Task Force Frequently Asked Questions

I want to plan an event/program. What do I need to do?
- Check the AIAT calendar on AIAT website and Task Force Google Calendar to avoid overlapping events.
- Once date is determined, add your meeting to the Google Task Force Calendar

Will it qualify for continuing education credit?
See this link for helpful information: https://www.aia.org/pages/3276-continuing-education-provider-toolkit

I think we can offer credit for the program, now what?
Fill out *CE Planning Form and return to tbean@aiatriangle.org

Will I need to collect RSVP's?
If so, staff can set up registration via the website and provide sign in sheets, if necessary.

Will we charge for the event?
Yes, if continuing education credits are offered the suggested fee is $12-$15 per credit for members/$30 per credit for non-members with reduced rates offered to students and members with Assoc. AIA designation. Contact Tanja Bean for information on determining cost for continuing education programs.

Can we collaborate with another task force?
AIAT's Board of Director's encourages collaboration in order to cross promote programs and potentially increase attendance/interest, as well as to share responsibility to prevent volunteer burnout. The Task Force Roster with contact information for chairs and task force members is located in the Task Force Binder on the shared Google Drive – feel free to contact other task force leaders.

I have sign-in sheets from my program. How do I get attendees continuing education credits?
Email *CE sign-in sheets to info@aiatriangle.org within 2 days after program and we will be happy to report attendance.

Also, always, always, display sponsor banner and *slide show at the beginning of each event!

How do I get reimbursed for my task force expenses?
Fill out the *Task Force Reimbursement Form and submit to tbean@aiatriangle.org along with supporting receipts. Reimbursement forms must be submitted within 30 days of the expenditure.

How do I host an event at the Center for Architecture and Design?
CfAD is available and free to all AIA members unless there is a paid event on the calendar. Contact Marynell Gherke at mgherke@aianc.org or call 919-833-6656 to see if space is available. Reach out to staff for instructions and access code to the building at time of booking – be sure to have someone show you how to lock up if your event is after hours, as you are responsible for locking up the building when you leave. Confidential access information is available in the Task Force Binder on the shared Google drive.

How do I promote my event?
The deadline for Friday Facts is no later than Wednesday at 8pm each week. If registration is required, the information needs to be submitted earlier in the week (Monday at 8pm). AIAT also has a Facebook, Twitter, and Instagram accounts. *We ask that you provide staff with a media schedule indicating dates, method, and verbiage with ample time to schedule.*

AIAT staff will also send out a periodic recap of events to promote volunteer activities as well as sponsorships. If you wish to have your event included in this email blast, provide staff with a blurb (3-5 sentences) and photos within a week after your event.

I have questions for the board, who do I contact?
As a task force leader, you are always supported! Feel free to contact Tanja Bean at tbean@aiatriangle.org

Is there a storage unit where we can store supplies?
YES! *AIAT has a storage unit at Ample Storage Gorman Street, 404 Gorman St., Raleigh, NC 27607. Each task force is responsible for keeping their area organized. If items are moved around, please move them back to where you found them. Task Force Chairs may obtain codes and instructions to access storage unit from AIA Triangle staff or by referring to the confidential Access Information file in the Task Force Binder in the shared Google drive.
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Can be found in the Task Force Toolkit on the AIA Triangle webpage or Task Force Binder in the shared Google drive:
- *CE Planning Form*
- *Task Force Reimbursement Form*
- *CE Sign-In Sheet*