

**AIA Michigan/Michigan Architectural Foundation**

# **Speakers Bureau**

## **Architectural Presentation Questionnaire**

1. Speaker's name:
2. Speaker's professional designation:
3. Speaker's AIAMI Chapter:
4. Speaker's architectural practice name:
5. Speaker's business address:
  
6. Speaker's business phone number:
7. Speaker's business email address:
8. Speaker's business website:
9. Speaker's cell phone number (optional):
10. Name of alternative Speaker (if needed):
11. **Title of the Architectural presentation:**
  
12. **Summary description of the Architectural presentation** (up to one page maximum):

13. **Preferred Target Audience** (general public, youth, business, professional, public service, other):
  
14. **Provide a minimum of four photos that best represent the presentation theme, and can be used for AIAMI web page of available presentations.**
  
15. **Range of time required for a full presentation:**
  
16. **Audio/Visual equipment that Speaker will need the organization to provide to make a presentation** (screen, podium, sound system, projector):
  
17. **Travel distance limits for the Speaker:**
  
18. **In general, what are the time/schedule limits of the Speaker** (times of the year when not available, or times of the day when not available or Speaker prefers not to present):

**19. Speaker agrees to the following Rules of Engagement:**

- a. Applications are to be received by October 31, 2014.
- b. No paid honorariums to Speaker (honorariums can be paid to MAF).
- c. No mileage reimbursement paid to Speaker.
- d. Speaker will exercise appropriate professional restraint if you choose to distribute marketing brochures.
- e. Speaker to include AIAMI/MAF slides at beginning and end of presentation (visuals to be provided by AIAMI).
- f. Speaker to include AIAMI and MAF website information sheet to audience members (Speaker to request copies from AIAMI once presentation is scheduled).
- g. Speaker can include a website reference sheet for those audience members that may wish to further explore the presentation topic.

*Please submit your Questionnaire answers to [aiami@aiami.com](mailto:aiami@aiami.com) with a subject line that includes "Speakers Bureau" by October 31, 2014 to be considered for the 2015 Speakers Bureau program.*