How to submit a Component Best Practice

AIA national is working towards creating a database of best practices that are sharable and replicable for components’ use. Best practice submissions should fall under one of the core service categories and should elevate that core service.

Programs should:

- **Innovate** – The program or best practice should demonstrate the ability of the chapter to serve members and the community. It should capture and interpret the needs of your current and future membership. The program should illustrate a comprehensive understanding of the topic and illustrate performance excellence and value.

- **High-quality** – The program or best practice should exemplify and promote relevant knowledge on a topic. Also, evidence should be provided to demonstrate that the program engages in ongoing knowledge and programmatic evaluation and enhancement. An added plus is that the program concept, development, content and implementation engaged the component in collaborative relationships with other allied organizations.

- **Replicable** – The program must be replicable with steps/processes for chapters to follow. The program should incorporate tangible, practical content that can be used by other components.

- **Relevant** – The objectives, design and content of the program should be consistent with the members’ needs and challenges. The program should be reviewed periodically to determine its continued relevance in meeting member needs. The program can engage members as well as nonmembers and expand the influence of architects in their communities and the profession.

- **Measurable** – The submission must have clear and specific measures/indicators of success. The program must have quantitative measures that demonstrate the overall impact or effect on the overall membership.

**Resources**

View previously submitted Best Practices (link to Component Connect)

All Best Practices should abide by the [AIA Content Style Guide](#)

**Contact**

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NAME OF COMPONENT: AIA Charlotte

CONTACT: Kate Shelton

COMPONENT SIZE: 500-1,000 members

PROGRAM TITLE: NextGen Showcase

CORE SERVICE: Membership

PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM:
The past five years, AIA Charlotte has dedicated a membership meeting to emerging professionals and their projects. Young architects and associates are stationed around the room and present a project in which they were an integral part of the team. Each year has drawn 10 - 15 presenters with projects ranging from healthcare, commercial, residential, and niche. Project medium included display boards, electronic presentations, 3D google model walk throughs, and more.

HOW DOES YOUR PROGRAM ADDRESS THE CORE MEMBER SERVICE?
This program is specifically designed to highlight newly licensed architects and associate members, and the contributions they make to projects in real world situations. Most recently we included iPali students jumping the presenters up to 18.

WHO IS THE INTENDED AUDIENCE (include size and demographic)
AIA Charlotte membership and the A/E/C community. Attendees have ranged from 130 - 150. Presenters have ranged from 10 - 15.

WHAT IS THE BUDGET? (include all costs including sponsors, grants, and other outside funding)
Providing a venue (free to $1000) and food and beverage (free to $2000 depending on number of attendees and food and beverage desires). Any print material for promotion if desired, but not required. The ability to promote event and

HOW (list the steps or process to implement this program, be as specific as possible)
Book a venue with open space floor plan to allow presenters to station around perimeter. Provide food and beverage. Put out call for presenters to young architects and associates to present projects. Request presenter name, headshot, firm name, project, and project image for promotional use. Create graphic including headshot and project for promo use. Promote event, solicit sponsors to help cover expenses. If call for entries is low, make personal outreach to members. Day of event, provide small table for each station (we use cocktail tables and many don't utilize), assign a station to each presenter. President opens event, upcoming event announcement, recognition of newly licensed architects, brief description of presenters. Attendees then visit each project station and
own pace to hear presentations.