



AIA Florida Northwest

Continuing Education Lunch Seminars Presentation Agreement

Presenting Company _____

Company Logo _____ (in jpg format)

Date of Presentations _____ (see next page)

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 two days of presentations. The sponsorship fee is \$500 for both venues and \$150 allied dues if you are not already a member. Attendance averages about 35 people for both venues. AIA Florida Northwest will provide lunches for all participants, room rental, and tax and gratuity. A screen for your presentation will be provided. **We will not provide an LCD projector, extension cord or a laptop for your presentation. Please plan to bring those.**

You will also be provided with a list of registrants including emails upon request.

Luncheon Seminars are Wednesday at noon at the Downtown Pensacola Library - located at 239 North Spring St, Pensacola, FL and at noon on Thursday at the Destin Public Library located at 150 Sibert Ave, Destin, FL. These locations are subject to change. You will be notified of a venue change. Please refer to dates below.

Dates Available:

___ April 17, 2019 (Pensacola) & 18 (Destin) ___ July 10, 2019 (Pensacola) & 11 (Destin)
___ May 15, 2019 (Pensacola) & 16 (Destin) ___ August 21, 2019 (Pensacola) & 22 (Destin)
___ June 19, 2019 (Pensacola) & 20 (Destin) ___ September 18, 2019 (Pensacola) & 19 (Destin)

Your Company’s certification responsibilities:

- **Only HSW courses may be presented.** If your course is not approved for AIA credit, please contact admin@aianwfl.com so it may be approved.
- As a CES provider, you must report attendees’ credits within two weeks of your presentation, provide a sign in sheet on location and distribute certificates to attendees. Please send PDFs of certificates to admin@aianwfl.com.

By signing this Authorization, I understand and agree to the terms and conditions of AIA Florida Northwest Continuing Education Lunch 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 the luncheon is canceled **by me**, I understand that I am responsible for any cancellation charges that are also charged by any of the two venues.

Signed _____

Date _____

Please return to AIA Florida Northwest at admin@aianwfl.com. Payment must be included to reserve your presentation.

MasterCard __ Visa __ Amex ___ Credit Card # _____

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

Cardholder Name (Please Print): _____

Signature of Cardholder: _____