



Florida Gulf Coast

Continuing Education Lunch Seminar Presentation Agreement

Presenting Company _____

Presentation Dates

____ January 18, 2023	____ May 17, 2023	____ September 20, 2023
SOLD February 15, 2023	____ June 21, 2023	____ October 18, 2023
SOLD March 15, 2023	____ July 19, 2023	____ November 15, 2023
____ April 26, 2023	____ August 16, 2023	____ December 20, 2023

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.

Presentations: The sponsorship fee of \$500 (\$300 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.** 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.

Each seminar begins at 12:00 pm on the date selected. Presentations are held at SCOPE, Center for Arts & Humanity, 1226 N Tamiami Tr, Ste 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.

Payment of \$500 (\$300 for AIA Florida Gulf Coast Allied Members) must accompany this signed agreement. Email your logo in .jpg format to info@aiagulfcoast.org. You will not be considered scheduled or confirmed until payment is received.

MasterCard ____ Visa ____ Amex ____ Credit Card # _____

Expiration Date: _____ Security # on back of card: _____ Billing Zip Code: _____

Billing Address: _____

Billing Phone & Email: _____

Cardholder Name (Please Print): _____

Signature of Cardholder: _____

____ I prefer to pay online (*AIA Florida Gulf Coast will email you an invoice for online payment*)

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

info@aiagulfcoast.org

(941) 315-8242 or fax (850) 224-8048