

## **ANNOUNCEMENT – August 13, 2019**

Please be advised that AIA CES and IDCEC accredited Lunch & Learn presentation is now available for your use. There are 40 content slides, which should take approximately 45 minutes to present and leave 15 minutes for Q&A. This L&L course is worth 1 AIA and/or IDCEC credit.

Presentation is titled “Custom High-Performance Solutions for Acoustic Artistry” and has four sections:

- Impact of excessive noise in indoor environments
- Science of sound and noise management
- Range of custom acoustic solutions and creative aesthetic design options
- Real world case studies

Notes are available under each slide to help with the oral presentation. I will additionally host a WebEx session for training purposes.

### **FORMS TO FILL OUT BEFORE/AFTER EACH PRESENTATION:**

All forms are available on Rep Access for download.

#### **1. Course Attendance Template**

- Needs to be filled out by the attendees prior to the start of the presentation.
- Ensure that attendees’ name, last name, email and AIA or IDCEC # are on it, so that they can receive credits accordingly without delay.
- Fill out the highlighted section: location of presentation, date, time, presenter/event contact name, email, and phone number.
- Submit a typed document to me within 3 days of presenting.

#### **2. CE Presenter Quality Commitment Statement**

- Needs to be filled out only once.
- Sign and submit to me prior commencing the L&L presentations.

#### **3. Course Evaluation Form**

- To be printed and given to each attendee after the L&L.
- It is not mandatory to submit this form, it is for your reference; However; I would prefer if you could from time to time send some these to me when possible, so that I can learn and improve our presentation along the way.

Information on the WebEx to follow. Please let me know if you have any questions.

Thank you,

Ally James