



Australian  
Institute of  
Architects

# 2020 Victoria

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# Architech Guidelines & Booking



## About ArchiTECH Seminars

ArchiTECH seminars provide the perfect forum for presentation and exhibition of product information in an educational and inspiring format. The Institute offers architects and building design professionals the opportunity to learn about new products and services from a select group of companies. This unique opportunity enables you to present educational information direct to an influential audience.

The session is to be delivered by a subject matter expert and the content to be of an educational or technical nature including recent updates and case studies with specific explanations presented to participants.

ArchiTECH seminars are Informal CPD and require learning outcomes for each session.

## Partnership opportunities and benefits

**ARCHITECH HOST → \$2,500**

### HOST ONE SESSION

#### Format (example)

1 x 45/ 60 min presentation

15 min Q&A (however not required)

There is opportunity to host an ArchiTECH session at 41x or via a Zoom Webinar.

41x → Level 2, 41 Exhibition St, Melbourne VIC 3000.

### Benefits to participants

- Registered architects attending ArchiTECH will earn One informal CPD point per hour of educational learning
- All participants can meet with representatives from your organisation to view and discuss your product or service in detail

### Benefits to your organisation

- Direct engagement with architectural and building design professionals
- One-on-one networking opportunities with participants
- Opportunity to create a leveraging campaign, eg. business card draw (additional expenses associated with leveraging campaign to be covered by sponsor) approved by the Institute
- Participants gain knowledge and awareness of your organisation and your products/services
- Discounts to advertise in Architect Victoria magazine
- Seminar advertised in the Institute's Victorian Chapter e-news
- Seminar published in the CPD section of the Victorian Chapter section on the Institute website
- A direct link back to your website
- Opportunity to display one (1) x corporate pull-up banner at the seminar

**Company name**

Victorian Chapter  
Level 1, 41 Exhibition Street  
Melbourne VIC 3000  
(03) 8620 3866  
vic@architecture.com.au

**ABN**

**Contact name**

**Billing address**

**Phone**

**Email**

**Payment details**

VISA/Mastercard      Card type      or      EFT/Direct Deposit  
(tax invoice will be issued to you for payment)

Name on card

Card number

Expiry date

CSV

## Terms and conditions for ArchiTECH CPD events

By signing this Booking Form, You are agreeing to the following terms and conditions:

1. You will produce and deliver the presentation in each of Your nominated States. The final presentation must be consistent with the topic, content and duration approved by Us.
2. You will give Us:
  - (a) A draft outline of the intended presentation, including learning outcomes and key points, at least one (1) month before Your ArchiTECH presentation.
  - (b) Details of any special presentation materials or audio-visual equipment required for the presentation, at least one (1) week before Your first presentation.
  - (c) Six (6) questions and accompanying answers from the presentation to allow attendees to gain formal CPD points, at least one (1) week before your event.
  - (d) The complete text (or at least a very detailed summary) of the presentation at least one (1) week before Your first presentation.
  - (e) The PowerPoint or PDF presentation (if any) displaying the ArchiTECH logo, at least one (1) week before Your first presentation.
  - (f) Verbal feedback after the event regarding the program and, in particular, the interaction with the audience.
3. We will give You:
  - (a) The opportunity to display physical signage, limited to one (1) stand-alone pull-up banner, at each presentation You give.
  - (b) A non-exclusive, non-transferable and non-sub-licensable right during the term of this agreement to reproduce the ArchiTECH name and logo to be used only in preparing and delivering the presentation.
  - (c) An invoice for the full cost of giving the presentations in all the States You have nominated on Your booking form (Once You have signed and returned this booking form).

4. You:

- (a) Will pay Us, in full, the cost of booking Your presentation in all Your nominated States before the earlier of: (i) 30 days after receiving an invoice from Us, or (ii) the date You are scheduled to give Your first presentation.
  - (b) Agree that We are not responsible for the payment of any miscellaneous personal or company expenses incurred by You as a result of Your participation in the presentation.
  - (c) Agree that in the event that storage or transport of Your items may be required, We will not have any responsibility for loss of or damage to such items.
  - (d) Will advise Us at the earliest time practicable, if You need to cancel the presentation due to a health or serious personal reasons. In the event that You cancel a presentation for reasons that are not due to health or serious personal circumstances, You will indemnify (compensate or reimburse) Us for any loss, costs and damage We incur as a result of each cancellation of that presentation.
5. You must ensure that Your use of the ArchiTECH name and logo complies at all times with Our branding or trademark use guidelines notified to You from time to time.
6. Except as expressly provided here, neither party is granted any other right or license to patents, copyrights, trade secrets, trademarks or other intellectual property rights of the other.
7. You are responsible for any material (including images or audio, but excluding the ArchiTECH logo) that You incorporate in Your presentation and for any legal action against You as a result of using such material.
8. Your responsibility includes indemnifying (compensating or reimbursing) Us for any costs We incur as a result of another person taking legal action against Us for Your breach of any person's rights (including their intellectual property rights). Your liability to Us includes compensating Us for any settlement money We pay to resolve the matter, or money We are ordered to pay by a court. Your liability also includes compensating Us for our legal costs.

Please sign below to acknowledge you agree to the fee of \$2500.00 +GST, agree to submit your digital ArchiTECH presentation (PDF/PPT) one week prior to the event, and have read and agreed to the terms and conditions outlined below.

**Signature**

**Date**

The Royal Australian Institute of Architects trading as Australian Institute of Architects ABN 72 000 023 012.

