



Florida Northwest

Continuing Education Lunch Seminar Presentation Agreement

Presenting Company _____

Company Logo ____ (please send to admin@aianwfl.com in jpg format)

Date of Presentation _____ (see next page)

Speaker _____

Presentation Title _____ (required)

Course Authorization Number and CEU/HSW _____ (if applicable)

Your AIA National Provider Number: _____ (if applicable)

If course provides credit for other associations (IDCEC, USGBC, etc), please indicate which associations and credit units:

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 three presentations.** The sponsorship fee is \$800 (\$600 for allied members). Attendance averages about 25-30 people for the presentation in Pensacola and 5-10 for the Panama City and Destin presentations.

AIA Florida Northwest will provide lunches for all participants, room rental, and tax and gratuity. A screen for your presentation will be provided. **We will not provide a projector, extension cord, or a laptop for your presentation. Please plan to bring those.**

You will also be provided with a list of registrants including emails upon request.

Luncheon Seminars are held three consecutive days at the locations below:

- **Tuesdays – Pensacola: J. Earle Bowden Building, 120 Church St, 32502, 12 – 1 p.m. Central Time**
- **Wednesdays – Panama City: Bay County Chamber of Commerce Boardroom, 235 W 5th St, 32401, 12 – 1 p.m. Central Time**
- **Thursdays – Destin: DAG Architects, 1223 Airport Rd, 32541, 12 – 1 p.m. Central Time**

These locations may be subject to change. You will be notified of a venue change. Please refer to dates below.

Dates Available:

SOLD January 16, 17 & 18, 2024	SOLD May 7, 8 & 9, 2024	___ September 17, 18 & 19, 2024
SOLD February 20, 21 & 22, 2024	___ June 18, 19 & 20, 2024	___ October 15, 16 & 17, 2024
SOLD March 19, 20 & 21, 2024	___ July 9, 10 & 11, 2024	___ November 19, 20 & 21, 2024
SOLD April 16, 17 & 18, 2024	SOLD August 20, 21 & 22, 2024	___ December 17, 18 & 19, 2024

Your Company’s certification responsibilities:

- **Only HSW courses may be presented.** If your course is not approved for AIA credit, please contact admin@aianwfl.com so it may be approved.
- As a CES provider, you must report attendees’ credits within two weeks of your presentation, provide a sign-in sheet on location for in-person presentations. Webinar presenters must collect all data required for reporting credits. All presenters must distribute certificates to attendees.

By signing this Authorization, I understand and agree to the terms and conditions of AIA Florida Northwest Continuing Education Lunch Seminar 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 the luncheon is canceled **by me**, I understand that I am responsible for any cancellation charges that are also charged by the venue.

Signed _____

Date _____

Please return to AIA Florida Northwest at admin@aianwfl.com.

Payment must be included to reserve your presentation.

MasterCard ___ Visa ___ Amex ___ Credit Card # _____

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

Card Billing Address: _____

Cardholder Phone & Email: _____

Cardholder Name (Please Print): _____

Signature of Cardholder: _____

___ I prefer to pay online. (*AIA Florida Northwest will send you an invoice email with a link for online payment.*)