

10th Annual Design on the Delaware Call for Programs 2012

Submission Deadline: Monday April 16, 2012

Submit proposals to: <http://proposals.designonthedelaware.com>

Contact: Pat Gourley, Director of Programs and Events

AIA Philadelphia, 1218 Arch Street, Philadelphia, PA 19107

(215) 569-3186 x105 · pat@aiaphila.org

**Conference Dates: November 14 & 15, 2012, at the Sheraton Center City Hotel;
November 16, 2012 at the Center for Architecture, Philadelphia, PA**

Annual Call

AIA Philadelphia, the Conference Committee, and our collaborating partners are pleased to announce the 10th Annual Design on the Delaware, which will be held November 14, 15, & 16, 2012 in Philadelphia. The collaborative conference is unique to the Greater Philadelphia and Delaware Valley regions and provides an opportunity to contribute your expertise to the design, construction, and planning professions. The 2012 Conference Committee invites you to propose sessions that will be of interest to architects, landscape architects, planners, engineers, contractors and others in the building design and construction industry. This call for programs includes information on how to submit a proposal for the 10th annual conference.

Mission

Design on the Delaware convenes design, construction, and planning professionals, business and public leaders, product and services providers from throughout the Greater Philadelphia and Delaware Valley regions for three compelling days of professional education, cross-discipline exploration, social events, and networking. Participants who attend Design on the Delaware expect to gain new perspectives from related fields, a deeper knowledge of their own profession, news from industry suppliers, new contacts, and a view into the public realm; all to enhance their professional capabilities.

Selection Process

The Conference Committee consists of representatives from AIA Philadelphia and our collaborating partner organizations. The committee will review and select programs for presentation in May and determine the conference schedule, which will be released in June of 2012. Contact persons for selected programs will be informed of the schedule in May or early June.

Submission Deadline

Proposals will be accepted until 5 p.m. Monday, April 16, 2012. Please save proposals in PDF format and use the program title and provider as the file name of the document (*example: Green Buildings_ABCArch Firm.pdf.*)

Submit proposals to <http://proposals.designonthedelaware.com>. AIA Philadelphia will send a confirmation email upon receipt of submission.

Contact

For questions contact Pat Gourley, Director of Programs & Events, AIA Philadelphia, 215-569-3186 x105, pat@aiaphila.org



Presented by AIA Philadelphia in collaboration with AIA Bucks County; AIA Central Pennsylvania; AIA Delaware; AIA Eastern Pennsylvania; AIA New Jersey; American Institute of Graphic Arts; American Planning Association Pennsylvania Chapter; American Society of Heating, Refrigerating and Air Conditioning Engineers; American Society of Landscape Architects Pennsylvania Delaware Chapter; Associated Builders & Contractors, Inc; Community Design Collaborative; Construction Management Association of America; Delaware Valley Green Building Council; Electrical Association of Philadelphia; Engineers Club of Philadelphia; General Building Contractors Association; Industrial Design Society of America; International Interior Design Association; Philadelphia National Organization of Minority Architects; Society for Marketing Professional Services; and the Urban Land Institute Philadelphia.

Conference Format

Up to 12 60-minute sessions, 24 90-minute programs and six tours of varying lengths will be presented during the first two days of the conference. The third day of the conference will consist of a full day design charette presented by the Community Design Collaborative and several tours of varying length leaving from the Philadelphia Center for Architecture at 1218 Arch Street.

Proposals

Program proposals related to any aspect of architecture, planning, design, technology and the built environment, professional practice/practice management will be considered. Special consideration will be given to intermediate to advanced level programs and programs on topics related to sustainability, and high performance design and construction. Program tracks in the past have included Green/LEED; Community Design; Design and Technology; Practice Management; Regional Development, Design; Transportation issues; Impact of Economy; and Preservation/Restoration. Consideration will be given to all topics, including programs that address local, urban, suburban, regional, national, and global issues.

Program proposals will be evaluated on the strength of their 200-word abstract, the diversity of speakers and their experience, the completeness of the proposal, and it's relevance to the broad range of Design on the Delaware attendees. It is strongly suggested that your proposal be of interest to more than one of the participating professional disciplines (architecture, landscape architecture, planning, engineering, and construction), keeping in mind that the majority of attendees are experienced, senior level professionals.

The Evaluation and Selection Process

Program and tour proposals will be evaluated using the following criteria:

- Well-defined proposal focus
- Overall quality and potential to contribute to a well-balanced conference agenda
- Experience level (beginner, intermediate, or advanced) and type of attendee interaction
- Practical application of material or content
- Experience of speaker(s)
- Eligibility for Health, Safety, Welfare and Sustainable Design hours as defined by AIA Continuing Education System and/or Landscape Architecture Continuing Education System (LACES).
- Eligibility for Continuing Education Hours for AIA, APA, ASLA, Engineers, RLA, SMPS, IIDA, ASID and other professions

Successful programs will meet the continuing education needs of building and design professionals by providing information that is relevant to the present and future of an ever changing industry. Programs that are routinely presented in the Greater Philadelphia area will not be considered. Please make sure all proposed speakers will be available to present during the conference dates.

Increase Your Chances of Being Selected

- Use clear, concise language in describing your program.
- Offer your program at an advanced level.
- Propose a program that is new. Programs presented on a regular basis will not be considered.
- Carefully list all of your speakers with complete contact information.
- Do not propose a program that is a sales pitch for a product, publication, or company.
- Provide all requested information. Proposals that fail to meet all guidelines will be disqualified.

Program Formats:

Seminars

The conference schedule allows for seminars of 60 or 90 minutes in length. Special 180-minute programs and full-day charette programs may also be considered. Each classroom will be equipped with a head table and/or podium at the front of the room, and will be set up either classroom style (rows of tables and chairs) or theater style (rows of chairs), depending on the program. Projectors and A/V will be provided. Speakers must provide their own laptop computer to support any digital presentation materials. Wireless internet capability will only be provided if necessary for the program presentation, and must be requested in advance. Classrooms at the Sheraton can accommodate 15-60 participants, and rooms will be assigned and set-up according to registration numbers. Please indicate if there is a maximum number of participants your program can accommodate.

Session Formats:

Consider these popular formats when designing and describing your presentation:

- Case Study — A common format, case studies present facts, problems, and/or data with questions to generate discussion and solutions.
- Graphic Presentation — Video, computer display, PowerPoint, etc., may be used as the basis of discussion. Please note that attendees have been generally dissatisfied in the past when presenters rely on PowerPoint too extensively during their program.
- Panel Discussion — Series of short lectures or a Q&A segment facilitated by a moderator.
- Short Lectures — Give a short lecture at the session's start to generate discussion, or provide a series of short lectures, each followed by discussion.

Tours:

Tours can be 60 minute, 90 minute, half day or full day in length, not including transportation time. Tour providers must specify the maximum number of participants allowable on each tour. Please provide a contact person who will be at the tour site and will coordinate/present the tour. Provide one copy of any required release forms. For out-door tours over natural terrain, please indicate if terrain is easy, moderate, difficult, hilly, wet, etc. AIA Philadelphia will make arrangements for tour transportation. Walking tours are welcome. Tours of buildings and construction sites have been very popular in previous years. Please indicate if hard hats, special footwear or clothing are required, or if safety equipment will be provided.

Timeline:

January 2012

Save the Date announcement will be sent to members of collaborating organizations and past attendees

April 16th, 2012 5:00pm

Submission Deadline for proposals

Submit proposals to

<http://proposals.designonthedelaware.com>

May 2012

Proposal review and selection

May - June 2012

Selected programs will be scheduled and contact persons for programs will be notified.

June 2012

Conference agenda and program descriptions will be published on www.designonthedelaware.com.

Online registration opens

Registration announcement will be sent to members of collaborating organizations and past attendees..

July – November 2012

Email marketing campaign to promote conference

September 12, 2012

Speaker forms due (see **Documentation** for details)

September 2012

Conference Brochure mailed to potential attendees

November 1, 2012

Program documentation due (see **Documentation** for details)

November 14, 15 & 16, 2012

Design on the Delaware conference at the Sheraton Center City Hotel and the Philadelphia Center for Architecture

The Speaker's Advantage

Selected speakers will have the opportunity to gain visibility and enhance their leadership role within the profession as they share their expertise. Providers are welcome to submit multiple proposals and speakers may appear in multiple sessions during the conference. No more than three proposals will be selected for presentation from any one provider.

Speakers

Program proposals with speakers who represent multiple disciplines (designers, planners, contractors, lawyers, owners, etc.) will receive special consideration. We recommend that proposals limit the number of speakers to no more than four per 60-minute program and six per 90-minute program. Speakers who are experts in their fields and can effectively communicate information to a variety of audiences will contribute the most to any kind of program. Please confirm that all speakers are available during the conference dates before submitting a proposal. If accepted, the contact person will be informed of the exact date and time of their program in June. It is the responsibility of speakers to notify AIA Philadelphia of any change in title or place of employment so that we can continue to publish accurate information about the conference in print and on the web.

Speaker Expenses

Design on the Delaware and AIA Philadelphia cannot provide any financial reimbursement or assistance to speakers who wish to be compensated for travel or hotel expenses. Speakers of accepted programs will receive a complimentary lunch and may attend and receive credit hours from programs offered on the same day they present. Speakers are responsible for all other conference-related expenses. Speakers are welcome and encouraged to register for additional programs and events at www.designonthedelaware.com.

Documentation

Contact persons for selected programs will be sent a request for program documentation and speaker forms in the weeks leading up to the conference. Program documentation must be submitted by November 1, 2012. The contact person for each program must provide a CD containing all visual presentation materials (PowerPoint, video, etc.) and any hand-outs to be given to attendees. The content of the CD should reflect the full breadth of the program and clearly address the program's learning objectives. If a program, such as a tour or workshop does not include digital or paper instructional materials, a written, detailed summary of the program content must be provided by the presentation date. A copy of all hand out materials must also be provided to AIA Philadelphia by the presentation date. Speaker forms will be sent to program contacts in the summer of 2012. Program contacts are responsible for distributing forms to speakers, collecting and returning them to AIA Philadelphia by September 12, 2012.

Submission Process

Submit proposals to <http://proposals.designonthedelaware.com>. AIA Philadelphia will send a confirmation email upon receipt of submission. Proposals will be accepted until 5 p.m. Monday, April 16, 2012. Please save proposals in PDF format, and use the program title and provider as the file name of the document (*example: Green Buildings_ABCArch Firm.pdf*.) Program contacts will be notified of selection in May or early June, 2012.

Please follow this outline when writing your proposal. Proposals must include all of the following to be considered:

1. Title

Provide a short, benefits-oriented title (six to eight words) which accurately reflects the program objectives.

2. Program Summary

Should your program be selected, this 50-word-or-less description will be published in the Conference brochure to promote your session. The summary should carefully communicate the content of program and its learning objectives while appealing to potential attendees.

3. Program Abstract

Used in the evaluation process, this 200-word program/presentation summary must specify how the program relates to the building and design professions, its educational value, and the benefits to those who will attend.

4. Learning Objectives

List a minimum of four learning objectives. A learning objective is an explicit statement that clearly expresses what the attendee *will be able to do* after participating in your program. For Example: *"Participants will be able to calculate the total cost of materials using the sample course residential project."* **For help writing learning objectives, contact Pat Gourley, pat@aiaphila.org.**

5. Program Format and Length

Indicate instructional techniques (case study, panel discussion, lecture, Q&A, etc.) to be used in your session and state the optimal time needed. Indicate if your program includes PowerPoint or video.

6. Health, Safety, and Welfare (HSW)

Please indicate if the program will qualify for HSW Continuing Education Hours as defined by AIA CES and/or LACES. To qualify for AIA HSW Continuing Education Hours, there must be a clear demonstration of how the general public will benefit from the knowledge gained by attendees at the proposed program, and 75 percent of program content must relate to one or more of the following:

- Aspects of architecture that have salutary physical effects among users of buildings protecting the public from accidental injury. Examples are accessibility, acoustical systems, energy efficiency, mechanical, plumbing, electrical systems, and materials.
- Aspects of architecture intended to limit or prevent accidental injury or death among users of buildings or sites. Examples: codes, regulations, natural hazards, life safety systems - suppression, detection and alarm standards.
- Aspects of architecture that engender demonstrable positive responses among, or enable equal access by, users of buildings or sites. Examples: building design and materials, methods & systems, construction contracting, ethics and regulations governing practice of architecture, preservation, adaptive reuse, and the study of environmental issues.

For HSW course qualification, three of the four learning objectives must address the above HSW topics. Detailed requirements and a list of HSW topics can be found online: <http://www.aia.org/education/ces/AIAB089080>.

LA CES HSW qualified programs will apply at least 75 percent of the subject matter to the principles of mathematical, physical, and social sciences in consultation, evaluation, planning, design (including, but not limited to the preparation and filing of plans, drawings, specifications, and other contract documents), and administration of contracts relative to projects principally directed at the functional and aesthetic use and preservation of land. Detailed requirements can be found at http://www.asla.org/uploadedFiles/LACES/HSW_Classification.pdf.

7. Sustainability

Please indicate if you believe your program will qualify for Sustainable Design continuing education hours. To qualify, a minimum of 75 percent of the program's content must relate to one or more of applicable subject areas. Please read the detailed Sustainable Design program requirements on pages 7 & 8 of this document and indicate applicable areas and topics. For more information on sustainable design qualifying topics, go to www.aia.org/aiaucmp/groups/aia/documents/pdf/aia076887.pdf. All programs providing Sustainability Design continuing education hours must also qualify for Health, Safety, and Welfare.

8. Discipline Interest

Please indicate if your program is of interest to planners, landscape architects, engineers, contractors, developers, interior designers, lighting designers, marketing personnel, legal counsel, or any other professional working in the design and building industries.

9. Experience Level

Specify level (Entry, Intermediate, or Advanced) to indicate the experience level of the intended audience. Most of the conference attendees are experienced design and building professionals. The conference committee rarely selects entry-level programs.

10. Speaker(s)

List all session speakers, including title, company, professional designations (AIA, ASLA, PE, RLA, PhD., etc.), full mailing address, telephone, facsimile, and email address. Describe each person's speaking experience at previous conferences and other events (name of the event and a reference). Include a brief biographical narrative (200-word maximum) for each speaker, highlighting expertise with the particular seminar topic. A separate bio of the speaker is acceptable. Please do not send full resumes.

11. Provider

Identify the provider - the party responsible for the educational content/quality of the session (firm, company, chapter, professional association, school, government agency, etc.) - to be listed in the Conference Guide. It is not necessary to be an AIA, APA, or LACES registered continuing education provider to submit a proposal.

12. Audio Visual

A projector will be provided in each seminar room. The program presenter is responsible for providing a laptop computer to support digital presentation materials. Microphones and podiums will be provided in rooms as needed. Please specify any special audio-visual needs.

13. Attendees

Please indicate if there is a limit to the number of attendees.

14. Contact person

You **must** include the name and full contact information (name, title, company name, mailing address, phone and fax numbers, and email address) of the person submitting the program. This person will serve as the primary contact, will be informed if the program is accepted and is responsible for communicating conference information to speakers. (This person does not have to be a speaker.)

15. Optional

Include images related to your program content. Images that are provided with accepted programs may be used to promote Design on the Delaware in the weeks leading up to the conference. Please include written permission allowing AIA Philadelphia to use images in print, web and email marketing for Design on the Delaware. Attaching images to your proposal will not affect the selection decision.

Questions?

Contact Pat Gourley, Director of Programs & Special Events, at pat@aiaphila.org, 215-569-3186 x105.

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PLEASE NOTE: PROPOSALS MUST CONTAIN ALL REQUIRED INFORMATION FOR CONSIDERATION AND MUST BE SUBMITTED ONLINE AT <http://proposals.designonthedelaware.com>.

Sustainable Design Requirements/Topics

Sustainable Design (SD) Continuing Education Hours

Sustainable design is achieved through an integrated design and delivery process that enhances the natural and built environment by using energy sensibly with a goal toward carbon neutrality, improves air and water quality, protects and preserves water and other resources, and creates environments, communities and buildings that are livable, comfortable, productive, diverse, safe, and provide enduring value to our community and society as a whole.

As a guide for identifying potential qualifying courses, sustainability is the concept of meeting present needs without compromising the ability of future generations to meet their own needs.

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Indicate what category applies to your course. Check up to three (3) categories that apply:

- I. Sustainable Design and Innovation Sustainable design is an inherent aspect of design excellence. Projects should express sustainable design concepts and intentions, and take advantage of innovative programming opportunities.
- II. Regional /Community Design Sustainable design values the unique cultural and natural character of a given region.
- III. Land Use and Site Ecology Sustainable design protects and benefits ecosystems, watersheds, and wildlife habitat in the presence of human development.
- IV. Bioclimatic Design Sustainable design conserves resources and maximizes comfort through design adaptations to site-specific and regional climate conditions.
- V. Light and Air Sustainable design creates comfortable interior environments that provide daylight, views, and fresh air.
- VI. Water Cycle Sustainable design conserves water and protects and improves water quality.
- VII. Energy Flows and Energy Future Sustainable design conserves energy and resources and reduces the carbon footprint while improving building performance and comfort. Sustainable design anticipates future energy sources and needs.
- VIII. Materials and Construction Sustainable design includes the informed selection of materials and products to reduce product-cycle environmental impacts, improve performance, and optimize occupant health and comfort.
- IX. Long Life/Loose Fit Sustainable design seeks to enhance and increase ecological, social, and economic values over time.
- X. Collective Wisdom and Feedback Loops Sustainable design strategies and best practices evolve over time through documented performance and shared knowledge of lessons learned.

SD subjects must cover at least 75% of the course- based upon stated learning objectives

This course qualifies for SD credit. If Yes – Continue to next page If No - Stop here

Sustainable Design Topics – IF APPLICABLE

Select up to 10 topics apply to your category selected. (For detailed definition go to: www.aia.org/ces_sdguidelines)

TOPIC	CATEGORY	TOPIC	CATEGORY
<input type="checkbox"/> 1 Active Solar Systems	VII	<input type="checkbox"/> 45 Total Building Commissioning	VII, VIII, IX, X
<input type="checkbox"/> 2 Alternative Energy	VII	<input type="checkbox"/> 47 Walkable Communities	I, II, III, IV
<input type="checkbox"/> 3 Alternative Transportation	II, III	<input type="checkbox"/> 48 Waste-Heat Recovery	I, VII
<input type="checkbox"/> 4 Appropriate Size and Growth	II, III	<input type="checkbox"/> 49 Water Conservation	II, III, VI, VII
<input type="checkbox"/> 5 Building Form	I, IV, VII	<input type="checkbox"/> 50 Windows and Openings	I, II, III, IV, V, VII, VIII, IX
<input type="checkbox"/> 6 Building Monitoring	V, VII, X	<input type="checkbox"/> 51 Biomimicry	I, IV, VIII
<input type="checkbox"/> 7 Building Orientation	III, IV	<input type="checkbox"/> 52 Zoning, Regulatory, Codes	II
<input type="checkbox"/> 8 Carbon Offsets	VII	<input type="checkbox"/> 53 Safety and Security/Defensive Space	III
<input type="checkbox"/> 9 Cavity Walls for Insulating Airspace	VIII	<input type="checkbox"/> 54 Indoor Environmental Quality	V, VIII
<input type="checkbox"/> 10 Co-Generation	VII	<input type="checkbox"/> 55 Embodied Water	VI
<input type="checkbox"/> 11 Conserving Systems and Equipment	VI, VII	<input type="checkbox"/> 56 Prefabrication	VIII
<input type="checkbox"/> 12 Construction Waste Management	VIII	<input type="checkbox"/> 57 Green Specifications	VIII
<input type="checkbox"/> 13 Cool Roofs	IV, VII, VIII	<input type="checkbox"/> 58 Contract Docs (Sustainable Design)	X
<input type="checkbox"/> 14 Deconstruction and Salvage Materials	VIII, IX	<input type="checkbox"/> 59 [Lessons Learned]	
<input type="checkbox"/> 15 Daylighting	III, IV, V, VII		
<input type="checkbox"/> 16 Earth Sheltering	III, IV, VII		
<input type="checkbox"/> 17 Efficient Artificial Lighting	V, VII		
<input type="checkbox"/> 18 Efficient Site Lighting Systems	III, VII		
<input type="checkbox"/> 19 Energy Modeling	I, VII, X		
<input type="checkbox"/> 20 Energy Source Ramifications	VII		
<input type="checkbox"/> 21 Energy-Saving Appliances and Equipment	VI, VII, VIII		
<input type="checkbox"/> 22 Environmental Education	I, II, III, IV, V, VI, VII, VIII, IX, X		
<input type="checkbox"/> 23 Geoexchange	III, IV, VI, VII		
<input type="checkbox"/> 24 Green Roof	I, III, IV, VI, VII		
<input type="checkbox"/> 25 High-Efficiency Equipment	VII, VIII		
<input type="checkbox"/> 26 Integrated Project Delivery	X		
<input type="checkbox"/> 27 Life Cycle Assessment	VII, VIII, X		
<input type="checkbox"/> 15 Material Selection and Embodied Energy	VII, VIII, IX		
<input type="checkbox"/> 30 Natural Ventilation	III, IV, V, VII		
<input type="checkbox"/> 31 Open, Active, Daylit Spaces	II, IV, V		
<input type="checkbox"/> 32 Passive Solar Collection Opportunities	I, II, III, IV, VII		
<input type="checkbox"/> 33 Photovoltaics	VII, VIII		
<input type="checkbox"/> 34 Preservation/Reuse of Existing Facilities	I, II, III, IX, X		
<input type="checkbox"/> 35 Radiant Heating and Cooling	VII, VIII		
<input type="checkbox"/> 36 Renewable Energy Resources	II, VII		
<input type="checkbox"/> 37 Rightsizing Equipment	I, VII, VIII		
<input type="checkbox"/> 38 Smart Controls	IV, VII, X		
<input type="checkbox"/> 39 Space Zoning	I, IV, VII, IX		
<input type="checkbox"/> 40 Staff Technical Training *	X		
<input type="checkbox"/> 41 Sun Shading	I, III, IV, V,		
<input type="checkbox"/> 42 Systems Commissioning	VII, X		
<input type="checkbox"/> 43 Systems Tune-Up	VII, X		
<input type="checkbox"/> 44 Thermal Bridging	I, IV, VII, VIII		