

## Call for Proposals: Reference guide

The Call for Proposals helps AIA source education sessions that are innovative, fresh, and relevant.

It's an opportunity to share the groundbreaking, experimental, and practical ways you're designing for climate action and creating healthier, equitable, and more sustainable communities, microprojects, parks, homes, installations, and schools, among others.

All proposals will be peer reviewed.

### **What makes a good proposal?**

Your session proposal should be specific, [align with AIA priorities](#), demonstrate impact, and provide active, engaging, and valuable learning opportunities. AIA is looking for submissions on specific [themes and topic areas](#) focused on emerging trends, content that attendees can't get elsewhere, and sessions that are valuable for various levels of knowledge and career levels.

A strong proposal will demonstrate one or more of the following:

- Unique approaches to thriving and succeeding as a practitioner
- How your work positively addresses climate change
- How your designs impact communities
- Creativity and solutions around a [theme](#):
  - Careers & practice
  - Community
  - Global & local perspectives
  - Research & development
  - Climate action
- Clear, direct short titles work best
- The more specific and well planned your proposal is, the better
- Provides learning goes beyond the basics and is at a more advanced level, regardless of targeted audience (emerging professionals or senior level)

Please, no passive lectures or recycled presentation from other events. Also please note, sessions may not promote specific products, vendors, or services.

## Timeline

Dates are subject to change.

Task	Deadline
Call for Proposals opens	August 15
Call for Proposals closes	September 30
Peer review	October 10-30
Decision	Mid-December
Speaker confirmations due	January 9
A'23 Conference dates in San Francisco	June 7-10, 2023

## Submission process: Required fields

### Title

Clear, direct, short titles work best. (Max 10 words)

### Session type

**60-Minute presentation:** A presentation that incorporates active learning and participation and may use various media (e.g., video, polling) to facilitate learning.

- Length: 60 minutes
- Presenters: One or two
- Learning objectives: Must include at least four

**90-Minute panel presentation:** A diverse, lively, engaging, deeper dive, advanced-level presentation and discussion on a specific topic. Include details on how you'll structure the discussion/presentation and facilitate learning interactions.

- Length: 90 minutes
- Presenters/facilitators: Maximum of four (e.g., three panelists, one moderator)
- Learning objectives: Must include at least four

**Practicum:** In-person sessions emphasizing the development and practical application of knowledge and skills. Attendees will learn “how-to” and/or “practice” in a workshop-style environment that includes small group exercises.

- Length: 2.5 hours (as an example a practicum could be structured as a 60-to-75-minute lecture, 30-40 minutes group activity/discussion, 30-minute assessment/review of learning objectives, and Q&A)
- Presenters/facilitators: Up to four
- Learning objectives: Must include at least four

Practicum proposals should describe the session activities; discuss the immediate application for participants when they return to the workplace; state what device(s) participants need to bring; and what you need to best facilitate the session (e.g., materials, technology, room set-up, etc.) This additional information should be included in the supporting materials section.

### **Problem statement**

Describe the challenge or issue your session will address and how knowledge and/or application of your solution will benefit architects and the profession. (Max 200 words or 1,000 characters)

### **Learning experience lens**

**Inspire:** Energize architects and design professionals toward positive action, specifically in the context of creating a better world through the built environment.

**Inform:** Provide relevant, memorable, understandable, and transferrable information.

**Improve:** Offer strategies and tools that can be immediately applied to everyday practice and professional development.

**Involve:** Create opportunities for those who share common goals to connect with, learn from, amplify, and build upon each other’s voices, work, and networks.

### **Learning lens—“Why”**

Explain why you selected the learning experience lens that you did.

### **Topic areas**

Select up to three [topics](#) your proposed session will address.

### **Session description**

Session descriptions will appear in the online schedule. Make yours interesting! It should sell attendees on what they’ll learn and what the value is for them. Provide a clear description and expected learning outcomes. (Around 100 words max.)

### **Session history**

Let us know if this is a new session or if it has been delivered previously.

## **Venue**

All sessions will be scheduled for in-person delivery in San Francisco, June 7–10, 2023.

## **Learner outcomes**

What will attendees know or be able to do after attending your session? Please use active verbs and words that are clear and measurable.

## **Post-conference value**

Describe the impact your session will have on attendees' future business decisions. Be sure this is well aligned with the learning outcomes.

## **Speakers**

All session speakers must be secured at the time of your submission. Please do not use "TBD." Changes in speakers for accepted programs must be approved by A'23 staff.

## **Supporting materials**

You may upload optional supporting materials (max 5 pages) to help the review committee better understand your proposed session including a sample presentation deck, white paper, supporting photos or images, the primary speaker's CV, etc. Do not use this upload area to submit additional speakers.

## **Review process**

All proposals go through a peer review of subject matter experts.

## **Speaker benefits**

Confirmed A'23 speakers are eligible to receive a discount on the full conference registration rate.. The discount complements the significant benefits of speaking at the AIA Conference on Architecture, which includes resume building, visibility, appearance in news articles, and publicity as a subject matter expert.

## **Policies**

You do not need to be an AIA member to submit a proposal and present at A'23.

All confirmed speakers are required to register at the discounted rate and attend the 2023 Conference on Architecture in San Francisco, CA. AIA does not provide travel or expenses.

If your proposal is accepted, it may be edited to fit within AIA style guidelines.

AIA educational sessions are noncommercial. Sessions may not promote specific products, vendors, or services.

If your proposal is accepted, you retain the copyright and all rights attendant to such copyright in your materials; however, you grant AIA permission to use your presentation and the materials you use in your presentation solely for purposes of making your presentation (in part or in whole or in different formats) available as part of AIA's conference materials and/or in AIA educational offerings, consistent with AIA's mission and purpose.

## Questions?

If you have any questions, please feel free to contact us at [education@conferenceonarchitecture.com](mailto:education@conferenceonarchitecture.com).