



Education Session Submittal Guide

Greenbuild Europe is now accepting proposals for presenters and topics for the Greenbuild Europe 2020 show. This guide details all required information for submittal of your session proposal for the following conference:

Greenbuild Europe 2020
March 23-25, 2020
Dublin, Ireland

We encourage you to use this guide to draft your submittal. 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 2020 Submittal Site](#). You may begin the submission process and return to your saved proposal at any time up until the submission deadline.

All completed proposals must be submitted, and all speakers must login to complete their personal details by **Tuesday, September 10, 2019 at 11:59pm EST.**

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.

*****Important Note on Process*****

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 and the presentation will not be submitted for review without the participation of all proposed presenters/moderators.**

All complete proposals must be submitted and all speakers must login to complete their personal details by **Tuesday, September 10, 2019 at 11:59pm EST.**

The submittal site will time-out due to inactivity – please save your submittal frequently. You must submit a complete proposal before the **September 10rd** deadline.

Greenbuild Education Submission Process

- Please review the [2020 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”
 - **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)
- 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.

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
Gender Identity*	Please list gender you most identify with or prefer not to answer
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 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: <ul style="list-style-type: none"> - Why is it important for Greenbuild Europe 2020 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 2020 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 environmental sustainability, and human health and wellness in the built environment.

Rating system-specific sessions are primarily focused on teaching attendees the various rating systems. If you want to deliver a rating system-specific session, three out of four learning objectives **must meet the following requirements**:

1. Three fourths of the learning objectives are rating system specific – See relevant topics in Appendix A and C [here](#).
2. *The course specifies which rating system(s) and version it is discussing at least once in the course title, description, or learning objectives.*
3. *The course teaches to the current version of the rating system:*
 - LEED v4 (all rating systems), LEED v4.1 (all rating systems)
 - WELLv1, WELL v2
 - SITES v2

Your session will not be approved as rating system specific unless you meet those requirements. For guidance on appropriate rating system specific learning objective, review Appendix A and C in the [GBCI course review criteria](#).

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*	<p>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.</p> <p>2020 Priority Topics are marked with an *</p>	<ul style="list-style-type: none"> - Building Performance and Smart Building* - Codes and Certification Systems* - Community and Cities Development* - Design Innovation and Application - Energy Efficiency (New and Existing Buildings) - Finance, Insurance, Legal and Appraisals * - Future Workspaces* - Green Schools - Health and Well-Being - Historic Buildings - Market Trends and Transformation - Materials and Circular Economy - Net Zero* - Renewables - Resilience* - Single and Multi-Family Residential Development - Site, Civil and Landscape - Water
Learning Level*	<p>Greenbuild Europe 2020 education sessions will be associated with one of the following learning levels. Review the Learning Level Guide and select the most appropriate level for the proposal. Review Learning Level Table in the 2020 Call for Proposals for additional details as well.</p>	<p>Basic Intermediate Advanced Expert</p>
Learning Level Explanation	<p>Please provide a brief explanation as to how your proposal meets the parameters for the Learning Level (Basic, Intermediate, Advanced, Expert) selected above.</p>	
300-Word Description	<p>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</p>	

	<ul style="list-style-type: none"> • A Rating System Specific session should specify which rating system(s) and version it is discussing at least once in the description. 	
50-Word Description	Provide a short, 50-word session description for marketable opportunities.	
Presenter Contributions and Presentation Style 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
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 Third Party Certification System Please note that the answer to this question will not affect how your session is reviewed.	BREEAM DGNB Passivhaus Levels 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 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 Other Not Applicable

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 **Tuesday September 10, 2019 by 11:59 PM EST.**

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.