Education Session Submittal Guide

Greenbuild Europe is now accepting proposals for presenters and topics for the Greenbuild Europe 2019 show. This guide details all required information for submittal of your session proposal for the following conference:

Greenbuild Europe 2019
March 19 - 20, 2019
Amsterdam, Netherlands

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 through the Greenbuild Europe 2019 Submittal Site. You may begin the submission process and return to your saved proposal at any time up until the submission deadline.

The deadline for all submissions is **Wednesday, September 12th, 2018 at 5:00pm EDT.**

Proposals will be accepted in the following format:

- **60 Minute Education Session:** One-hour session including one to three presenters (moderator is optional, but a maximum of three total participants).

All proposals must be complete, comprehensive and deemed relevant and timely to the conference's audience. The Program Committee 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 participation.

Please take a moment to review the GBCI Continuing Education Course Review Criteria. The Greenbuild Europe 2019 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.

Important Note on Process

Each presenter and moderator must login individually to the submittal site to enter their personal details and confirm their participation on the proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators.

All complete proposals must be submitted and all speakers must login to complete their personal details by **Wednesday, September 12th, 2018 at 5:00pm EDT**.

The submittal site will time-out due to inactivity – please save your submittal frequently. You must submit a complete proposal before the **September 12th** deadline.

Greenbuild Education Submission Process

- **Please review** the 2019 Greenbuild Europe 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*
To which gender do you most identify with?*
Organization*
Credentials

*Required

1. To create a proposal, click on "Click here to begin a new Proposal."
2. Enter the title of the Proposal (maximum of 60 characters)
3. Select the Presentation Style and then click "Continue"
   o **Flash Charrette** (speakers pose a design problem and lead attendees through exercises to develop solutions)
   o **Structured Discussion** (a moderated panel discussion throughout the session)
   o **Lecture** (a traditional presentation)
   o **Debate** (moderated discussion with speakers representing opposing points of view)
- You must complete each task below for your submission to be complete and considered for the Greenbuild Europe Program. A green check mark will appear once the task is completed. **Once you have completed all tasks, click "Next" and submit your abstract.** Your proposal is not complete until you complete this step.

Task One: Proposal Presenters

You will need to enter the following fields about your presenters. **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. If the email address is incorrect, your presenters will not be able to complete their requirements and the proposal will not be reviewed.

Presentation submittals will earn an extra point if at least one presenter/panelist in the submission is from an group underrepresented in the green building and sustainability community (based on, without limitation, such criteria as gender, race, ethnic identity) and/or offers another unique industry perspective.

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

*Required

Task Two: Contact Presenters to Complete Tasks

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

Field	Instructions
Mailing Address*	Street, City, State, Zip Code, 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*	Position, Affiliation, 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 Speaker Experience at Greenbuild	Please let us know if you have presented at Greenbuild before, and if so, which years you presented.
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 Europe 2019

	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.

*Required

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 Europe 2019 if he or she does not agree to the Recording Release Agreement. Any questions may be directed to gbeuroedu@usgbc.org.

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. In order to qualify for general CE hours, at least three out of four of the learning objectives must relate directly to green building which includes human health and environmental sustainability as they relate to the built environment and landscape design.

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 objectives **must** state the credits/features and the rating system/version that the session teaches. ***Your session will not be approved as rating system specific unless you meet those requirements***. Interested submitters should review the Guidance on creating Rating System-Specific Learning Objectives for additional details including Do's and Don'ts to ensure they meet the requirements listed.

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 highlighted in bold):

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. Any questions may be directed to gbeuroedu@usgbc.org.

Task Six: General Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Topic*	All proposals must fall within one of the following topic areas. Please select the topic area that most closely matches your proposal. Proposals will be reviewed in topic area groups; sessions placed in inaccurate topic areas face reduced rates of acceptance.	- Building Performance - Codes and Certification Systems - Community and Neighborhood Development - Design Innovation and Application - Energy Efficiency (New and Existing Buildings) - Existing Buildings - Finance, Insurance, Legal and Appraisals - Green Schools - Health and Well-Being - Infrastructure Systems - Market Transformation - Materials - Multi-Family Residential Development - Net Zero - Renewables - Resilience - Single Family Residential Development - Site, Civil and Landscape - Smart Grids/Smart Buildings - Water
Learning Level*	Greenbuild Europe 2019 education sessions will be associated with one of the following learning levels. Review the Preparing for your Greenbuild Europe 2019 Presentation Guide and select the most appropriate level for the proposal. Review Learning Level Table in the 2019 Call for Proposals for additional details as well.	**Level 100** – Awareness **Level 200 –** Understanding/Comprehension **Level 300** – Application/Implementation **Level 400** – Mastery
300-Word Description	Provide a 300-word session description. Please include what core information it will cover; what new information will be provided if your session is rating system-specific the subject matter must	

	relate to the corresponding rating system 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.	
50 Word Description	Provide a short, 50-word session description for marketable opportunities.	
Speaker Contributions and Presentation Details*	Describe the content each presenter will share and how the presenter(s) will engage the audience. 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.	100 word minimum, 250-word maximum
Regional Relevance	Why is the submittal germane to this location?	100-word maximum.
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
		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
Sharing Permission*	Would you like your proposal to be considered for inclusion in other USGBC programs, Chapter events, etc.?	Select yes or no
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, WELL-specific, or SITES Specific,	LEED v4 BD+C
		LEED v4.1 BD+C
		LEED v4 HOMES
		LEED v4.1 HOMES
		LEED v4 ID+C
		LEED v4.1 ID+C

	please select the corresponding rating system and credits addressed below. The rating system and credit you select 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 ND LEED v4.1 ND LEED v4 O+M LEED v4.1 O+M SITES v2 WELL Building Standard v1 WELL Building Standard v2
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. Please make sure these credits are listed in your Learning Objectives to be consider Rating-System Specific.	Enter specific credit(s) to be addressed

Task Eight: Submit

- 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 all speakers have logged in to enter their personal details. Submittals without complete speaker information will not be considered.

All complete proposals must be submitted and all speakers must login to complete their personal details by Wednesday, September 12th, 2018 at 5:00pm EDT.

Questions?

For assistance with questions regarding the Call for Proposals, please email gbeuroedu@usgbc.org. For technical questions about the submittal website, please call 1-877-426-6323 9am-6pm EDT Monday through Friday or email Help@ConferenceAbstracts.com.