

Moving from Live In-Person to Live Online

What You Need to Know



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**The American
Institute
of Architects**

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