

A4LE NORTH TEXAS CHAPTER **2026-2027 CALL FOR PROGRAMS**

We are excited to release the call for programs for the A4LE North Texas Chapter 2027 Meetings! We always have a great pool of programs to review and are happy to share some changes in our selection process for our upcoming year.

- 1) The NTX Chapter has opened monthly meetings to occur both over lunch and in the afternoons, which allows for greater flexibility in planning our chapter meetings with school districts and institutions.
- 2) Programs submissions may be accepted without a specified location. If selected, the location of the presentation will be determined by the NTX Chapter board members.
- 3) Alternately, facility and other venue locations may be submitted without presentations for consideration.

Thank you to all our members! We are looking forward to another wonderful year of programs!

Please submit your completed application no later than 5:00 PM on October 22, 2026.

PROGRAM TOPICS PREFERENCES:

Consideration of the following subject matter and presentation styles are used in the selection of programs.

Preferred subject matter:

- Education Design (i.e. Research, Planning Process, Environment Design, Wellness)
- Programs or Spaces that Support Educational or Community Needs (i.e. Outdoor Learning, Specialty Campuses, Support Spaces for Community Engagement)
- State Regulatory Requirements (i.e. – TEA)
- Pre-Development Challenges
- Accredited presentations: AIA LUs/ HSWs, approved CEs

Presentation styles to consider:

- School District Leadership Participation
- Collaborative workshops including student and faculty interaction.
- Educators' panel discussion

Program venues to consider:

- PK-12 campus
- Higher Education campus
- Training or other facilities that can accommodate large groups

TYPICAL PROGRAM DURATION

Submitter/Presenter agrees to the following general program schedule in coordination with facility & A4LE NTX's Program Chair & Co-Chair:

- 30 Minute Setup
- 1 Hour Program
- 30 Minute Facility Tour
- *Potential social event after program for late afternoon events

SPONSORSHIP INFORMATION

For lunch programs, sponsors will be responsible for purchasing, selecting, ordering lunch, coordinating delivery of food, set up, breakdown and clean up.

For Late Afternoon programs, sponsors are responsible for set up, breakdown and clean up and may also elect to sponsor a social event after the program. Locations for the event will be coordinated with the A4LE NTX Programs Chair and Co-Chair.

The A4LE NTX Chapter will provide quantity estimate of attendees the Monday prior to the program.

FACILITY INFORMATION

Prior to submitting a proposed program, proposers must coordinate with the facility, owner representative and/or school district have agreed or can accommodate the following:

1. Proposers must verify visitor availability and check-in procedures with school districts & owners.
2. The facility can accommodate presentation technology including projector, projection screen, with voice reinforcement and audio technology.
3. The facility's presentation room should accommodate up to 80-100 people.
 - For a seated lunch, food will be served in this room.
4. A presentation space in the facility that is exciting and relevant to the subject matter being presented is highly encouraged.
5. Attendees will be touring the facility after the program. Please allow 30 minutes for the tour.

EXAMPLE OF INFORMATION NEEDED--ALL PROGRAMS MUST BE SUBMITTED ONLINE

<https://www.surveymonkey.com/r/NTX26PROGRAMS>

<<<< Programs will be scheduled for January 2027 - December 2027. >>>>

PROPOSED PROGRAM INFORMATION:

Provide date project completed or estimated completion date. _____

Provide (in order) three highest desired months for presentation. If no preference, write "ANY"

1. _____
2. _____
3. _____

SUBMITTER INFORMATION (for individual presenting content):

Title of Presentation: _____

Company Name: _____

Contact Name 1: _____

Contact 1 Title: _____

Contact Phone Number 1: _____

Contact Email 1: _____

Contact Name 2: _____

Contact 2 Title: _____

Contact Phone Number 2: _____

Contact Email 2: _____

PROPOSED PRESENTER(S) INFORMATION:

Please check the box for proposed presenters:

- ☐ **School District/Owner Representative**
Fill in the blank for representative name and title: _____
- ☐ **Educator**
Fill in the blank for representative name and title: _____
- ☐ **Student**
Provide estimated number of student participants: _____
- ☐ **Architect or Interior Designer**
Fill in the blank for representative name and title: _____
- ☐ **Engineer**
Fill in the blank for representative name and title: _____
- ☐ **Contractor**
Fill in the blank for representative name and title: _____
- ☐ **Vendor**
Fill in the blank for representative name and title: _____

PROGRAM DESCRIPTION:

(Maximum of 100 words)

PROPOSED PROGRAM LOCATION:

Proposed School District/ Organization/ Institution: _____
Proposed Facility name: _____
School Address: _____
City, State, Zip Code: _____
Facility Contact: _____ Phone: _____

ADDITIONAL REQUESTED INFORMATION:

Please indicate your preferred program time:

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LUNCH – 11:30AM Start

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LATE AFTERNOON - 4:30PM Start

Would you agree or not agree to allow your facility to host another presentation or panel discussion?

☐

AGREE

☐

NOT AGREE