

Sample form, not for offline completion.

Visit <https://submit.noma.net> to enter.

the NATIONAL ORGANIZATION of MINORITY ARCHITECTS



TRACK 4: BUSINESS DEVELOPMENT

The BUSINESS track of seminars will be geared toward marketing, firm growth, investing in the future and succession planning. Seminars that discuss access to capital, recruitment strategies, purchasing, and policies that positively impact people working in the built environment.

FOLLOW THESE STEPS

1. From the pull down menu Category, select the award category you would like to enter or nominate.
2. From the second pull down menu, select the specific award, competition or conference seminar theme, nomination you would like to submit.
3. You may then fill in the Name of the Presenter, School, Firm, or Awards Applicant.
4. Hit "Save" to start your submission.

Name of Presenter, School, Firm, or Awards or Committee Applicant

ABOUT THE NOMA CONFERENCE. The Annual NOMA Conference and Expo is an excellent way to connect with colleagues and friends around the world, allowing one to network with architects, allied professionals, emerging professionals, and students. Overall it allows these opportunities to happen while also providing an educational experience. The NOMA Conference is an essential professional development event hosted by a local NOMA chapter in a different city each year. Over forty, one hour or one and a half hour long educational sessions are offered, featuring a variety of areas of interest for all experience levels and disciplines in the diverse field of architecture. Presenters volunteer from all over the country to share their expertise with conference attendees.

Calling on architects to submit a proposal for participation in the Annual NOMA Conference and Expo – **Future Unfolding** - which is being held from October 8th - 12th, 2025 in Kansas City, MO. Researchers and designers in the field of architecture, urbanism, landscape design and urban planning are invited to submit proposals for the development of initiatives and design works that make a meaningful contribution for the central theme of the Conference.

Name and Credentials:

Mailing Address (optional)

1	Address:
2	City:
3	State:
4	Zip:

Organization:

Email:

Phone Number:

What is your role?

Administrator - I am submitting this proposal, but will not be presenting

Presenter - I will be presenting this proposal if selected

Have you presented at a previous NOMA conference ?

Yes

No

Number of Presenters:

1

2

3

4

5

6

Speaker Availability:

- ☐ Any
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
-

COURSE DETAILS

WHAT YOU WILL NEED IN ORDER TO SUBMIT A PROPOSAL

- A publishable course description (200 words max) in English that explains the importance of your course and how it will contribute to the continued education of conference attendees.
- Four (4) learning objectives that comply with the requirements for Health, Safety, and Welfare (HSW) credit. Courses that do not qualify for HSW credit will be submitted for Learning Units (LU). Courses that qualify for HSW credit will be given priority during the vetting process.
- Presenter bio or bios.
- Professional headshot(s) for use in the conference app.
- Resume or CV describing your background and proficiency in the subject matter of your course.

IMPORTANT NOTE: Click [here](#) to review the AIA's Health, Safety and Welfare (HSW) Guidelines on how to ensure your course qualifies for HSW credit.

2025 COURSE SUBMISSION PROCESS & SCHEDULE.

The Annual NOMA Conference and Expo is not only an excellent way to connect with colleagues and friends around the word and to network with architects, allied professionals, emerging professionals and students, the conference is an educational experience. In order to ensure conference attendees receive the maximum learning opportunities to fulfill the requirements for continuing education in architecture, seminars will be submitted, reviewed and accepted through a four step process.

STEP 1 (December 6 – February 28): Course submission period.

STEP 2 (March 1 – March 31): Conference Committee Review of proposed seminars and approval for HSW and/or LU credits & course modification period.

STEP 3 (April 3): Notification of selected speakers & speaker confirmation.

STEP 4 (April 3 – May 1): Final seminar approval and scheduling.

Hit the **SUBMIT ENTRY** button at the bottom of the screen to complete your entry.

If you have any questions, please email conference@noma.net.

Course Title

100 characters

Course Description

200 words

Course Level

Introductory

Intermediate

Advanced

Introductory:
Program knowledge level most beneficial to learners new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the area.

Intermediate:
Program knowledge level that builds on an introductory program, most appropriate for learners with detailed knowledge in an area. Such persons are often at a mid-level within the organization, with operational or supervisory responsibilities, or both.

Advanced:
Program knowledge level most useful for individuals with mastery of the particular topic. This level focuses on the development of in-depth knowledge, a variety of skills, or a broader range of applications. Advanced level programs are often appropriate for seasoned professionals within organizations; however, they may also be beneficial for other professionals with specialized knowledge in a subject area.

Update:
Program knowledge level that provides a general review of new developments. This level is for participants with a background in the subject area who desire to keep current.

Examples of Content per Length of Seminar

- (15 Min) Speaker Corners, Tech Tutorials, Firm Tours, Studio Tours
- (30 min) Construction/Site tours, Project Case, Studies Workshops, Pre-Recorded Product Demonstrations
- (60 min) Priority for HSW and 1 or more presenters
- (60 - 90 min) Priority for 3 to 4 co-presenters/panelist
- (These are just examples, if you have content that pertains to the conference themes, please continue your submission)

Is this a nano learning course?

☐ Yes

☐ No

Is this course a tour?

Walking Tour

Riding/Bus Tour

Office/Project Tour

No, this course is not a tour

Tour is considered offsite and may or may not need transporation or can a walking tour.

What is the time length of your presentation?

- ☐ .5 Learning Units (30-45 min.)
- ☐ 1 Learning Units (60 min.)
- ☐ 1.25 Learning Units (75 min.)
- ☐ 1.5 Learning Units (90 min)

Fill in the course learning units (LU).

For your reference, the learning units are equal to the length of the course, so a one hour course would equal one learning unit.

HSW credits are only available for presentations earning 1 Learning Unit or more.

Course Credit:

- ☐ LU/HSW
- ☐ LU

Health Safety & Welfare (HSW) Credit Requirements:

Visit [here](#) to confirm if your course qualifies for HSW credit.

Courses that do not qualify should be designated as Learning Unit (LU)

Will your presentation offer HSW Credits?

- ☐ Yes
- ☐ No

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Learning Objective 4:

Learning Objectives should explain what participants will learn after your course is complete. They are statements that complete the sentence, Participants will be able to...

- DO use describe, explore, explain, identify, organize, apply, analyze, investigate, summarize, produce, compare, predict, plan, recall, use, verify.
- DO NOT use learn, understand, cover, appreciate, realize, be aware of, study, familiarize, know

Category

▼

Art & Architecture

Codes & Regulations

Costruction & Evaluation

Practice Management

Programming & Analysis

Project Development & Documentation

Project Management

Project Planning & Design

Select a topic area most associated with the course you are submitting.

Keywords

25 words

Key Words are required and should be separated by commas. These key words should be related to your course and will be searchable by the public in the online course directory.

- ☐ I confirm to meet the minimum requirements and am eligible to present a course at the Annual NOMA Conference.
- ☐ I understand I am required to register and pay for the conference if selected. Speakers will receive a discounted rate. I also understand that should I decide to present this proposal in person all travel costs will be at my expense.