

DESIGN
FOR THE NEW
DECADE

CONVENTION 2010
JUNE 10-12 MIAMI



Date: February 2, 2010

To: AIA Membership

From: Beverly Holton, CSI, CDT
Director, Convention Education Programs

Subject: AIA 2010 National Convention Education Session Coordinators

This year at the AIA National Convention in Miami, we will offer more than 140 seminars to help design professionals meet their AIA membership and state continuing education requirements. The Institute calls on the membership to serve as door and session monitors to ensure the smooth operation of the continuing education schedule at the convention.

On confirmation of your commitment to serve as a door or session monitor at ***four*** seminars, you will receive a complimentary, nontransferable convention registration access code for online registration. Review the schedule of events carefully before listing your preferences on the application below. Once confirmed, schedule changes may not be possible. If your plans to attend the convention are tentative, please wait until your travel plans are confirmed to submit your volunteer application.

If you have already paid for your registration, include your confirmation number on your signup sheet below, and I will issue a refund for the registration fee. *

If you are already receiving complimentary registration through your participation in other convention activities, we thank you in advance for your contribution, and we hope you will consider additional service as a monitor. You may know other members who would be interested in this opportunity, and I encourage you to share this information with them.

Roles of Education Volunteers

Session Monitor

- Arrive at the Convention Education Office at least 30 minutes before your session is scheduled to begin to check in.
- Report to the seminar room at least 15 minutes in advance for a/v tech check and to meet the speakers for introductions to the audience.
- Once the speakers are situated, position yourself at the door to direct attendees to their seats.
- Call speakers to their places and start on time. Most sessions are being recorded and taping begins promptly. At no later than three minutes after the published start time, open the session following your program script (to be provided).
- Throughout the course of the program, situations may develop that need immediate attention. You are the person to help identify those situations and devise a solution. If you observe any problems during the session that require further attention, please report them to the AIA Staff Floor Monitor circulating in the classroom areas.
- During the question and answer period, encourage the speakers to repeat questions into the microphone before providing the answers.

Door Monitor

- Be at door of assigned program at least 30 minutes before program starts.
- Introduce yourself to the session monitor and speaker(s) in the room and let them know you will be assisting them with set up and admission.
- Check the badge scan units to see that they are functioning properly.
- Assist the AIA staff floor monitors as requested.
- Position yourself at the room entrance where you can monitor all traffic in and out of the classroom.
- Instruct attendees to hold their SmartBadge in front of the RFID reader and collect their printed receipt and report any problems with the SmartBadge readers to AIA staff floor monitors.
- At the conclusion of the session, coordinate with the session monitor to check the room for materials and articles left behind and them to the continuing education office with the room number and name of the seminar.

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Date: [Click here to enter a date.](#)

To: Beverly Holton, CSI, CDT
Director, Convention Education
bholton@aia.org

From: Name: [Click here to enter text.](#)

Mobile telephone number: [Click here to enter text.](#)

E-mail address: [Click here to enter text.](#)

AIA Membership # (required): [Click here to enter text.](#)

*Registration number if already paid: [Click here to enter text.](#)

List four sessions by ID number in order of preference for each time slot. Session assignments based on availability. View Session ID numbers, titles, and descriptions at [AIA 2010 National Convention Continuing Education](#).

Thursday, June 10

7:00—8:00 a.m.

TH _____
TH _____
TH _____
TH _____

2:00—3:30 p.m.

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4:00—5:30 p.m.

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TH _____
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TH _____

6:00—7:00 p.m.

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TH _____

Friday, June 11

7:00—8:00 a.m.

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10:15—11:45 a.m.

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2:00—3:30 p.m.

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4:00—5:30 p.m.

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6:00—7:00 p.m.

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FR _____
FR _____
FR _____

Saturday, June 12

7:00—8:00 a.m.

SA _____
SA _____
SA _____
SA _____

1 :00—2 :30 p.m.

SA _____
SA _____
SA _____
SA _____