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**

Jack Charlton, Manager Component Communications & Information Resources
NAME OF COMPONENT: AIA Lower Rio Grande Valley

CONTACT: Maria Sustaeta

COMPONENT SIZE: Up-to 500 members

PROGRAM TITLE: Building Communities Conference and Trade Show

CORE SERVICE: Education

PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM:
The AIA LRGV Building Communities Conference and Trade Show is a growing endeavor that provides our members and the entire building and design community with over 30 AIA-approved Continuing Education programs.

This conference started many years ago as an opportunity to gather the existing membership and provide them with a few CEU's over a half-day meeting. Today, it has grown into a three-day event where we offer tours, CE programs, and General Sessions with distinguished keynote speakers. Along with the general conference, we host a trade show with almost 100 vendors showcasing innovative products and networking with the attendees.

HOW DOES YOUR PROGRAM ADDRESS THE CORE MEMBER SERVICE?
We comply with requirements outlined in the CES Provider Manual to assure a basic level of quality and member service; We offer at least 18 CES credit hours annually, of which at least 12 are Health/Safety/Welfare (HSW), to ensure members have access to sufficient credits to maintain AIA membership. We also work in a collaborative education plan with other CES providers (vendors with relevant programs). Our local component has direct involvement in creating, facilitating, or customizing that content for its members to foster high-quality, relevant courses.

WHO IS THE INTENDED AUDIENCE (include size and demographic)
AIA-LRGV Members, surrounding AIA Chapter Members, non-member architects, EP's, interior designers, landscape architects, engineers, general contractors, students.

WHAT IS THE BUDGET? (include all costs including sponsors, grants, and other outside funding)
The conference's operational costs are approximately $50,000. We offer sponsorship opportunities as well as sell trade show booths, which provides the funding for our event.

HOW (list the steps or process to implement this program, be as specific as possible)
1. Secure a venue/contract
2. Send a Call for Programs with deadline
3. Submit programs for approval to AIA Continuing Education
4. Launch promotion, registration and sponsorship opportunities
5. Contract catering services, A/V Services, transportation for tours
6. Work with local hotels for special rates/room blocks
7. Select most relevant programs with the Conference Committee
8. Schedule registration and sponsorship promotion regularly
9. Compose our program with course synopsis, schedules, sponsors, etc.