



Greenbuild Mexico 2020 Submission Guide

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

Greenbuild Mexico 2020 Mexico City, Mexico

June 24-25, 2020

We encourage you to use this guide to draft your submission. You will not be able to submit one proposal for multiple events so please use this template accordingly. Only proposals submitted through the [submission 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 Mexico Submission Site](#). You may begin the submission process and return to your saved proposal at any time up until the submission deadline.

Greenbuild Education Submission Process

- **Please review** the [2020 Greenbuild Mexico Call for Proposals](#) and Greenbuild Mexico [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.
- If accepted, you will be asked to submit your slide deck for review prior to presenting your session.

All complete proposals must be submitted, and all speakers must login to complete their personal details, by **Monday, November 11, 2019 at 11:59 PM EDT**

Proposals will be accepted in the following format:

- **60 Minute Education Session:** One-hour session including one to four presenters, which includes a moderator, if applicable (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 Process Notes *****

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.

Please be advised that you must submit your proposal content in the language that your session will be presented in. If your proposal is accepted, it must be translated into the alternate language for bilingual marketing purposes.

All complete proposals must be submitted and all speakers must login to complete their personal details by **Monday, November 11, 2019 at 11:59 pm EDT.**

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*
What gender do you identify with most?
Telephone*
Title/Position*
Organization*
Credentials

Create a Proposal

- 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, 2-3 presenters)
 - **Structured Discussion** (a moderated panel discussion throughout the session, 1-3 presenters, 1 moderator)
 - **Lecture** (a traditional presentation, 1-3 presenters)

- **Debate** (moderated discussion with speakers representing opposing points of view, 2 speakers, 1 moderator)

You must complete each task below 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. **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, 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
Professional Background*	250-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 in the past, and if so, which year(s) and location(s).
Past Presentation Link	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

	<p>or webcam to film a quick video and post it on YouTube or Vimeo. Need content? Answer one of these questions:</p> <ul style="list-style-type: none"> - Why is it important for Greenbuild Mexico 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.
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***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 Mexico 2020 if he or she does not agree to the Recording Release Agreement. Any questions may be directed to greenbuildmexico@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, your session 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

Your session will not be approved as rating system specific unless you meet those requirements. Interested submitters should review Appendix A and C in the [GBCI Continuing Education Course Review Criteria](#)

Task Five: Program Policies

Each speaker will need to individually login to the submittal site to agree to the Greenbuild Mexico 2020 Program Policies. Any questions may be directed to greenbuildmexico@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 focus areas. Please select the topic area that most closely matches your proposal. Proposals will be reviewed in topic area groups; sessions placed in inaccurate focus areas face reduced rates of acceptance.</p> <p>2020 Priority Topics are marked with an asterisk (*)</p>	<ul style="list-style-type: none"> - Affordable Housing - Building Performance* - Codes and Certification Systems - Community and Neighborhood Development - Cultural Context - 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
Learning Level*	Greenbuild Mexico 2020 education sessions will be associated with one of the	Basic Intermediate

	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.	Advanced Expert
Learning Level Explanation	Please provide a brief explanation as to how your proposal meets the parameters for the Learning Level you have selected.	
Presentation Language	Please indicate which language you plan to present your session in.	English Spanish
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 <ul style="list-style-type: none"> • A Rating System Specific session should specify which rating system(s) and version it is discussing at least one in the description. 	300 word maximum
50 Word Description*	Provide a short, 50-word session description for marketable opportunities.	50 word maximum
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 aids, how will they enhance the session and/or better connect attendees to the material. A minimum of 100 words is required for this section, please be specific on how each speaker will contribute to this session to meet this minimum.	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: Continuing Education

Below are the fields that will need to be completed:

Field	Instructions	Options
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, please select the corresponding rating system and credits addressed below. The rating system and credit you select should match what is communicated in your session.	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
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 considered Rating-System Specific.	Enter specific credit(s) to be addressed:

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 proposals must be submitted by **Monday, November 11, 2019 by 11:59pm EST.**

Governing Language. The Greenbuild Mexico Submittal Guide ("Submittal Guide") is written in the English language. If it is translated into another language and there is any inconsistency or conflict, the original English text shall govern over the translation.

Questions?

For assistance with questions regarding the Call for Proposals, please email greenbuildmexico@usgbc.org.

For technical questions about the submittal website, please email Help@ConferenceAbstracts.com.