

AIA.org event calendar posting template

SECTION	EXAMPLE	CONTENT
Primary image	Image is developed by marketing and provided for the Fonteva page. At the discretion of content governance whether images are to be applied.	
Primary image caption <i>Image source</i>	If necessary – will be provided by marketing or content governance	
Event type <i>Select one</i>	Awards – Board Meeting – Call for proposals – Committee – Conference – Educational Event – Exhibit – Grants and scholarships – Meeting – Networking – Tour – Webinar	
Title <i>Title of the event,</i>		
Course credit <i>LU credit potential for entire event; if other than LU, please include</i>	6 LUs; be sure to get LUs approved by the CES team prior to posting.	
Start date and time <i>Start date and time of the first event</i>		
End date and time <i>End date and time of the last event</i>		
Venue <i>Venue name, address</i>		
Event contact <i>Email address of project manager or meetings@aia.org</i>		
Register button <i>Hyperlink to registration landing page</i>	[link to Fonteva event page]	
Host <i>Host/sponsoring organization if not AIA</i>	If necessary	
Brief event overview	Limited to 200 words	
Agenda	Refer to event page for complete agenda	
Speakers <i>150 words max</i>	Only list keynote speakers Refer to event page agenda for a full list	

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	of speakers	
Sponsors	Hyperlink company name; no company logos Company logos can be included on the Fonteva event page	

AIA.org event calendar postings need to be uploaded in workfront for approval before posting.