Moving from Live In-Person to Live Online
What You Need to Know

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Agenda

➢ Welcome
➢ AIA’s recognized delivery types
➢ Requirements for Live Online learning programs
➢ Technical challenges and suggestions
➢ Preparing instructors
➢ Q & A
AIA’s recognized delivery types

• Live
  • In-Person
  • Online

• On-Demand
  • E-learning
  • Print/Other

• Nano Learning
  • In-Person
  • Online
  • E-learning
Basic Providers

Under the current standards, Basic Provider cannot deliver any online courses (Live Online, On-Demand E-Learning, or On-Demand Print/Other).

Through May 31, AIA will waive the restriction on Live Online courses and allow Basic Providers to deliver live courses via webinar or streaming media.

Basic Providers are still not permitted to deliver On-Demand learning programs.
Live Online Requirements

• Live, real-time facilitator/instructor
• Ability for participants to interact with the instructor
• Mechanism for insuring attendance and participation
• Same content requirements as Live In-Person programs

Courses do not need to be resubmitted for approval.
Sessions should be marked as “Online”
What will you need

• Online delivery platform
  • Webinar platforms like:
    • Adobe Connect
    • Cisco WebEx
    • GoToWebinar
    • Zoom
    • Many others…
Who can help?

**AIA Platform Providers**

Active Interest Media (Judy L. Hayward, jhayward@aimmedia.com)
AEC Daily (Sherry Morris, smorris@aecdaily.com)
ATS Seminar (Stephane Forget, Stephane@ATSseminar.com)
BNP Media (Brittnie Wilson, wilsonb@bnpmedia.com)
The Continuing Architect (Jack O'Brien, jack@thecontinuingarchitect.com)
HanleyWood (Jennifer Boal, jboal@hanleywood.com)
Ron Blank & Associates (Andres Nunes, andres@ronblank.com)
SGC Horizon (Bill Black, bblack@sgcmail.com)
What else do I need?

• High-speed Internet connection (preferably wired)
• Headset or high-quality microphone
  • Presenters can be on a phone or computer audio
  • Don’t use speakerphones
• Quiet presentation space
  • Interior offices
  • Eliminate or limit disturbances
• Good visuals
  • Video isn’t necessary
  • Strong slidedecks
Preparing Instructors

• Teaching online is different
  • No immediate audience feedback
  • Can feel awkward speaking in an empty room
  • Hard to gauge whether the class is understanding

• Practice and preparation are key
  • Have at least one technical run-through
  • Know your materials
  • Know the platform
  • Be prepared for technical glitches
Presenting online

• Practice your delivery
  • Tone and pacing are more important
  • Speak clearly
  • Have energy

• Arrive early
  • Instructors should be online and ready well before the scheduled start

• Stay late
  • Leave time for questions
  • Don’t cut off at the end of the hour just because time is up
Helpful Tips

• Have a producer. The instructor can’t do it alone.
  • Producer handles the technology
  • Instructor focused on content

• Smile. Be excited. Be natural
  • Walk around if that’s your style
  • Talk with your hands—they can’t see you gesture, but they can hear

• Skip the video
  • Adds technical complexity
  • May actually diminish learning
Q&A

Additional questions?
Contact ces@aia.org