

**Need to advertise
your products or
services to
Architects & the
Construction
Sector?**

**Contact us now to be part of
the BIA Calendar of Events!**



The Barbados Institute of Architects (BIA) would like to work with you to facilitate the promotion of your products, services or company and provide an avenue for Continuing Professional Development (CPD) for our Members. All full BIA members and locally registered Architects are required to complete a minimum of 20 Credits of Continuing Professional Development (CPD) per year. All Events, Seminars, Webinars, Conferences, Tradeshows, Product Launches etc are assessed by the BIA and a CPD Credit rating is applied to each event.

The BIA organises monthly **Seminars** which are open to our Members and other professions within the construction sector. On average we have 30 to 40 people attending these events but on occasions we can get near to 100. Attendees typically include Architects, Interior Designers, Engineers, Planners, Quantity Surveyors and Contractors. Presenters are encouraged to bring samples, brochures, flyers and set up displays of their products. While we put on our own events we recognise that we cannot do it all and therefore we have also made provision to issue **Licences** to entities to arrange events with our Approval. These Seminar & Licence Packages are outlined on the following pages.

Should you be interested in promoting your product, services or company through one of these avenues please complete the respective 'Commitment Form' in the Appendix of this document and contact Mrs. Stacey Burgess at the Secretariat at (246) 430-0956 or admin@bia.bb.

SEMINARS



Please find outlined below 4 BIA organised Seminar packages for consideration. We are happy to work within your budget and with you to make the event a success:

- 1. THE PLATINUM PRODUCT SEMINAR - \$4,000* (BASED ON 30 PEOPLE)**
- 2. THE PIGGY-BACK SPONSORED SEMINAR - \$2,500**
- 3. THE BASIC PRODUCT SEMINAR / TOUR - \$2,000**
- 4. THE WEBINAR - \$2,000**

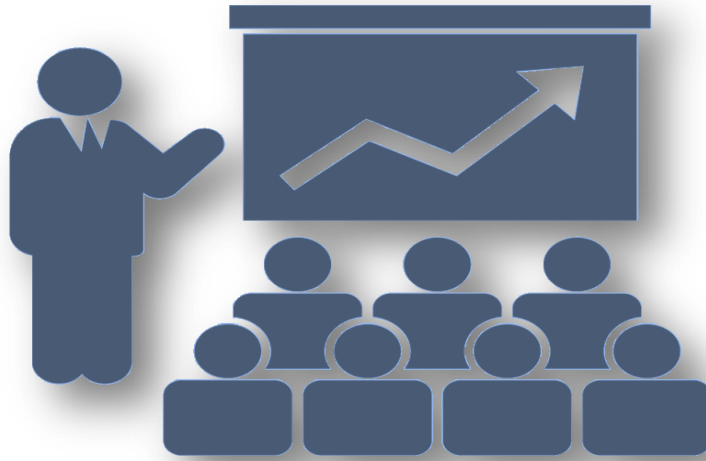


An Administration Fee is included within the respective Seminar packages and covers the following services:

- **Flyer Design** - Preparation / Design of a one (1) page Digital Flyer advertising the Seminar for distribution to members (basic content of topics to be covered & images to be provided by Host/Presenter)
- **Advertising** - Posts to our Social Media Platforms (Facebook, Instagram & LinkedIn) and three (3) Email blasts to the complete BIA membership (including Full, International, Associate and Affiliate classes of membership) and the Barbados Association of Professional Engineer's members ~ 600+ people in total. These will be sent in the weeks leading up to the Seminar with the last one on the Monday/Friday before the seminar as a last minute reminder.
- **Booking & RSVP** - Reservation & Booking of venue (Venue to be agreed). Co-ordination of RSVP's and confirmation of final numbers with caterers/venue. Our Administrative Secretary will follow up with members by phone if the RSVP numbers are low.
- **Continuing Professional Development (CPD)** - Assessment of the Seminar content for CPD credits and the issue of a CPD certificate after the event. The CPD Certificate will include your company name & logo.
- **Webinar Zoom Meeting** - Scheduling, Hosting and Moderating of the online webinar session (only applies to Webinars)

Should you require a projector, projector screen, laser pointer or mini-laptop for your presentation we can provide these at the following rates (Prices include for set-up and take down).

□ Projector: \$75 □ Projector Screen: \$50 □ Mini laptop: \$25 □ Laser Pointer: \$15



1. THE PLATINUM PRODUCT SEMINAR - \$4,000* (Based on 30 people)

This seminar is geared towards entities looking to promote and advertise their Products and Services to our members and associated professionals. The cost of the event is covered by the Presenter and there is no charge to attendees. Presenters are encouraged to bring samples, brochures, flyers and set up displays of their products. The format for the Seminar will typically be as follows:

- 09:30am Set Up (test run presentation)
- 10:00am Meet and Greet
- 10:10am Welcome and Introduction of Host/ Company / Presenters (Include brief Bio.)
- 10:15am Presentation (1 hour)
- 11:15am Question and Answer Session
- 11:30am Vote of Thanks
- 11:35am Networking Session over Coffee / Tea / Juice / Water / Snacks
- 12:00 Noon End of Event

The price stated above includes the following:

- Administration Fee of \$2,500 (Flyer Design/ Advertising/ Booking & RSVPs/ CPD Certificates)
- Room Rental - \$500 - \$600
- Catering @ \$30/person - Typically includes Coffee, Tea, Water, Juice and three (3) snacks (Fruit / sandwiches/ fish cakes / samosas etc). Final cost will be based on the number of people Rsvp'd.



2. THE PIGGY-BACK SPONSORED SEMINAR - \$2,500

This is the opportunity for you to partner with us and come on board as a Sponsor for one of our Continuing Professional Development (CPD) Seminars normally presented by a member or associated professional. You will be entitled to a 15 Minute slot before the Main Presentation to pitch your product or service and are encouraged to set up displays of your products / service and distribute samples, brochures, flyers and any other promotional material. You are free to network with attendees at the “Meet & Greet” and during the Networking session afterwards to discuss your products and answer any questions. Members pay \$75/person & non Members pay \$85/person to attend. The format for the Seminar will typically be as follows (but may be in the evening on occasions):

- 09:30am Set Up (test run presentations)
- 10:00am Meet and Greet
- 10:10am Welcome and Introduction of Main Presenters & Sponsor (Include brief Bios.)
- 10:15am Sponsor's Presentation (15 Minutes)
- 10:30am Main Presentation
- 11:30am Question and Answer Session
- 11:40am Vote of Thanks
- 11:45am Networking Session over Coffee / Tea / Juice / Water / Snacks
- 12:00 Noon End of Event

The price stated above includes the following:

- Administration Fee of \$2,500 (Flyer Design/ Advertising/ Booking & RSVPs/ CPD Certificates)
- The BIA is responsible for the cost of the Room Rental and the Catering.



3. THE BASIC PRODUCT SEMINAR/TOUR - \$2,000

This seminar/ Tour is geared towards entities looking to promote and advertise their Products, Services or Facilities to our members and associated professionals. These events may include a tour of your facility or it may be that you have conference facilities where you wish to host the event. The cost of the event is covered by the Presenter and there is no charge to attendees. The format for the Session or Tour is up to the hosting entity but is subject to assessment by the BIA for CPD credits.

The price stated above includes the following:

- Administration Fee of \$2,000 (Flyer Design/ Advertising/ RSVPs/ CPD Certificates)
- The Presenter is responsible for arranging the venue and any catering and covering these costs



4. THE WEBINAR - \$2,000

This seminar is geared towards entities looking to promote and advertise their Products and Services to our members and associated professionals in an Online Format. The Webinar is hosted and moderated by the BIA using the Zoom application. The cost of the event is covered by the Presenter and there is no charge to attendees. Presenters are encouraged to provide an interactive presentation including videos and displays of their products. The format for the Webinar will typically be as follows:

- 09:30am Set up & test run presentation (This can also be done a few days before)
- 10:00am Attendees Sign-in
- 10:05am Welcome and Introduction of Host/ Company / Presenters (Include brief Bio.)
- 10:10am Presentation (1 hour)
- 11:10am Question and Answer Session
- 11:30am Vote of Thanks

The price stated above includes the following:

- Administration Fee of \$2,000 (Flyer Design/ Advertising/ RSVPs/ CPD Certificates)
- Hosting & moderating of Webinar session using "Zoom" Meeting.
- The facility to live stream the Webinar on Facebook is also available.

LICENCES





THE CPD PROVIDER'S - ANNUAL LICENCE PACKAGES

This Licence is geared towards entities looking to promote and advertise their Products and Services to our members and associated professionals. The Events will be organised by yourselves at dates and times determined by you. Presenters are encouraged to provide an interactive presentation including videos and displays of their products.

□ THE GOLD LICENCE - BDS\$6,000

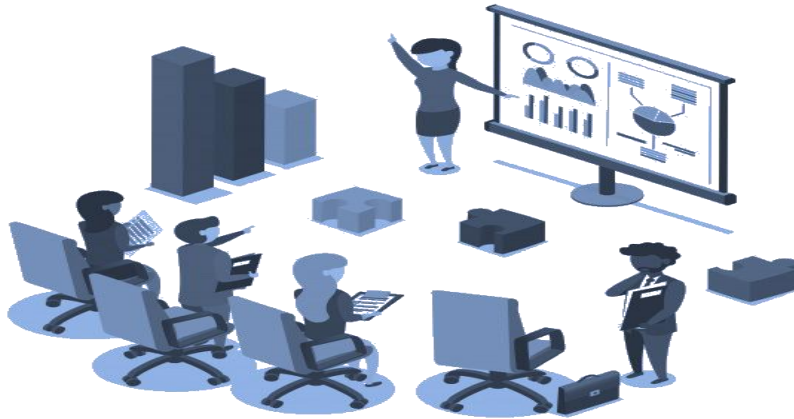
- The Gold Licence will entitle / permit your organisation to partner with the BIA to host up to a maximum of **TWELVE (12) BIA CPD APPROVED EVENTS** throughout the year.
- Approval to issue CPD Points for an unlimited number of Office Visits (1 CPD point per Hour)
- A BIA Diary Advert is included (worth Bds\$1,950)

□ THE SILVER LICENCE - BDS\$3,000

- The Silver Licence will entitle / permit your organisation to partner with the BIA to host up to a maximum of **SIX (6) BIA CPD APPROVED EVENTS** throughout the year. This Licence will also apply to Conferences & Tradeshow of one (1) Day or more.

□ THE BRONZE LICENCE - BDS\$1,000

- The Bronze Licence will entitle / permit your organisation to partner with the BIA to host **ONE (1) BIA CPD APPROVED EVENT** up to a maximum of 4 hours.



The BIA commits to the following:

1. Grant permission for the use of the BIA Logo & Name in the marketing and presentation material for the event(s)
2. Advertising - The BIA commits to promoting your event(s) on our Social Media Platforms (Facebook, Instagram & LinkedIn) and three (3) Email blasts to the complete BIA membership (including Full, International, Associate, Affiliate and Student classes of membership) and the Barbados Association of Professional Engineer's members ~ 600+ people in total. These will be sent in the weeks leading up to the Event with the last one on the Monday/Friday before the event as a last minute reminder.

We will require you to undertake the following:

1. Provide a summary and outline of the event(s) planned to allow the BIA to determine the CPD credits to be awarded. This information is to be submitted a minimum of 3 weeks before the event. We will require the following specifics:
 - a. Title & Location of Event
 - b. Date & Duration (Total No. of Hours excluding breaks)
 - c. Type of Event (Conference / Lecture / Seminar / Workshop / Discussion / Tradeshow / Webinar / etc.)
 - d. Names & qualifications of presenters
2. Keep / maintain a register of those persons (primarily Architects) attending the event and confirm this to the BIA by email within 1 week of the event. This will assist the BIA to conduct annual audits of our members' CPD activities.
3. Provide registered Architects attending the event with a digital CPD Certificate (in Pdf format) by email within 1 week of the event. We can provide you with a Template if required.

APPENDIX



THE BARBADOS
INSTITUTE
OF ARCHITECTS

APPENDIX I - CPD SEMINAR & LICENCE PACKAGES

'CHRISTIE BUILDING' | THE GARRISON | ST. MICHAEL | BARBADOS | BB14038

☎ 246.430.0956 ✉ admin@bia.bb 🌐 www.bia.bb

| ORGANISER >>>> | BIA | | | | LICENCEE | | |
|--|----------------------------|------------------------------------|------------------------------------|----------------|----------------|------------------|------------------|
| CPD SEMINAR + LICENCE PACKAGES >>>>>> | - PLATINUM PRODUCT SEMINAR | - THE PIGGY-BACK SPONSORED SEMINAR | - THE BASIC PRODUCT SEMINAR / TOUR | - WEBINAR | - GOLD LICENCE | - SILVER LICENCE | - BRONZE LICENCE |
| COST BDS\$ | \$4,000 | \$2,500 | \$2,000 | \$2,000 | \$6,000 | \$3,000 | \$1,000 |
| Cost to Attendee | FREE | TBC | FREE | FREE | TBC | TBC | TBC |
| Assessment of Event for CPD Points | ● | ● | ● | ● | ● | ● | ● |
| CPD Certificates issued by BIA (inc your logo) | ● | ● | ● | ● | | | |
| CPD Certificates issued by LICENCEE (inc BIA logo) | | | | | ● | ● | ● |
| Flyer Design by BIA | ● | ● | ● | ● | | | |
| Flyer Design by Licencee | | | | | ● | ● | ● |
| BIA Social Media Post | ● | ● | ● | ● | ● | ● | ● |
| BIA Email Blasts (3 No.) | ● | ● | ● | ● | ● | ● | ● |
| Booking of Venue | ● | ● | | | | | |
| Coordinate RSVPs | ● | ● | | | | | |
| Venue Cost (Up to \$600) | ● | ● | | | | | |
| Catering for 30 People @ \$30/head | ● | | | | | | |
| Schedule / Host + Moderate "Zoom" meeting | | | | ● | | | |
| Use BIA Logo + Name in connection with your Event(s) | | | | | ● | ● | ● |
| Host MAX. TWELVE (12) BIA CPD APPROVED EVENTS | | | | | ● | | |
| Issue CPD POINTS for Office Visits | | | | | ● | | |
| BIA Diary Advert Included (worth \$1,950) | | | | | ● | | |
| Host MAX. SIX (6) BIA CPD APPROVED EVENTS | | | | | | ● | |
| Host ONE (1) BIA CPD APPROVED EVENT | | | | | | | ● |



THE BARBADOS
INSTITUTE
OF ARCHITECTS

APPENDIX II - CPD SEMINAR COMMITMENT FORM

'CHRISTIE BUILDING' | THE GARRISON | ST. MICHAEL | BARBADOS | BB14038

☎ 246.430.0956 ✉ admin@bia.bb 🌐 www.bia.bb

SPONSOR NAME:

Address:

E-mail:Tel. No:

SEMINAR PACKAGE:

We wish to commit to the following seminar:

☐ **THE PLATINUM PRODUCT SEMINAR - \$4,000***

- We wish to cap this at number attendees. Final cost will be based on the number of people Rsvp'd.

☐ **THE PIGGY-BACK SPONSORED SEMINAR - \$2,500**

☐ **THE BASIC PRODUCT SEMINAR / TOUR - \$2,000**

- We wish to cap this at number attendees

☐ **THE WEBINAR - \$2,000**

PREFERRED DATE(S) FOR SEMINAR:

EQUIPMENT:

We would like to rent the following for the seminar:

☐ Projector @ \$75 ☐ Projector screen @ \$50

☐ Laser pointer @ \$15 ☐ Mini laptop @ \$25

PAYMENT TERMS:

A deposit of 50% will be required 5 days before the event and the Balance on the day of the Seminar. The Fee for the Webinars is to be paid 2 days before the event. The Barbados Institute of Architects is a non-profit organization and is not VAT registered and therefore does not charge VAT.

SIGNATURE: **DATE:**

Please return this form to the BIA by Email: admin@bia.bb



THE BARBADOS
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APPENDIX III - CPD LICENCE APPLICATION FORM

'CHRISTIE BUILDING' | THE GARRISON | ST. MICHAEL | BARBADOS | BB14038

☎ 246.430.0956 ✉ admin@bia.bb 🌐 www.bia.bb

APPLICANT'S NAME / COMPANY:.....

Address:

E-mail:Tel. No:

LICENCE PACKAGES:

We wish to apply for the following CPD Licence:

☐ **THE GOLD LICENCE - Bds \$6,000**

The Gold Licence will entitle / permit your organisation to partner with the BIA to host up to a maximum of **TWELVE (12) BIA CPD APPROVED EVENTS** throughout the year.

Approval to issue CPD Points for an unlimited number of Office Visits (1 CPD point per Hour)

A BIA Diary Advert is included (worth Bds\$1,950)

☐ **THE SILVER LICENCE - Bds \$3,000**

The Silver Licence will entitle / permit your organisation to partner with the BIA to host up to a maximum of **SIX (6) BIA CPD APPROVED EVENTS** throughout the year.

This Licence will also apply to Conferences & Tradeshow of one (1) Day or more. If this licence is for a Multi-day Conference or Tradeshow please complete the below information:

Type of Event (tick as appropriate): ☐ Convention / Conference ☐ Tradeshow

Title of Event:.....

Location of Event:

Start Date & Time:

Total No. of Hours /Days (excluding breaks):.....

☐ **THE BRONZE LICENCE - Bds \$1,000**

Type of Event (tick as appropriate):

- ☐ Course ☐ Seminar / Workshop ☐ Webinar
☐ Meetings / Discussion Group ☐ Other (give details).....

Title of Event:.....

Location of Event:

Start Date & Time:

Total No. of Hours (excluding breaks):.....

COMMITMENTS:

The BIA commits to the following:

1. Grant permission for the use of the BIA Logo & Name in the marketing and presentation material for the event(s).
2. Advertising - Promoting your event(s) on our Social Media Platforms (Facebook, Instagram & LinkedIn) and three (3) Email blasts to the complete BIA membership (including Full, International, Associate, Affiliate and Student classes of membership) and the Barbados Association of Professional Engineer's members ~ 600+ people in total. These will be sent in the weeks leading up to the Event with the last one on the Monday/Friday before the event as a last minute reminder.

I / the Applicant commits to undertake the following:

1. Provide a summary and outline of the event(s) planned to allow the BIA to determine the CPD credits to be awarded. This information is to be submitted a minimum of 3 weeks before the event(s). We will require the following specifics:
 - a. Title & Location of Event
 - b. Date & Duration (Total No. of Hours excluding breaks)
 - c. Type of Event (Conference / Lecture / Seminar / Workshop / Discussion / Tradeshow / Webinar / etc.)
 - d. Names & qualifications of presenters
2. Keep / maintain a register of those persons (primarily Architects) attending the event and confirm this to the BIA by email within 1 week of the event. This will assist the BIA to conduct annual audits of our members' CPD activities.
3. Provide registered Architects attending the event with a digital CPD Certificate (in Pdf format) by email within 1 week of the event. We can provide you with a Template if required.

PAYMENT TERMS + LICENCE DURATION:

The Barbados Institute of Architects is a non-profit organization and is not VAT registered and therefore does not charge VAT. Payment can be made by online Wire Transfer / Bank Transfer (Details to be provided on request) or by cheque made out to "The Barbados Institute of Architects". This Licence will be valid for One (1) Calendar year from the date of receipt of Payment.

SIGNATURE: **DATE:**

NAME:

Please return this form to the BIA by Email: admin@bia.bb

| | | |
|--|---------------------------------------|-----------------------------------|
| (For Official Use Only) | | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | No. of CPD Points approved: |
| Licence Start Date..... | | Expiry date: |
| BIA CPD Committee Chair Signature..... | | Date..... |