



AIA Palm Beach

Continuing Education Lunch Seminars Presentation Agreement

Presenting Company _____

Presentation Dates and Times (please mark all that you would prefer):

March 6 & 7, 2018

___ 12:15 pm – 1:15 pm*

~~SOLD~~ 1:30 pm – 2:30 pm

___ 2:45 pm – 3:45 pm

September 5 & 6, 2018

___ 12:15 pm – 1:15 pm*

___ 1:30 pm – 2:30 pm

___ 2:45 pm – 3:45 pm

June 5 & 6, 2018

___ 12:15 pm – 1:15 pm*

___ 1:30 pm – 2:30 pm

___ 2:45 pm – 3:45 pm

December 4 & 5, 2018

___ 12:15 pm – 1:15 pm*

___ 1:30 pm – 2:30 pm

___ 2:45 pm – 3:45 pm

*Attendees will be provided lunch during this session.

Speaker _____

Presentation Title _____ (required)

Course Authorization Number and CEU/HSW _____ (required)

Your AIA National Provider Number: _____ (required)

Course Summary as approved by AIA 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 of \$750 (\$500 for AIA Palm Beach Professional Affiliates) includes presentation for as many as 30 architects at each of two venues, including 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.** AIA Palm Beach staff will coordinate securing venue

space, registration and marketing for the event. Your company's logo will be featured on AIA Palm Beach's website and in promotional emails.

You will not be considered scheduled or confirmed until payment is received by AIA – Palm Beach. Payment must be received at least and no less than one month prior to your scheduled seminar dates.

Seminar Locations are in West Palm Beach on Tuesday and Boca Raton on Wednesday. The seminars are held on a quarterly basis in June, September, December and March. Each seminar includes three one-hour sessions. This agreement is to present one of the one-hour session at two locations.

West Palm Beach
Embassy Suites West Palm Beach
1601 Belvedere Road
West Palm Beach, FL 33406

Boca Raton
Embassy Suites Boca Raton
661 NW 53rd St
Boca Raton, FL 33487

Your Company's certification responsibilities:

- **Only AIA-approved HSW courses may be presented.** Presenter must be an approved AIA CES Presenter must provide sign-in sheets and report credits to AIA within two weeks of the presentation. Certificates should be provided to attendees with PDF copies also sent to director@aiapalmbeach.org.

Payment of \$750 (\$500 for AIA Palm Beach Allied Members) must accompany this signed agreement. Email your logo in .jpg format to director@aiapalmbeach.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 Palm Beach 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 Palm Beach
3300 S. Dixie Hwy Ste. 1-266, West Palm Beach, FL 33405
(561) 832-8223 or fax (850) 224-8048 director@aiapalmbeach.org