

ConEd Program Opportunities Posting Guidelines

The Continuing Education Program, Learning Opportunities webpage of the OAA Website advertises learning opportunities available to OAA members. Advertisements for the Continuing Education Program, Learning Opportunities section of the OAA Website must provide a fundamental level of knowledge relevant to the practice of Architecture in Canada and focus on the following subject matter:

- Legal Issues and Legislation related to Architectural Practice and the Construction Industry
- Building Technology
- Planning and Design
- The Practice of Architecture and Business Management
- Project Management
- Environment and Energy

All advertisements submitted are subject to the acceptance and approval of the OAA.

Advertisements that are deceptive or misleading, unrelated to architecture or business of architecture, detrimental to the public interest, or are otherwise incompatible with the values of the OAA will not be accepted. Advertisements that undermine the profession of architecture and/or the OAA will not be accepted.

In consideration for the OAA agreeing to publish an advertisement, Advertisers agree that they are fully authorized and licensed to use all intellectual property contained in the advertisement and that the use of the name of any individual or entity in a testimonial or other matter is authorized, not libelous, and does not constitute an invasion of privacy. Publishing or acceptance of an advertisement is neither a guarantee nor endorsement of the Advertiser's product or service.

In order to ensure that the OAA's ConEd Program continues to be of great value to OAA members, the OAA requires that advertisements do not contain false or misleading statements.

The OAA reserves the right to reject, approve or remove any advertisement for any reason, in our sole discretion.

Payment Terms and Rates

Programs/courses that are offered to OAA members free of charge are posted in the ConEd Opportunities section of the OAA Website free of charge. Fee based programs/courses are posted within the ConEd Opportunities section of the OAA Website at a monthly rate of \$250 + HST.

Refunds will not be issued should for any reason a learning opportunity be cancelled or recalled from the OAA Website. Rates, conditions and advertising placements are subject to change without notice.

The OAA Logo and the ConEd Program Logo Usage Guidelines

Unless specifically authorized by the OAA under a separate agreement, any use of the OAA logo or ConEd program logo is prohibited. The OAA logo may not be incorporated into any provider logo or other graphical design or artwork created by or for provider.

The OAA Name and the ConEd Program Name Usage Guidelines

Programs/courses that are posted in the ConEd Opportunities section of the OAA Website are permitted to be marked by the provider as “qualifying for OAA ConEd learning hours”.

Application Process

The following information must be submitted to the OAA to be considered for posting:

- Payment (if applicable);
- Provider details (Contact information, affiliation, website);
- Program details (Overview, learning objectives, registration link, affiliation);
- Speakers’/facilitators’ professional profiles;

Contact: OAAContinuingEducation@oaa.on.ca

Methods of Payment

The OAA accepts payment (in CAD only) by cheque, money order, bank draft, or wire transfer. Cheques must be addressed to the OAA, at 111 Moatfield Dr., Toronto, ON M3B 3L6

Wire Transfer

Please note an additional \$25.00 must be included for wire transfer transactions in order to cover bank service charges.

Swift # BIC CODE:	CIBCCATT
Branch Transit Number:	00502
Institution Number:	0010
Account Number:	71-84816
Bank Name:	CIBC (Canadian Imperial Bank of Commerce)
Address:	2 Bloor Street West, Toronto ON M4W 2G7