Greenbuild 2018 Education Session Submittal Guide

Greenbuild International Conference & Expo is now accepting proposals for presenters and topics for the 2018 show. This guide details all required information for submittal of your session proposal for the following conference:

Greenbuild International Conference & Expo
November 14-16, 2018
Chicago, Illinois

We encourage you to use this guide to draft your submittal. You will not be able to submit one proposal for multiple events so please use this template accordingly. Only proposals submitted through the submittal site will be accepted; we will NOT accept emailed, faxed, or mailed proposals under any circumstances. Fields marked with an asterisk (*) are required.

How to submit your Greenbuild education session proposal:
All proposals must be submitted online at www.conferenceabstracts.com/Greenbuild2018.htm. You may begin the submission process and return to your saved proposal at any time up until the submission deadline. Emailed, faxed or mailed proposals will not be accepted.

All complete proposals must be submitted and all speakers must login to complete their personal details by Thursday, January 11, 2018 at 5:00pm EST.

All proposals must be complete, comprehensive, and deemed relevant and timely to the conference's audience. The Working Groups may shorten a presentation, increase and/or reduce the number of presenters, select alternative presenters from among those proposed, and/or combine the submitted presentation with other proposed presentations, at its sole discretion. All presenters will be contacted independently to confirm their submittal.

*** Important Process Notes ***
Each presenter and moderator will need to login individually to the submittal site to enter their personal details and confirm their participation in the proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators.

In an effort to increase the quality of education session proposals and decrease duplicate proposal submissions, the proposal submitter will be charged a one-time processing fee of $25 for each education session proposal submitted. This will also allow us to better use the time of over 500 volunteer proposal reviewers. 100% of the fee proceeds will be donated to the Greenbuild Legacy Project; for more information about the Legacy project, visit https://www.greenbuildexpo.com/en/community/legacy-project.html

The submittal site will time-out due to inactivity – please save your submittal frequently. You must submit a complete proposal before the January 11th deadline.

Proposals are being accepted in the following formats:

- **60 Minute Education Session**: May include one to three presenters (a maximum of three total presenters, which would include the moderator if applicable) for a one hour session.
    - The only exception is for a Rapid Fire session, which has 4 speakers.
- **120 Minute Education Session:** May include two to four presenters (a maximum of four total presenters, which would include the moderator if applicable) for a two hour session.
    - These longer sessions are meant for interactive problem-solving, deep learning and discussion. All 120 minute sessions have a minimum of 2 speakers. Only proposals that thoroughly demonstrate the need for a two-hour session will be accepted. The Program Working Group reserves the right to adjust your session length to fit the needs of the final Greenbuild education program.
- A moderator is *required* to be included in a session proposal for a Debate and *required* for a Structured Discussion. A moderator is optional for all other session formats, but will be counted towards the total number of presenters on your session if included. (ex: 2 speakers and 1 moderator would put you at the maximum number of presenters allowed on a 60-minute session)
- **You will be asked to select one of the following when submitting your proposal:**

Debate	Includes a moderated discussion with 2- 3 speakers (plus one moderator) representing opposing points of view.
Expert-Level	Courses at this level include extensive, detailed training on specific technical topics. Learners have extensive prior knowledge or experience with the topic. Full description here.
Flash Charrette	Speakers pose a design problem and lead attendees through exercises to help develop solutions. (minimum 2 speakers)
Immersive and Experiential Learning	Participants are actively engaged with the session through the use of things like environment, hands on activity, in-session projects, etc. Full description here.
Lecture	Traditional presentation with 1 - 3 speakers presenting.
Rapid Fire (60 min only)	Consists of four presenters giving one distinct ten-minute talk each. Submitters should submit the four speakers as a pre-packaged, full 60-minute session proposal. Each 10 minute talk should be a standalone presentation but topics should relate to each other in some way.
Structured Discussion	Consists of moderated panel discussions throughout the session. The session can include up to four presenters (including the moderator). Submitters should submit the speakers as a pre-packaged, full session proposal.

All sessions should be designed to allow the audience to be active learners through question and answer periods, group discussion or other activities. When the audience is engaged in the session, they will retain more of the information being presented.

Greenbuild Education Submission Process

- **Please review** the 2018 Greenbuild Call for Proposals and Greenbuild Program Policies before beginning the submittal process.
- Please take a moment to review the GBCI Continuing Education Course Review Criteria. The Greenbuild session review process ensures that these criteria are met. You will be asked to submit your slide deck for review prior to presenting your session.

Create Account Profile

The below information will need to be added about the person submitting the proposal (then click "Create Account"):

Field
First Name*
Last Name*
Address 1*
Address 2
City*
State*
Postal Code*
Country*
Email Address*
Telephone*
Title/Position*
Organization*
Credentials

Create a Proposal

- Click on "Click here to begin a new Proposal."
- Enter the title of the Proposal (maximum of 60 characters)
- Select the **Proposal Format**:
    - Greenbuild Education Session – 60 Minute – Debate – 2 Speakers, 1 Moderator
    - Greenbuild Education Session – 60 Minute – Expert Level – 1 to 3 Speakers
    - Greenbuild Education Session – 60 Minute – Flash Charrette – 2 to 3 Speakers
    - Greenbuild Education Session – 60 Minute – Immersive, Experiential Learning – 1 to 3 Speakers
    - Greenbuild Education Session – 60 Minute – Lecture – 1 to 3 Speakers
    - Greenbuild Education Session – 60 Minute – Rapid Fire – 4 Speakers
    - Greenbuild Education Session – 60 Minute – Structured Discussion – 1 to 2 Speakers, 1 Moderator
    - Greenbuild Education Session – 120 Minute – Debate – 2 to 3 Speakers, 1 Moderator
    - Greenbuild Education Session – 120 Minute – Expert Level – 2 to 4 Speakers
    - Greenbuild Education Session – 120 Minute – Flash Charrette – 2 to 4 Speakers
    - Greenbuild Education Session – 120 Minute – Immersive, Experiential Learning – 2 to 4 Speakers
    - Greenbuild Education Session – 120 Minute – Lecture – 2 to 4 Speakers
    - Greenbuild Education Session – 120 Minute – Structured Discussion – 1 to 3 Speakers, 1 Moderator
- Select the **Proposal Type**:
    - Core Program Session
    - Special Set
    - The Special Sets Program is an initiative to introduce interactive formats and engaging environments to breakout sessions. These special sets feature unique stages, lighting, audience polling and interactive presentation styles to better engage the audience. Visit https://greenbuildexpo.com/Attendee/Conference/Education to learn more about the Special Sets Program.
- Click "Continue"

You must complete each task below in order for your proposal to be complete and considered for the Greenbuild program. A green check mark will appear once the task is completed. **Once you have completed all tasks, click "Submit Proposal" to submit your abstract.** Your proposal is not complete until you finish this step.

Task One: Proposal Presenters

You will need to enter the following fields about your presenters and/or moderator. **It is imperative that the email address for all presenters is correct.** After you add each presenter, the system will automatically send an email to all presenters, and if the email address is incorrect, your presenters will not be able to complete their requirements and the proposal will not be reviewed.

Field	Instructions
First Name*	
Last Name*	
Email*	
Role*	Presenter or Moderator

Task Two: Contact Speakers to Complete Tasks

This task generates an email to remind presenters to complete their required information. The information required of each speaker is below:

Field	Instructions
Mailing Address*	Street, City, State, Zip, Country
Contact Details*	Phone numbers, fax number and email address
Administrative Assistant	If applicable – they will be copied on all emails regarding the proposal submittal
Professional Information*	Title, Organization and Credentials
Relevant Experience*	150 word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
Qualifications*	List up to three recent speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length. Information from at least one speaking engagement is required for each speaker.
Past Speaking Experience at Greenbuild	Please let us know if you have presented at Greenbuild in the past, and if so, which years.
Presenter Video	Please provide a link to a recent presentation to showcase your speaking ability (no more than 3 minutes in length). If you do not have an existing video, we strongly encourage you to create one but it is not mandatory. Use your smartphone or webcam to film a quick video and post it on YouTube or Vimeo. Need content? Answer one of these questions: - Why is it important for Greenbuild attendees to hear your message? - Describe the main takeaway for your session. - Describe a challenge you faced on one of your recent projects and how it was resolved.

Task Three: Recording Release Agreement

Each speaker will need to individually login to the submittal site to review the Recording Release Agreement. A speaker may still present at Greenbuild if he or she does not agree to the Recording Release Agreement.

Task Four: Learning Objectives

Please enter four learning objectives. A learning objective is an explicit statement that clearly expresses what the participant will learn or be able to do after attending the session. It is an observable and measurable outcome statement that attendees should be able to exhibit following instruction. In addition, it is a powerful tool to communicate to potential attendees what knowledge and skills they will walk away from your session with and what the core concepts of your course are. These learning objectives will be used to apply for continuing education approval. Submitters should review the Learning Level Table on page 5 of the 2018 Call for Proposals and select the most appropriate level for their proposal.

For example, a typical general class may have the following:
- List three types of green roofs
- Explain the maintenance requirements for each type of green roof
- Estimate the costs of each type of green roof
- List four key benefits that make green roofs desirable to owners.

Rating system-specific sessions are primarily focused on teaching attendees the various rating systems, but should also be supplemented with additional information such as on-the-ground experiences, fresh perspectives or analysis of the intent and requirements of a credit or feature, as well as new approaches to credit/feature achievement. If you want to deliver a rating system-specific session, three out of four learning objective must state the credits/features and the rating system/version that the session teaches. Interested submitters should review the Guidance on creating Rating System-Specific Learning Objectives for additional details.

For example, a typical rating system-specific session may have the following learning objectives (the three learning objectives that state the credits, rating system and version of rating system are *italicized*):

LEED-specific Sessions
LEED v4 BD+C and Green Roofs
- *Link the intent of the Site Development – Protect and Restore Habitat, Heat Island Reduction, and Rainwater Reduction credits in the **LEED v4 BD+C Rating System**, to the benefits of a green roof.*
- Avoid the common pitfalls when designing a green roof on a commercial building.
- *Compare and contrast the different soil requirements in Option 1 of the **LEED v4 BD+C Site Development** – protect or restore habitat credit*
- *Calculate the percent of a roof that must be vegetated to achieve Option 2 of the **LEED v4 BD+C Heat Island Reduction Credit***

SITES-specific Sessions
Soil and the SITES Rating System
- Describe the fundamental importance of soil in site design
- *List the requirements of the Create and Communicate a Soil Management Plan Prerequisite in the **SITES v2 Rating System***

- *Explain the role of Vegetation and Soil Protection Zones, as they relate to the Conserve Healthy Soils and Appropriate Vegetation in the **SITES v2 Rating System***
- *List the three most critical recommended strategies in the Create and Communicate a Soil Management Plan Prerequisite, and how they can contribute to earning the Healthy Soils and Appropriate Vegetation Credit in the **SITES v2 Rating System***

WELL-specific Sessions

WELL Building Mind Credits - Biophilia

- *Describe the intent and three parts of the Biophilia I – Qualitative Feature in the **WELL Building Standard***
- *Describe the intent and three parts of the Biophilia II – Quantitative Feature in the **WELL Building Standard***
- Explain how three different spaces incorporated Biophilia in ways that earned WELL Credits
- *List the three elements that can be used to achieve the Spatial Familiarity part of the Biophilia II – Quantitative Feature in the **WELL Building Standard***

Multiple Specialties (LEED and WELL)

LEED, WELL, and Healthy Air

- *Compare and Contrast the **LEED v4 BD+C Environmental Tobacco Smoke (ETS) Control Credit and the WELL Smoking Ban Feature***
- *Plan an air flush out that meets the requirements of both **LEED v4 BD+C Construction IAQ Management Plan – Before Occupancy, and the WELL Building Standard Flush Out Feature***
- *List the differences between ASHRAE 62.1-2013 and ASHRAE 62.1 – 2007 as they apply to the **LEED BD+C v4 Minimum Indoor Air Quality Performance credit and the WELL Building Standard Ventilation Effectiveness Credit***
- Explain how "XYZ Building" achieved both LEED and WELL Platinum Certification through excellence in air quality.

Task Five: Program Policies

Each speaker will need to individually login to the submittal site to agree to the Program Policies (required) and opt in to be contacted for other USGBC events (optional).

Task Six: General Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Elevator Pitch*	What is the essence of your session? If you only had one sentence to convince someone to attend your session, what would it be?	25 words maximum
Topic*	All proposals must fall within one of the following focus areas. Please select the focus area that most closely matches your proposal. Proposals will be reviewed in focus area groups; sessions placed in inaccurate focus	- Affordable Housing - Building Performance - Codes and Certification Systems - Community and Neighborhood Development - Cultural Context

	areas face reduced rates of acceptance.	- Design Innovation and Application - Energy Efficiency (New and Existing Buildings) - Existing Buildings - Finance, Insurance, Legal and Appraisals - Government, Policy and Advocacy - Green Schools - Health and Well-Being - Infrastructure Systems - Market Transformation - Materials - Multi-Family Residential Development - Net Zero - Professional Development and Training - Renewables - Resilience - Single Family Residential Development - Site, Civil and Landscape - Smart Grid/Smart Buildings - Social Responsibility, Community Action & Engagement - Urban Mobility - Water
Applied Learning Area*	Indicate whether you are interested in presenting your session as an Applied Learning Area. Greenbuild will offer curated educational offerings on the expo hall floor. If you would like your session to be considered for inclusion in an Applied Learning Area in the expo hall, please opt-in.	Select yes or no
Learning Level*	Greenbuild education sessions will be associated with one of the following learning levels. Review the Learning Level Table in the 2018 Call for Proposals and select the most appropriate level for the proposal.	Basic Intermediate Advanced Expert* (only applicable to "Expert Level" session formats)
Local Events*	Would you be interested in presenting this session at a local USGBC community event?	Yes or No
Abstract*	Please include what core information it will cover; what questions will be addressed; what new information will be provided. If your session is rating system-specific the subject matter must relate to the corresponding rating system.	400 word maximum

	• A LEED-specific session will primarily focus on specific parts of LEED Rating Systems and that should be evident in the abstract. • A SITES-specific session will primarily focus on specific parts of the SITES Rating System and that should be evident in the abstract. A WELL-specific session will primarily focus on specific parts of the WELL Building Standard and that should be evident in the abstract.	
Presentation Style Details*	Tell us how you will engage the audience and if you are using new technology, interactive activities, or visual aid, how will they enhance the session and/or better connect attendees to the material? • If you opted into the Special Sets Program, how would you use this environment in your session? • If you selected "Immersive and Experiential" as your session format, explain how your session would integrate experiential learning and/or immersive activities. • If you selected "Expert Level" as your session format, include how the content will be delivered, pre-existing knowledge expected of attendees, and how participants will demonstrate mastery of the topic.	50 word minimum, 250 word maximum
Regional Relevance*	Why is the submittal germane to this location?	100 word maximum.
Speaker Contributions*	Please provide the role and content each speaker will play in the session.	150 words maximum per speaker
Session Agenda*	Please enter a session agenda including details and timing for audience participation.	Ex: :00-:05: Presenter introductions :05-:07: Video introducing topic :07-:20: First presentation :20-:25: First exercise Etc.

Task Seven: Session Profile

Below are the fields that will need to be completed:

Field	Instructions	Options
Project Type*	Please select no more than three	Commercial Interiors Commercial Real Estate Education Government Hospitality Healthcare Higher Ed International K-12 Schools Neighborhood Development Office Operations + Maintenance Religious Institutions Residential Retail Sports Facilities Transportation Other (manual entry)
Audience*	Please select no more than three	Appraisers Architects Builder / Contractor Consultants Developers Educators End-Users / Tenants Engineers (Building) Engineers (Site) Executives Facility Managers Finance Professionals Government Professionals Industrial Designers Insurance Professionals Interior Designers Landscape Architects Lawyers/Legal Professionals Manufacturers Marketing / Communication Professionals Owners Planners- Urban / Regional Product Materials Specialists Project Managers Property Managers Real Estate Brokers Researchers Scientists

		Students
Relevant Rating System*	Is your session rating system-specific? Does your session directly address credits within a LEED, SITES and/or WELL rating system? If your session is LEED-specific, SITES-specific or WELL-specific, please select the corresponding rating system and credits addressed. This should match what is communicated in your learning objectives. Please note that the answer to this question will not affect how your session is reviewed.	LEED v4 BD+C LEED v4 HOMES LEED v4 ID+C LEED v4 ND LEED v4 O+M SITES v2 WELL Building Standard v1
Specific Credit(s) to be Addressed	If your session directly addresses credits within a LEED, SITES or WELL rating system, please enter the credit(s) here.	Enter specific credit(s) to be addressed

Task Eight: Payment

Please enter payment and billing address details for the $25 submittal fee. In an effort to increase the quality of education session proposals and decrease duplicate proposal submissions, the proposal submitter will be charged a one-time non-refundable processing fee of $25 for each education session proposal submitted. This will also allow us to better use the time of over 500 volunteer proposal reviewers. 100% of the fee proceeds will be donated to the Legacy Project; for more information about the Legacy project, visit https://www.greenbuildexpo.com/en/community/legacy-project.html.

When you are ready to submit your proposal, click the "**Submit Proposal**" button.
- **Note:** after you submit your proposal, you will not be able to make additional changes. To save your proposal and come back later to edit it, simply hit the save button on any task you are working on and log out of the website.

This submittal is not complete until payment has been made and all speakers have logged into the submission site to enter their personal details. Submittals without payment and complete speaker information will not be considered.

All complete proposals must be submitted and all speakers must login to complete their personal details by Thursday, January 11, 2018 at 5:00pm EST.

Questions?
For assistance with questions regarding the Call for Proposals, please email program@greenbuildexpo.com. For technical questions about the submittal website, please call 1-877-426-6323 9am-6pm EST Monday through Friday or email Help@ConferenceAbstracts.com.