AIA CES SPEAKER AGREEMENT

For all AIA CES registered courses

PROVIDER#

This speaker agreement is designed to maintain the highest quality of educational standards.

The benefits of a speaker agreement include:

- The speaker's personal and professional reputation as a resource for quality education and information will be maintained.
- The Provider organization will be recognized as an excellent, unbiased source of education for architects.
- The AIA CES Provider Network will support practice needs and maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession.
- Architects will continue to receive the quality education they have come to expect from AIA CES Registered Programs.

To ensure these benefits are accomplished, I agree to:

1. Deliver the registered course, as approved by AIA CES, without endorsement, bias, marketing or sales orientation.
2. Ensure that company logos, product name, and branding are limited to the first and last slides only of any presentation. Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives.
3. Defer product and proprietary specific questions for discussion either before or after the course has concluded.
4. Deliver the course as it relates to the learning objectives.
5. Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the course was registered.
6. Ensure that the Quality Assurance slides are included and reviewed with participants during all PowerPoint presentations. If not a PowerPoint, quality assurance statement, course description, and learning objectives must be included in course materials/handouts and reviewed with participants orally.
7. Collect course attendance and submit to POC for submission to the CES Discovery System.
8. Speakers will abide by the Ethics of the AIA CES Registered Provider System.

Your signature below indicates that you have read, understand, and agree to abide by the terms listed above.

Speaker Name (print)	Speaker Signature	Date

Course Title, Course Number

This document is valid for a period of six years from the date it was signed and is to be kept on file by the AIA CES provider point of contact for each speaker selected to deliver AIA CES courses for a period of six years.