



## 2017 Tour Submission Template

AIANYS Quality Unites Architectural Design (QUAD) Conference

November 9-11, 2017

Albany, New York

### TOURS:

Please return by email no later than **Thursday, June 15, 2017** – emailed to AIA Eastern New York (AIAENY) at [admin@aiaeny.org](mailto:admin@aiaeny.org) (in the subject line of your email please type: Tour Submission and the Tour Title.)

Please refer to the Speaker Guidelines for detailed information on completing this submission.

#### 1. Tour Title:

#### 2. Tour Description: Please do not exceed 200 words. The description will be used in the pre-convention and onsite scheduling pieces. The Design Conference Program and Tour Jury reserve the right to edit tour descriptions.

**In your description, please include:** What is new and unique about this tour? Why would architects want to attend this tour?

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**Note:** If you have conducted the tour before, please indicate for whom, when and where. Please indicate and provide contact person you contacted in scheduling the session. Please include previous tour evaluations, if they are available.

**2a. Course Directory Area: Indicate which best applies to this course. Select only one that is most emphasized.**

- Building Science & Performance – *Focuses on the systems integration, materials and methods, operations and metrics of a viable building, community or region.*
- Design and Design Services – *Includes planning a project, either new or existing, from concept design through design development and documentation.*
- Legal -
- Materials & Methods -
- Other -
- Practice – *Includes running a business and professional environment/project within firms, corporations, government agencies and other organizations.*
- Project Management -
- Project Types – Performing Arts Facilities
- Sustainable Design

**3. Tour Scheduling: Please indicate tour length and class size limitation if applicable.**

- 60 Minute Tour (60 minutes of education, excluding travel)       90 Minute Tour (90 minutes of education, excluding travel)       Other 120 minutes (120 minutes of education, excluding travel)

**4. Learning Units/Hours: Indicate the number of hours spent in direct learning activities. Credit is not awarded for time spent on product demonstration, sales presentations, breaks, registration, travel, receptions, or meals – time spent eating. Credit is awarded only for educational time. One (1) hour minimum (.25 for each additional quarter hour)**

- 1 LU/HSW       1.5 LUs/HSW       Other 2.0 LU/HSW

**5. Health, Safety and Welfare Credit:**

- Yes** - Please indicate       **No** - Continue to Item #6.

**Indicate which categories apply to this course. Check all that apply.**

1.  Aspects of architecture that have salutary physical effects among users of buildings protecting the public from accidental injury.
2.  Aspects of architecture intended to limit or prevent accidental injury or death among users of buildings or sites. (e.g., codes, regulations, natural hazards, life safety system)
3.  Aspects of architecture that engender demonstratable positive responses among, or enable equal access by users of building or sites. (e.g., building design & materials, methods & systems)

**6. Learning Objectives: Each tour must have at least four learning objectives. Guidelines are in accordance with AIA quality assurance policies.**

Learning Objective 1: \_\_\_\_\_

Learning Objective 2: \_\_\_\_\_

Learning Objective 3: \_\_\_\_\_

Learning Objective 4: \_\_\_\_\_

**7. Tour Presentation Format/Scheduling: Please use additional space as needed.**

<i>Departure/Arrival</i>	<i>Time</i>	<i>Location</i>
Departure Time:		From Albany Capital Center
Arrival Time:		To Tour Site
Departure Time:		From Tour Site
Arrival Time:		To Albany Capital Center

**8. Is there an Admission Fee to the Site?**

Yes

No

If yes, how much? \$ \_\_\_\_\_

**9. Tour Presenters & Biographical Information:** *List the names and contact information of **all presenters** on the tour. (Please do not submit a resume)*

1) Name: \_\_\_\_\_  
AIA Member Number \_\_\_\_\_ Professional Designations \_\_\_\_\_  
*(if applicable):* \_\_\_\_\_ *(AIA, FAIA, etc.):* \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2) Name: \_\_\_\_\_  
AIA Member Number \_\_\_\_\_ Professional Designations \_\_\_\_\_  
*(if applicable):* \_\_\_\_\_ *(AIA, FAIA, etc.):* \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Tour Contact:** *This individual indicated will be the contact person for the session, that includes request for information, confirmation of session, requests for a/v, etc.*

Name: \_\_\_\_\_  
AIA Member Number \_\_\_\_\_ Professional Designations \_\_\_\_\_  
*(if applicable):* \_\_\_\_\_ *(AIA, FAIA, etc.):* \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Tour Volunteers:** *This individual indicated will accompany the group on the tour.*

Name: \_\_\_\_\_  
AIA Member Number \_\_\_\_\_ Professional Designations \_\_\_\_\_  
*(if applicable):* \_\_\_\_\_ *(AIA, FAIA, etc.):* \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**10. Resources Used:** *Please indicate the resources that will be used in developing your tour. Use as much space on the submittal template as you require. PC and Power Point Projector and Screen; table and microphones for 3 presenters.*

**11. Select Course Level:** *Advanced content tours are preferred and will be evaluated by the Jury.*

**200 Level Session**  **300 Level Session**  
*(intermediate content)* *(advanced content)*

**11. Tour Costs:** *Please indicate the cost for participants to attend this tour. Do not include transportation costs.*

\$\_\_\_\_\_ per participant

**12. Is there anything else you would like the jury to be aware of in selecting and scheduling this tour?**

By submitting this tour proposal for the 2017 QUAD Design Conference, you agree to be available on November 9-11, 2017 and you agree to follow all speaker guidelines contained within the Call for Presentations, in accordance with CES requirements of The American Institute of Architects. Further, that AIANYS does not reimburse tour presenters for travel or overnight expenses unless specifically requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***Please use additional space and pages on your submission if necessary.***

## Tour Submission Checklist

Please use the following checklist in preparing and submitting your tour. Please be sure to use the template provided. Thank you.

- (1) Tour Title
- (2) Tour Description
- (2a) Tour Interaction
- (2b) Course Directory Area
- (3) Tour Scheduling
- (4) Learning Units/Hours
- (5) HSW Credit
- (6) Learning Objectives – Four (4)
- (7) Tour Presentation Format/Scheduling
- (8) Tour Presenters and Biological Information/Tour Contact
- (9) Resources Used
- (10) Tour Cost for Participants
- (11) Additional Information

## Forms Checklist

The following items will need to be submitted to AIAENY on or before **Thursday, June 15, 2017**.

- Signed Tour Presenter and Confirmation Form (for all speakers/moderator)
- Signed Quality Assurance Form (for all tour presenters – this form is required by AIA/CES)

## Materials Checklist

The following items will need to be submitted to AIAENY on or before **Thursday, July 15, 2017**.

- Introductions (for all tour presenters)
- Handouts (not required)