Objectives**

Please provide measurable learning objectives for this session (typically 3 or 4 objectives) as an outline for the attendees. Each objective must start with a measurable action verb (*assess, analyze, compare, build, design, describe, identify*, etc.) The learning objectives should respond to this statement: “After this session, attendees will be able to...”

- **Session format**

Lecture, panel discussion, workshop, roundtable discussion, case study.

- **What conference(s) you would like to be considered to speak at**

To find the dates of the next 12 months of conferences, visit [www.AIBD.org/conferences](http://www.AIBD.org/conferences).