



AIA Florida Gulf Coast

Continuing Education Lunch Seminars Presentation Agreement

Presenting Company _____

Presentation Dates

___ March 15, 2018

___ August 16, 2018

~~___ April 19, 2018~~

___ September 20, 2018

___ May 17, 2018

___ October 18, 2018

___ June 21, 2018

___ November 15, 2018

___ July 19, 2018

___ December 13, 2018

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. 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.

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 and is at SCOPE located at 1226 North Tamiami Trail, Suite 202 Sarasota, FL 34236

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) 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: _____

Cardholder Name (Please Print): _____

Signature of Cardholder: _____

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