FAQs about electronic material:

How does it work?
An email will be sent to each registered attendee about a week prior to the AIA Florida event with a link to access PDF versions of the presentation material. Materials are not loaded directly to AIA Florida's website. Please be sure to download your electronic materials to your laptop, tablet or another device prior to arriving at the event.

What are the advantages of Electronic Materials?
Electronic materials are electronic versions of your course manuals. They can improve your AIA Florida seminar experience.

The electronic materials are:
- **Available in Advance** - Download electronic materials prior to the event.
- **Portable** – Say goodbye to the bulky book! Access your materials from anywhere.
- **Green** – Help save the planet with electronic materials.

After I register for a course, how will I know when Electronic materials are available?
Electronic materials are usually available about one week prior to the course start date. Additionally, AIA Florida will send an e-mail with a link to download your electronic materials prior to the course date.

Note: The email address used during registration is the one used to send electronic material. To avoid missing this email, please make sure AIA Florida is not flagged as junk mail or spam by you or your firm.

Can I bring my laptop to the course?
Yes. You may bring your laptop, tablet, e-reader or other electronic device. Please make sure your equipment is fully charged. Extension cords may not be available at some facilities and are first-come, first-served when available. Download the materials prior to arrival at the course. Wifi may not be available at all properties.

If I lose the email with the electronic materials link or do not receive the email, can I access them another way?
No. Materials are not loaded to AIA Florida's website. A request must be made to AIA Florida to resend the email with a link to the material. Contact AIA Florida's Director of Professional Development at 850-222-7590 or wjohnson@aiafla.org.

Can I share these materials with other people?
No. All electronic materials are copyrighted; the materials are exclusively for the use of the registrant.

How do I view my Electronic Materials?
You can view your electronic materials using your laptop, tablet, or other electronic device.

How will Electronic materials be formatted?
All electronic materials will be converted to a PDF electronic format. You will need Adobe Acrobat Reader version 5.0 or higher.

May I get a hardcopy of the event materials instead?
In an effort to reduce the amount of paper used, no hardcopy material will be provided.

Is there internet access at the course site?
Not always. We urge you to download your electronic materials and save to your device prior to arriving at the course location. If your device has a data plan included, AIA Florida cannot guarantee you will have cellular reception in our facilities. Refer to your data plan for information on locations that do not have cellular signal.

Am I expected to print the electronic material PDF files after they're downloaded?
No. We encourage attendees to use materials electronically. Of course, you can print hard copies from the PDF should you choose to do so.

How will I know which events feature electronic materials?
All AIA Florida seminars and conventions will provide electronic materials if provided by the presenter(s).