



Allied Member
Roundtable



SCHEDULE

Opening Session Tuesday, June 24th at 9:00am - 12:30 pm at Austin Community College, Highland Campus

Student Firm Visits: Students will be assigned to three of the following time slots.

Tuesday, June 24th at 2:30pm

Wednesday, June 25th at 9:30am, 12:00pm, and/or 2:30pm

Thursday, June 26th at 9:30am, 12:00pm, and/or 2:30pm

Closing Session Friday, June 27th 9:00 am - 12:30pm at Austin Energy Headquarters

FIRM FAQ

What is the time commitment?

Participating firms will host 1-3 groups of students for 2 hours. Sessions can be on the same day or different days across the week.

Is that it?

We will also have opening and closing sessions for all of the students. You are welcome to join for these, but attendance is not expected.

How do I sign up?

<https://bit.ly/DV3x2-2025-firms->

When do firm signups end?

Register by Friday, May 30th to participate.

When do we find out our final schedule?

We will distribute the final schedules to firms by Monday, June 9th.

What about student transportation?

Students will provide their own transportation to and from the session location. Firms may not provide transportation. It is important that you finalize the address to give to students by Friday, May 30th.

What if students who want to participate can't provide transportation?

We have a limited number of transportation scholarships available to students. If you are interested in sponsoring \$100 transportation scholarships, please email aiadesignvoice@gmail.com

Can we hand out firm swag?

Absolutely.

Can we take and post photos?

Yes, we encourage you to document your participation on social media and tag [aiadesignvoice](#) on instagram.

Any other policies or legalese?

Two firm members must be with the students at all times. For Construction Site visits, firms will be responsible for providing PPE.

FIRM VISITS

How many groups will we have?

Firms are asked to sign up for three sessions, but if you are only able to do one or two that is okay. Occasionally large firms have offered to do more than three.

What do we do with them?

You have three interns for 2 hours, and what you do during their visit is up to you!

That's not a helpful answer. What do we do with them?

The purpose of the program is to give the students experience with what goes on in a design/engineering/construction office. We recommend doing something that an intern would do. We recommend NOT giving presentations and instead do something more hands-on.

Any suggestions? What have firms done in the past?

Charrettes are always a good option: find something tangible in a current project in the office and set it as a design problem.

Construction Site visits are always popular. We would like each group to have 1 of their visits be a construction site tour if possible.

Material or fixture selection activities can be a good collaborative activity to model design thinking and process. They tend to be easy for students to wrap their heads around from general experience.

Programming and diagramming activities are a good way to show how to generate and compare different ideas. Using an actual project in the office provides real context and criteria to consider.

Studio tours, especially in large offices with lots of different things going on, are a good way to give an overview of everything that goes on in the office. Go from desk to desk and have folks give a short description of what they're working on.

VR walk-through of designs in progress. But don't just tour, show how the technology allows for critique and analysis.

Do we have to do the same thing with all the groups?

No.