



# 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 \$15 per attendee at two 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 be billed for the number of attendees at the conclusion of your presentations. You will also be provided with a list of registrants including emails

**Luncheon Seminar Locations** are Monday, Wednesday or Friday (see dates provided later in this form) 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.

Dates Available:

___ August 10 (Pensacola) & August 16 (Destin)	___ March 20, 2019 (Pensacola) & 21 (Destin)
___ December 13 (Destin) & 14 (Pensacola)	___ April 17, 2019 (Pensacola) & 18 (Destin)
___ January 16, 2019 (Pensacola) & 17 (Destin)	___ May 15, 2019 (Pensacola) & 16 (Destin)
___ February 20, 2019 (Pensacola) & 21 (Destin)	___ June 19, 2019 (Pensacola) & 20 (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](mailto: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](mailto: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](mailto:admin@aianwfl.com). You will be invoiced after your presentation.