



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Form B

REP Activity Information

Please fill out this form completely, clearly detailing the scope of the learning activity. If you have a copy of the presentation and/or a program available for this learning activity, please attach it at the time of your submission. If sufficient information is not provided on this form, further follow-up may be required.

General Information	
Provider Name (As registered with AIBC)	
Title of Learning Activity	
Date of Activity	
Length of Activity (<i>in minutes</i>)	Length of Breaks, if applicable (<i>in minutes</i>)
Method of Delivery (select all that apply) <input type="checkbox"/> In-person <input type="checkbox"/> Live webinar <input type="checkbox"/> Other (please specify) _____	

Presenter Information
Presenter Name(s)
Presenter Qualifications (<i>list each presenter, their designations, qualifications and relevant experience</i>)

Learning Activity Information

Activity Summary

Learning Objectives *(list at least 3 learning objectives for each hour of presentation)*

Attendance Tracking

If this session is approved, the Recognized Educational Provider is responsible for tracking attendance and submitting it to EducationalProvider@aibc.ca within 14 days of the event. Tracking sheet templates are available and can be requested from the AIBC.

Note: REPs are responsible for reporting attendance for activities approved under their provider account regardless of arrangements made with other providers.

Promotion

Would you like this event advertised in the [AIBC events calendar](#)? *(If yes, please complete and submit [Form C: REP Event Promotion](#))*

☐ Yes

☐ No

Completed forms can be emailed to EducationalProvider@aibc.ca