



Rep Process for Presenting LAMVIN CEU Presentations

Thank you for your interest in hosting our AIA accredited CEU. We are pleased to extend this sales support tool to our valued reps. Providing CEU credits to Architects and Designers is a great way to increase engagement, add value to the constituents and provide a platform to engage in new business opportunities. **Please note that we do require that you attend a LAMVIN-hosted CEU prior to gaining direct access to the presentation.** In an effort to ensure we give the adequate support within AIA guidelines, we ask that the following process be followed when requesting CEU access:

- To simplify the process, LAMVIN provides a CEU request form. This form provides us with all relevant details needed to get the presentation request approved and scheduled for post presentation AIA credit dispersion. Please submit the request form **a minimum of 10 business days** prior to the requested presentation date.

[LAMVIN CEU Request Form](#)

- AIA requires a speaker agreement to be signed by any third party requesting to present on behalf of the manufacturer. This signed form can be uploaded directly in the CEU request form making the process swift and simple. A link to the AIA speaker agreement is provided below. It is also available to access within the rep portal on lamvin.com.

[AIA Speaker Agreement](#)

- Once your presentation request has been approved, you will receive an email containing a **PDF copy of the LAMVIN CEU** presentation and a **pre-registration link** to provide with your virtual meeting invite. This pre-registration link is a critical piece to ensure your attendees get the CEU credit they expect from attending your presentation. **The presentation invite containing the presentation link should be sent no later than 7 days leading up to the presentation. This will allow the attendees ample time to pre-register.** Please copy (marketing@lamvin.com) on your virtual invite.
- Post presentation CEU credit Dispersion
LAMVIN will provide you an attendee registration file 24 hours after the scheduled presentation. You can use this list to confirm attendance. Once we get attendance confirmation, we will issue AIA credits within 24 hours.

Please note: Post presentation AIA credits will not be distributed to attendees that are not registered. If there is a walk-in attendee not present on the registration list provided for approval, please advise in your response. We will need you to include first name, last name, and AIA number to get that attendee added for credit.