



Sample Submission Form

To assist you with the submission process, we have outlined the steps that you will go through to complete an Abstract Proposal.

Page 1. Author/Speaker Information.

The following information is required for this page:

Author Role:

- Speaker
- Moderator

First Name: _____ **Last Name:** _____

Badge Name: _____ **Title:** _____

Email: _____ **Cell Phone:** _____

Company Name: _____

Biography (300-words max)

Qualifications on Subject (100-words max)

Track or Focus Area (choose the 1 most closely aligned with your abstract topic)

- Architecture
- Cyber Security
- Energy & Sustainability
- Engineering & Construction
- Environmental
- Facility and Infrastructure Asst Management
- Leadership
- Resilience
- Warfighter Engineering

Are you willing to have your abstract considered for Micro Session Theater?

The Micro Session Theater will be in the Exhibit Hall and feature 20-minute presentations. If your abstract is not chosen as an education session, are you willing to be considered for the Micro Session Theater?

- Yes
- No

Session Title of Presentation (10-word max)

A catchy, compelling session title, no more than 10 words.

Presentation Description (200-400 word)

This is a succinct summary of your presentation. It should provide enough information for the program committee to understand what you plan to present.

Session Description for Program (50-word max)

We are looking for 50 words that concisely highlights your session. It needs to be informative, but also engaging so that participants understand expectations and are enticed to attend. Start with an active, exciting sentence.

Learning Objectives (4 required)

Learning Objectives (LO's) need to be clear and concise descriptions that describe what the participants will learn once completing the session. Please use complete sentences which do not end with a question. They are NOT four Burning Questions but Learning Objectives. LO's will be used to support the issuing of PDH and AIA credits.

LO #1: _____

LO #2: _____

LO #3: _____

LO #4: _____

Learning Objectives for AIA HSW Designation

To qualify for AIA HSW|LUs, learning programs must address knowledge intended to protect the health, safety, and welfare of the occupants of the built environment, as defined below:

Health: Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.

Safety: Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare: Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

Content must include one or more of the AIA CES acceptable HSW topics

Technical and professional subjects related to the practice of architecture that safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment are considered Health, Safety, and Welfare (HSW) subjects.

Learning programs must address one or more of the following HSW topics to be approved for LU|HSW credit:

- Practice management: This category focuses on areas related to the management of architectural practice and the details of running a business.
- Project management: This category focuses on areas related to the management of architectural projects through execution.
- Programming and analysis: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.
- Project planning and design: This category focuses on areas related to the preliminary design of sites and buildings.
- Project development and documentation: This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.

- Construction and evaluation: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

At least 75% of the content must be on HSW topics. When submitting a learning program for approval, at least 75 percent of the learning objectives must relate to HSW topics to qualify for HSW designation. Please revise your Learning Objectives if you feel the topic would qualify.

How does your session meet the requirements listed below for HSW topics to qualify for HSW designation?

- Yes, my session qualifies for HSW
- My session qualifies for AIA Learning Objectives only
- My session qualifies for PDH credit only
- My session is education in value buy not sure what credits it warrants

Target Audience for your Presentation (Choose 1)

- General - 101
- Intermediate - 201
- Advanced – 301
- Expert - 401

Additional Comments

Do Not include names of panelists or other speakers here. Use this space to elaborate on specific presentation points and/or how the presentation will flow.

Video (Highly Recommended, will be Required in 2026)

Are you providing a video as part of your abstract submission?

- Yes
- No

Please add a link to your abstract video (if submitting one)

The link(s) **should** be accessible to SAME and abstract reviewers through January 31, 2025. Although a video is not required for your abstract submission, we highly recommend providing one so our reviewers can get a full picture of your proposed session. *(We found the best way to submit the video is using a YouTube link.)*

I am submitting in the following manner (Choose 1)

If you are presenting with another presenter or panel you must include the names and add bios etc. at the completion of your abstract. You will be able to add co-presenters at the end of your submission. If you fail to complete this step the abstract will not be complete and the review committee may not rate as highly.

- Solo Presenter of session
- Present with one other speaker
- Panel of three or more
- Moderator

Session Moderator (Choose 1)

The role of the moderator is to help ensure that the session runs smoothly. The moderator initiates contact with speakers prior to conference, to discuss details pertinent to the session. At the conference, the moderator helps to ensure the room is properly equipped, that it is comfortable. The moderator also assists the speakers by providing introductions, and by helping them stay on track with the planned session schedule.

- Yes, please provide moderator
- No, I have added my moderator to the abstract
- No, if selected, I will provide moderator information within 2 weeks of notification

Re-Broadcast your Session

Are you willing to allow a re-broadcast of your session?

For example, if a SAME post would like to show your session as a post event, are you willing to allow re-broadcast of your session's recording?

- Yes
- No

Page 3. Review Information

You can add additional Presenters on this page (Reference the FAQs). You **MUST** click on the **SUBMIT** button at the bottom of the page to Save/Submit your Abstract (Reference the CFP FAQs).