



Continuing Education Proposal Submission Guidelines

Refer to guidelines below for con-ed proposal submission requirements; use "NWTA con-ed proposal form" to submit con-ed proposal.

In designing the session, opportunities for interaction amongst participants is encouraged. Proposals should be relevant to professional architects, educational and should not be promotional in nature.

Any con-ed proposal must include the following:

1. Session Title (max 10 words)
2. Session Duration (typical sessions are 1-2 hours, but this may vary, minimum of 1 hour session required)
3. Session Date
4. Structured or Unstructured hours
 - a. Per NWTA con-ed bulletin, structured hours should fall under one of the following categories (if you are going for structured, indicate which)
 - i. Architectural Culture*
 - ii. Building Technology*
 - iii. Environment and Energy*
 - iv. Legal Issues and Legislation related to Architectural Practice and the Construction Industry*
 - v. Planning and Design*
 - vi. Practice of architecture and Business Management*
 - vii. Project Management*
5. Format: In-person presentation and/or online presentation (online will be provided by NWTA zoom account)
 - a. If in-person, provide proposed venue location.
6. Speaker(s)
 - a. Provide names and titles.
 - b. Provide brief bio (50 words.)
7. Session Description (keep it brief - 50 words are ideal, 250 words max)
8. Learning Outcomes: Clearly define four measurable outcomes.
 - a. Use wording from the "A Taxonomy for Learning..." on following page*
9. What is required of NWTA to provide, with regards to:
 - a. Speaker costs/honorarium (if applicable).
 - b. Venue costs and/or organizing a venue rental. It is assumed the applicant will arrange for the rental and get reimbursed, unless otherwise noted.
 - c. Equipment/AV/other requirements and related costs (presentation materials, large format paper, projector, speakers, cables, microphone, etc. rental costs). It is assumed the applicant will arrange for any rentals and materials and get reimbursed, but if NWTA must organize this, this must be clarified.
 - d. Any other coordination-related/cost items.
10. Images:
 - a. Provide image that could be used for newsletter/social media post, as well as images of presenters.

Submission format:

1. Be on 8.5x11 (letter) sized page, in portrait format - USE CON-ED PROPOSAL FORM
2. Submission should be 2 pages long (plus maximum 2 pages of supplemental images/posters)
3. Be submitted as a PDF document (of just the submission page - from template -, plus any supplemental images) to ed@nwtaa.ca

**Taxonomy of Learning*

Use one of the action words listed in the chart below for each learning outcome. Ideally each outcome should be from a different "Cognitive Domain Hierarchy."

<i>Cognitive Domain Hierarchy</i>	<i>Associated Actions</i>
Remember	Recall, remember, match, select, identify, choose, order, outline
Understand	Plot, define, summarize, classify, describe, present, explain
Apply	Propose, audit, edit, predict, construct, use, show, solve, compute
Analyze	Distinguish, differentiate, investigate, scrutinize, consider, question
Evaluate	Appraise, assess, judge, critique, comment, examine, interrogate
Create	Develop, design, devise, generate, propose, build, form, assemble

Table 1: Anderson and Krathwohl's revision of Bloom's cognitive domain hierarchy

Reference: Anderson, L. W., & Krathwohl, D. R. (2001). *A Taxonomy for learning, teaching and assessing: A revision of Bloom's Taxonomy of Educational Objectives*. New York: Longman.