

## **Greenbuild International Education Program Submission and Review Process**

Greenbuild is held around the world helping inspire professionals to learn and source cutting edge solutions to improve resilience, sustainability, and quality of life in our buildings, cities and communities. Each year Greenbuild delivers a robust education program complete with education sessions, workshops, tours, inspiring keynotes and more. Each proposal that is accepted to the Greenbuild program is selected through a democratic and inclusive process that engages the green building industry and stakeholders every step of the way.

### **Call for Reviewers and Program Working Group Recruitment**

The process begins with the Call for Reviewers (CFR) and the formation of the Program Working Group (PWG) through an open application to those within and outside of our immediate global network. The PWG is responsible for reviewing and selecting the breakout sessions and is involved in both rounds of review. Additionally, individuals volunteer to review education session proposals in the first round of review through an open application in exchange for continuing education credit toward their LEED credential maintenance. PWG members are asked to participate in the First Round of Review and the Second Round of Review.

### **Call for Proposals**

Shortly after Greenbuild concludes, the Call for Proposals (CFP) launches and is open to all professionals in the green building industry to submit the content that aligns with the priorities and topics outlined in the Call for Proposals.

### **First Round of Review**

Once the CFP and CFR closes, accepted reviewers are assigned session proposals to review and these volunteer reviewers grade proposals based on a quantitative scale and each proposal is reviewed by a minimum of 7 different volunteers. Proposals with the highest average scores move on to the second round of review.

### **Second Round of Review**

In the second round of review, the PWG determines the final education program by reviewing every session that advanced through the first round of review. Working group members meet in person and discuss each session for its quality and relevance and select the final sessions and divide them into educational tracks. There are procedures in place to ensure that [the Greenbuild Program Policies](#) are adhered to and that individuals with conflicts of interest (i.e. they are a presenter, they work at the same organization as a presenter or would receive any financial gain from reviewing the proposal) are not included as a part of the discussion of those sessions.

Once this second round of review concludes, notifications of each submission's status are sent out and presenters for those sessions accepted into the final program must agree to their participation at Greenbuild. The final educational program is then publicly announced roughly four months before the event.