



Education Session Submittal Guide

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

Greenbuild Europe 2018

April 17-18, 2018

Berlin, Germany

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/2018/GreenbuildEurope. 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.

The deadline for all submittals is **Monday, December, 11 2017 at 5:00pm EST.**

Proposals will be accepted in the below format:

- **60 Minute Education Session:** Complete session including two, three or four presenters (moderator is optional, but a maximum of four total participants) for a one hour session.

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 submittal.

Please take a moment to review the [GBCI Continuing Education Course Review Criteria](#). The Greenbuild Europe 2018 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 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.

All complete proposals must be submitted and all speakers must login to complete their personal details by **Monday, December, 11 2017 at 5:00pm EST**.

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

Greenbuild Education Submission Process

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

*Required

- Please review the [Greenbuild Europe Call for Proposals](#) and [Greenbuild Europe Program Policies](#) before beginning the submittal process.
- To create a proposal, click on “Click here to begin a new Proposal.”
- Enter the title of the Proposal (maximum of 60 characters)
- Select the Presentation Style and then click “Continue”
 - **Flash Charrette** (speakers pose a design problem and lead attendees through exercises to develop solutions)
 - **Structured Discussion** (a moderated panel discussion throughout the session)
 - **Lecture** (a traditional presentation)
 - **Debate** (moderated discussion with speakers representing opposing points of view)
- Please complete each task below. 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, 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

*Required

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 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. <u>Information from at least one speaking engagement is required for each speaker.</u>
Past Speaker Experience at Green Build	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: <ul style="list-style-type: none"> - Why is it important for Greenbuild Europe 2018 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.
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*Required

Task Three: 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 Four: 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 2018 if he or she does not agree to the Recording Release Agreement. Any questions may be directed to gbeuroedu@usgbc.org.

Task Five: 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
Focus area*	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 areas face reduced rates of acceptance.	<ul style="list-style-type: none"> - Building Performance - Codes and Certification Systems - Energy Efficiency (New and Existing Buildings) - Finance, Insurance, Legal and Appraisals - Health and Well-Being - Market Transformation - Materials - Net Zero - Renewables - Smart Grids/Smart Buildings - Social Responsibility, Community Action & Engagement
Learning Level*	Greenbuild Europe 2018 education sessions will be associated with one of the following learning levels. Review the Preparing for your Greenbuild Europe 2018 Presentation Guide and select the most appropriate level for the proposal.	Level 100 – Awareness Level 200 – Understanding/Comprehension Level 300 – Application/Implementation Level 400 – Mastery
Abstract*	Please include what core information it will cover; what questions will be addressed; what new information will	400 word maximum

	<p>be provided. If your session is rating system-specific the subject matter must relate to the corresponding rating system.</p> <ul style="list-style-type: none"> • 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. 	
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.
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.	50 word minimum, 150 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.	50 words maximum per speaker

Task Six: 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

		<p>Higher Ed International K-12 Schools Neighborhood Development Office Operations + Maintenance Institutions Residential Retail Sports Facilities Transportation Other – includes text box</p>
Audience*	Please select no more than three	<p>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</p>
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	<p>LEED 2009 BD+C LEED v4 BD+C LEED 2009 HOMES</p>

	WELL rating system? If your session is LEED-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 HOMES LEED 2009 ID+C LEED v4 ID+C LEED 2009 ND LEED v4 ND LEED 2009 O+M 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 Seven: 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 3 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 4 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 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 8: 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 **Monday, December, 11 2017 at 5:00pm EST.**

Questions?

For assistance with questions regarding the Call for Proposals, please email gbeuroedu@usgbc.org.
For technical questions about the submittal website, please email Help@ConferenceAbstracts.com.