

# CPD PRESENTATION WORKSHOP

Educating and inspiring architects through CPD



## OVERVIEW

Continuing Professional Development (CPD) is a learning activity that enhances an architect's knowledge and skills within their profession. Suppliers and manufacturers can become accredited providers of Formal CPD, but often find that writing a presentation that meets all industry requirements can be quite challenging. This is exactly what our CPD Presentation Workshop focuses on – how you can develop and enhance the knowledge of registered architects with a presentation that exceeds industry standards for Formal CPD.



## TRAINING BACKGROUND

To develop this seminar we have drawn on our experience in developing and assessing CPD topics for suppliers - what are the common challenges that suppliers are facing when writing CPD material, and how can they overcome them? We have also surveyed architects on what they look for in a CPD presentation, and what makes a presentation stand out. Based on this knowledge and our experiences, we have developed a half-day seminar that will ensure attendees are able to write engaging and memorable CPD presentations.



## TRAINING AGENDA

### What Is CPD?

- CPD defined – Informal CPD vs. Formal CPD
- Understand the key requirements for Formal CPD
- Becoming an accredited provider of Formal CPD

### Developing Your Topic

- Selecting a topic that will enlighten, challenge, inspire and excite your target audience
- Building your presentation and learning outcomes
- Separating your brand from your educational content
- Positioning yourself as a technical expert through CPD

### Presenting Your Topic

- Having a presence while presenting and providing a memorable educational experience
- Presentation tips and tricks to ensure you stand out from the crowd
- Building relationships with specifiers through Formal CPD

# REGISTRATION FORM

## Event Details

**Brisbane:** 4<sup>th</sup> December 2018 – Mission House – 140 Ann Street, Brisbane QLD 4000

**Sydney:** 6<sup>th</sup> December 2018 – Redfern Town Hall – 73 Pitt Street, Redfern NSW 2016

**Price:** \$350 + GST per person

**Registration: 8:45am, seminar starts: 9:00am, seminar concludes: 12:00pm**

**Light refreshments provided**

## Registration Details

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

## Attendees Details

1. Name: \_\_\_\_\_ Event/City: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Event/City: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Event/City: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Event/City: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment Details

By signing I agree to the Terms & Conditions of this booking form:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Invoicing/Payment Options (Please select your preferred option by inserting a cross in the box)

Tax Invoice will be issued for payment - EFT or Credit card payment (Payment terms: 14 days)

PO number (if applicable): \_\_\_\_\_

Credit Card payments: By completing the authorisation below, the card signatory is authorising

Architectural Information Services Pty Ltd. (AIS) to debit the credit card with the following details. A 'PAID'

tax invoice receipt will be issued once payment is received by AIS.

Card Type: Mastercard / Visa Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Card Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Terms & Conditions

**Registrations and Payment:** Course fees are due within 14 days of receiving invoice. AIS reserves the right to deny attendance to the CPD Training Day if payment has not been received within payment terms.

**Cancellation of confirmed appointments:** Any cancellations made less than 4 weeks prior to the seminar date will be charged 100% of the total event cost. Request for cancellation must be sent via email to [sophie@aisaustralia.com](mailto:sophie@aisaustralia.com). Cancellation fees apply and are applicable regardless of the invoice payment status.

**Non Attendance:** If a delegate fails to attend a course, course fees will not be refunded or allocated to another program. If the nominated delegate is unable to attend schedule course, a substitute delegate can attend in their place.

**General:** AIS reserves the right to cancel, postpone or reschedule courses due to low enrolments or unforeseen circumstances. Should this occur, a full refund will be provided.