AASHE 2014 Conference & Expo Abstract Submission Packet

The Association for the Advancement of Sustainability in Higher Education

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The Association for the Advancement of Sustainability in Higher Education
CALL FOR PROPOSALS: AASHE 2014 Conference & Expo

AASHE 2014: Innovation for Sustainable Economies & Communities
October 26- 29, 2014
Oregon Convention Center
Portland, Oregon

What innovation, activity, framework, learning outcome, or leadership initiative are you working on that is changing the face of sustainability in higher education?

AASHE 2014: Innovation for Sustainable Economies & Communities will draw together a diverse group of campus representatives including faculty, sustainability officers, presidents and students. In one of the most innovative sustainable cities in North America, we will gather to examine:
- how communities and higher education institutions can come together to create vibrant local economies to help guide the sustainability transformation
- how higher education institutions are serving as a model for sustainability in the communities they are located
- campus and community partnerships that are creating innovative solutions to current environmental, social, and economic issues

Expected to draw more than 1,800 participants, AASHE's annual conference remains the largest stage in North America for sharing effective models, policies, research, collaborations and transformative actions.

Why Present at AASHE 2014 Conference & Expo?
- *You will have a voice*: Your ideas will be shared and discussed on the largest stage for higher education sustainability thought leadership in North America. A great opportunity for your campus and your own professional development.
- *You don't have to be an expert*: We'd love to hear from those of you who have learned lessons the hard way, or are still trying to figure out what sustainability means to you and your campus. You're in good company!
- *You will play an integral role in furthering the higher education sustainability movement:* From surprising attendees with your approach to sustainability to empowering others with the tools that have helped you, your participation is key to a better conference, and a better world.
- *You will save money*: If your abstract is accepted, you will receive a Presenter Discount for registration.

IMPORTANT DATES & DEADLINES

- **CFP launches:** Thursday, January 16, 2014
- **Submission period closes:** Friday, February 28, 2014
- **Phase one reviews:** March 12 - April 2, 2014
- **Phase two reviews:** April 7 – 18, 2014
- **Phase three reviews:** April 23 – May 2, 2014
- **Schedule creation:** April 23 – May 2, 2014
- **Acceptance/decline announcements go out:** May 8, 2014
- **Schedule announced:** Week of May 12, 2014
- **Registration deadline for presenters:** September 5, 2014
- **Deadline to make edits/updates to accepted abstracts:** September 5, 2014

REGISTRATION DISCOUNTS

Important Note:

All accepted presenters are making a commitment that at least one presenter from a submitted session will participate in AASHE 2014 Conference & Expo. *Please understand that you are responsible for your own costs to attend the AASHE 2014 Conference, including registration, and accepted presenters must register by September 5, 2014.*

- [Check to see if your institution is a member](#) so that you can take advantage of the member registration discounts.
    - AASHE members receive discounted conference registration pricing!
- Accepted presenters receive a presenter discount of $100 off the regular registration price (both member and non-member)!
- Students* (matriculating from High school through post-doctoral) receive discounted registration fees for the conference as well as member discounts if from an AASHE member institution.

AASHE recognizes a student as someone who is currently enrolled in school.

VOLUNTEER TO BE A REVIEWER!

If you are interested in reviewing abstracts and providing feedback on which proposals to select for this year's conference, please [click here](#), and sign up! You can use the same login information you created for your abstract submission (more details on page 12). Reviewers will be asked to review 15-25 submissions on topics, which they offer the strongest level of expertise. Over 200 volunteer reviewers are required to help meet the review criteria of the submissions received.

PROGRAM & SUBMISSION STRUCTURE

You will need to select a "track" and "presentation type" for your submission. The following information describes the track and presentation type options to help you determine what makes the most sense for your submission, and how each are identified in our program.

Track	Presentation Types	Topical Focuses (select up to two per submission to further identify the focus of your presentation)
Academics Administration & Planning Change Management Collaboration & Partnerships Engaging Students Facilities & Operations Frameworks & Fundamentals	• 60-minute Workshop • 60-minute Rapid Fire Panel discussion • 20-minute Briefing • 30-minute Case Study • Poster	• Academic Programs and Courses • Administration and Governance • Affordability and Access • Arts and Culture • Assessments and Inventories • Buildings • Campus as a Living Lab • Careers and Workforce Development • Climate Adaptation • Climate Mitigation • Co-curricular Activities • Conference and Events • Community Engagement and Public Outreach • Coordination and Planning • Diversity and Inclusion • Energy • Finance, Investment and Economics • Food • Grounds and Landscaping • Health and Wellness • Partnerships • Procurement • Research • Service Learning • Services and Solutions • Social Justice • STARS • Student Activism • Technology • Transportation • Waste and Materials Management • Water
Film & Documentary	• 30-minute Film or Documentary • 60-minute Film or Documentary	
Art	• Installation • Interactive Installation • Live performance	
Pre & Post Conference Professional Development Workshops	• 3.5-hour workshop • 7-hour workshop	
Student Summit	• 60-minute student-focused workshop • 120-minute student-focused workshop	
Think Tanks	• 60-minute focused discussion on a single topic with industry professionals	
Networking & Professional Meetings	• 60-minute networking or professional meet-up	N/A

TRACKS

What is a Track?
Formerly called "delivery model" at past AASHE conferences, a Track is the framework (or heading) for each conference presentation.

What are the Tracks offered for AASHE 2014?
Please refer to the table above for presentation types that can be submitted under each track.

- **Art**
  This track is offered in an attempt to foster the growth of art and sustainability, recognizing that our voices can be shared in many unique and non-traditional ways. We are open to all types of art, but through consultation we have narrowed the offerings to three categories: Installation, Live Installations (interactive), and Live Performances. If your art form does not fit into one of these types please feel free to reach out to the Conference Team at conference@aashe.org to discuss other options.

  PLEASE NOTE: the final acceptance decision will be based heavily on logistical and financial implications to AASHE, and may not be accepted in the same timeframe as the more traditional submission types. You will be contacted directly by AASHE's Conference and Events Planner regarding your submission acceptance.

- **Academics**
  Abstracts submitted under this track should have a strong focus on sustainability aspects as they relate to academics.

- **Administration & Planning**
  Abstracts submitted under this track should have a strong focus on sustainability aspects as they relate to campus administration and planning.

- **Change Management**
  Abstracts submitted under this track should have a strong focus on sustainability aspects as they related to change management.

- **Collaboration & Partnerships**
  Abstracts submitted under this track should have a strong focus on sustainability aspects as they relate to collaboration and partnerships.

- **Engaging Students**
  Abstracts submitted under this track should have a strong focus on sustainability aspects as they relate to engaging students on your campus, or within your organization.

- **Facilities & Operations**
  Abstracts submitted under this track should have a strong focus on sustainability aspects as they relate to facilities and operations on your campus or within your organization.

- **Frameworks & Fundamentals**
  Abstracts submitted under should be mostly geared towards attendees who are looking for an understanding of fundamental sustainability frameworks and the practical application of those frameworks in higher education.

- **Films & Documentaries**
  Films submitted under this track should have a focus on some aspect of sustainability and should provide awareness, education, or solutions to solving some of our greatest sustainability issues.

- **Networking Sessions & Professional Meetings**
  Networking sessions and professional meetings are an opportunity for you to meet in your professional groups, regional groups, and consortiums (or get creative and lead a unique networking session!).

- **Pre & Post Conference Professional Development Workshops**
  Pre and Post conference professional development workshops are either *half-day or full-day workshops that take place on Sunday before the conference or Wednesday after the conference.* These workshops are considered to be a bit more in depth, and are considered comparable to the other Professional Development Workshops AASHE provides throughout the year. These workshops are not included in the conference registration price, and registrants add them a la carte to their conference registration.

- **Student Summit**
  The Student Summit takes place on Sunday of the conference, and is an all-day student-focused professional development opportunity for students. Through either one or two hour student-focused workshops, students will be able to walk away with hands-on tools to help them reach their sustainability goals on campus, which can also be applied to their budding sustainability careers.

PRESENTATION TYPES
What is a Presentation "Type"?
A presentation type is the kind of session, or format you wish to deliver your presentation at AASHE 2014 Conference & Expo. Specific and dedicated types of sessions can be submitted under each identified "track." The following descriptions provide details about each presentation type offered for this year's conference.

- **Briefing**
  Briefings take place during the concurrent educational sessions on Monday and Tuesday. They are *20-minute presentations* with a suggested format of 15-minutes of presentation, followed by 5-minutes of Q&A.
  - Limited to 2 presenters
  - All presenter types welcome to submit (student and non-student)
  - These sessions will go through the three-phase review process

- **Case Study**
  Case Studies take place during the concurrent educational sessions on Monday and Tuesday. *They are 30-minute research presentations*. Suggested format is 20 to 25-minutes of presentation, with 5 to 10-minutes left for Q&A.
  - Limited to 2 presenters
  - All presenter types welcome to submit (student and non-student)
  - These sessions will go through the three-phase review process

- **Rapid Fire Panel Discussion**
  Rapid Fire Panel Discussions take place during the concurrent educational sessions on Monday and Tuesday. ***They are 60-minute sessions with 5, individual 10-minute talks by different speakers addressing the same topic or theme ([think Ted Talks](#))***. Suggested format is 5 to 10-minute talks by different speakers with 10-minutes left for general discussion and/or Q&A.
  - Limited to 6 presenters; no more than one presenter per 10-minute talk, plus one Moderator
  - All presenter types welcome to submit (student and non-student)
  - These sessions will go through the [three-phase review process](#)
  - The abstract description ***must*** include all 5 speakers, overarching theme or issue, and individual brief descriptions about the main focus for each of the 5 presentations

- **Concurrent Session Workshop**
  Concurrent Session Workshops take place during the concurrent sessions on Monday and Tuesday. ***They are 60-minute interactive workshops,*** and should foster conversation, brainstorming, and/or hands-on learning experiences for all attendees.
  - Limited to 4 presenters
  - All presenter types welcome to submit (student and non-student)
  - These sessions will go through the [three-phase review process](#)

- **Film & Documentaries**
  Films and Documentaries take place during the concurrent sessions on Monday and Tuesday. ***Accepted formats are 30-minute or 60-minute films.*** It is suggested to leave time at the end of the film for Q&A so please be mindful of this when selecting your format.
  - Limited to 2 presenters per film
  - All presenter types welcome to submit (student and non-student)
  - These sessions will go through the [three-phase review process](#)

- **Installation (Art)**
  An opportunity for groups or individuals to showcase their art installations during the AASHE 2014 Conference & Expo. ***They will be exhibited throughout the full length of the conference.*** Load-In will be on Sunday, and load-out on Tuesday. Artists must be able to load-in and out at these designated times in order to showcase their work at the conference. The installations will be set in various places throughout the conference, most likely in the Expo Hall, and largely dependent upon submission needs and logistical limitations.

  PLEASE NOTE: *While assembly may occur onsite, painting or similar mediums cannot.* Please have demonstrations and installations as complete as possible before arriving to the conference. AASHE's Conference and Events Planner may need to contact you directly to inquire about logistics related to your piece.
  - Unlimited # of presenters/participants
  - All presenter types welcome to submit (student and non-student)
  - These submissions will go through a [two-phase review process](#), with phase one reviews done solely by art professionals
  - Final acceptance is based largely on financial and logistical limitations
  - AASHE is not responsible for any damages to the piece while at the conference
  - If accepted, artists are responsible for the cost of all materials, as well the transportation of those materials to the conference

- **Interactive Installation (Art)**
An opportunity for groups or individuals to showcase their interactive art installation during the AASHE 2014 Conference & Expo. ***They will be exhibited throughout the full length of the conference.*** Load-In will be on Sunday, and load-out on Tuesday. Artists must be able to load-in and out at these designated times in order to showcase their work at the conference. The installations will be set in various places throughout the conference, most likely in the Expo Hall and largely dependent on submission needs and logistical limitations.

    PLEASE NOTE: *While assembly may occur onsite, painting or similar mediums cannot.* Please have demonstrations and installations as complete as possible before arriving to the conference. AASHE's Conference and Events Planner may need to contact you directly to inquire about logistics related to your piece.
    - Unlimited # of presenters/participants
    - All presenter types welcome to submit (student and non-student)
    - These submissions will go through a [two-phase review process](#), with phase one reviews done solely by art professionals
    - Final acceptance is based largely on financial and logistical limitations for having the piece at the conference
    - AASHE is not responsible for any damages that may occur to the piece onsite
    - If accepted, artists are responsible for the cost of all materials, as well the transportation of those materials to the conference

- **Live Performance (Art)**
An opportunity for groups or individuals to showcase their live performance pieces during the AASHE 2014 Conference & Expo. ***Performances can be one 30-minute session, two 30-minute sessions, or one 60-minute session*** including time at the end for Q&A. Performances will be showcased in various places throughout the conference (TBD based on submission needs and logistical limitations). Rehearsal time (if needed) will be available on Sunday, and must be scheduled with AASHE's Conference and Events Planner in advance.

    PLEASE NOTE: The use of liquids of any kind during your performance must be approved by AASHE's Conference and Events Planner. Please have props, or other "sets" as complete as possible before arriving to the conference. AASHE's Conference and Events Planner may need to contact you directly to inquire about logistics related to your piece.
    - Unlimited # of presenters/participants
    - All presenter types welcome to submit (student and non-student)
    - These submissions will go through a [two-phase review process](#), with phase one reviews done solely by art professionals
    - Final acceptance is based largely on financial and logistical limitations for having the piece at the conference
    - If accepted, artists are responsible for the cost of all materials, as well the transportation of those materials to the conference

- **60-minute Networking and Professional Meetings**
Networking and Professional Meetings are an opportunity for you to meet, network, host a formal meeting for your group, and/or discuss focused issues that are relevant to all participants. ***Sessions will take place for one hour on Monday and one hour on Tuesday when no other programming is scheduled.***
    - Maximum of 2 facilitators/moderators per session
    - All presenter types welcome to submit (students and non-students)
    - Sessions are exempt from the abstract review process

- Dependent upon the number of submissions received, sessions will take place in the meeting rooms, and we will try our hardest to schedule them in rooms set with round tables to encourage interaction.
- **PLEASE NOTE:** we will not be able to accommodate specific room set requests.

- **Posters**
Posters should be self-contained and self-explanatory, allowing viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry in one-on-one or small group conversations. Posters should be kept simple and clear and a mixture of text and graphics is recommended.

  The poster session will be one-hour on Monday afternoon, with additional opportunity to interact with viewers later that evening at the reception if desired (optional). The poster display is organized by presenter last name. The look and format of the poster is up to your creativity and imagination! Posters should be 4' x 4' or smaller. AASHE will provide all materials needed to hang your poster (push pin, poster board, etc.). You are responsible for bringing the poster to hang.
  - Limited to 2 presenters per poster
  - All presenter types welcome to submit (student and non-student)
  - Posters are exempt from the review process

- **3.5 hour, or 7 hour Pre and Post Conference Professional Development Workshops**
Professional Development Workshops are offered on Sunday before the conference, and Wednesday after the conference. *Sunday formats include 3.5-hour and 7-hour workshops, and Wednesday workshops will be 3.5-hours.* **PLEASE NOTE**: Full day workshops will not be scheduled on Wednesday. These workshops are not included in the conference registration price, and are added by registrants a la carte.
  - Limited to 5 presenters per workshop
  - Presenters must have experience in leading and facilitating professional development workshops and must be able to provide information on the success of the workshop being submitted
  - Undergraduate students are not eligible to submit a proposal for this type of session
  - Will go through a two-phase review process, starting with reviews done by AASHE's Conference Steering Committee and Education and Professional Development Committee
  - Accepted pre and post conference workshops receive 2 full conference registrations

- **60-minute or 120-minute Student Summit Workshops**
Student Summit workshops are professional development opportunities to present hands-on tools or resources that will empower sustainability students in their campus and budding professional work. They should be interactive with a student focus.
  - Limited to 2 presenters per workshop
  - All presenter types welcome to submit (student and non-student)
    - **PLEASE NOTE:** if you are submitting a workshop to this track it will only be considered for the Student Summit on Sunday.
  - Will go through a two-phase review process, starting with reviews done by AASHE's Conference Steering Committee and Education and Professional Development Committee

- **Think Tanks**
Ask an Industry professional! *A Think Tank is a 60-minute session focusing on a single issue or question.* These sessions will identify a common sustainability question or issue that campuses are currently struggling with. A Facilitator/Moderator will orient attendees to the issue or question and relevant context. Industry professionals or experts will share their perspectives and discuss the questions/issues presented to help move towards a collaborative solution. The abstract submission

should succinctly identify the question or issue to be addressed, the relevant contextual factors, and the role of the industry experts who will be participating. (Will they address the overall topic or question? A particular facet of the topic or question? Or examine the topic or question from a particular viewpoint?)

Submitter will be responsible for identifying both the issue or question as well as finding the industry expert(s) to speak to it. Expert(s) must be able to provide credentials and resume for review before session is accepted.

- Session participants should include:
  - o 1 moderator (required), 1 - 3 industry experts (from different orgs) who will answer questions, and work to find collaborative solutions onsite
- Will go through a two-phase review process, starting with reviews done by AASHE's Conference Steering Committee and Education and Professional Development Committee

ABSTRACT SUBMISSION DETAILS

The following section will provide you with detailed information regarding abstract submission.

HOW TO SUBMIT AN ABSTRACT PROPOSAL

Click here to go to AASHE's abstract submission website. All abstracts must be submitted electronically, and this site is the only place where abstract proposals will be accepted for consideration.

> **Important Process Change!**
> For the first time, each participant will need to login individually to the submittal site to enter their personal contact details and confirm their participation in the abstract proposal. The submitter cannot complete the submission without the participation of all proposed participants.

All complete proposals must be submitted and all participants must login to complete their personal details by *February 28, 2014 in order for the abstract to be considered for review.*

CREATE AN ACCOUNT

All submitters must first create a new user account before entering the site. Please be prepared to enter the following information:

Field
First Name
Last Name
Address
City
State

Postal Code	
Country	
Email Address	
Telephone Number	
Administrative Assistant Contact Info.*	
Title	
Organization	
Are you an author of a published book?	
Book Link	

If desired, your Administrative Assistant will be copied on all abstract/proposal communication.

Once you have entered the above information, **CLICK "Create Account."** You will receive a confirmation email if your account was created successfully ***Please keep this confirmation email for your reference - it contains your "Access Key" which you will need in order to login to the system***.

CREATE A SUBMISSION
Please refer to the following steps in order to create your abstract submission.

STEP ONE: CLICK ON "Click here to begin a new AASHE 2014 proposal" to create a new submission.

STEP TWO: ENTER THE TITLE of your proposal (60 character limit).

STEP THREE: SELECT the TRACK you would like to submit your proposal under. See table above for options. *PLEASE NOTE: you will not be able to change the track you have selected. If you selected the wrong track, you will need to withdraw the proposal and submit a new one under the correct track.*

Next you will be given a task list. Please complete each task below. A green check mark will appear once the task has been completed. Once you have completed all tasks, CLICK "Click here to continue and submit" in order to submit your abstract.

TASK ONE: Enter Presenter Information
You will need to enter the following fields about your presenter/moderator. It is imperative that the email address listed for each presenter is correct. After you add each presenter, the submission 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.

PLEASE NOTE: *you will need to add yourself as a presenter and will be required to answer additional questions not included in the submitter account information in order to complete this task.*

Field	Instructions
First Name	
Last Name	
Email Address	
Role	• Undergraduate Student Presenter • Graduate Student (or above) Presenter • Non-Student Presenter • Non-Presenting Author • Moderator

TASK TWO: Enter general abstract details

Each submission form is different based on the type of presentation you are submitting. While most of the forms include the same questions, there may be some questions that are unique to that specific type, especially for Art and Film submissions.   All submissions will require the following information:

Field	Instructions	Options
Abstract Description	Please provide a description about the abstract you are submitting. Limited to 500 words. Consider what type of information you are presenting when submitting your abstract for review. Is it: • Practiced and proven: presentations that describe innovative or exemplary practices or programs. These may take the form of a case study, narrative, demonstration or technical report. • Research Orientation: reporting upon original research, based on the systematic collection and analysis of data. • Theoretical: presentations that are broad and generalizing in emphasis, reflecting upon and systematically referenced against one or more bodies of literature or systems of thought.	Open text box
Learning Outcomes	Please provide learning outcomes for your proposed session. Limited to 250 words. Be specific: what will attendees learn and/or be able to do as a result of attending your session?	Open text box
Primary & Secondary Topical Focuses	Please select a primary and secondary topical focus	Drop down menu with the following options: • Academic Programs and Courses • Administration and Governance • Affordability and Access • Arts and Culture • Assessments and Inventories • Buildings • Campus as a Living Lab • Careers and Workforce Development • Climate Adaptation • Climate Mitigation • Co-curricular Activities

		• Conference and Events
		• Community Engagement and Public Outreach
		• Coordination and Planning
		• Diversity and Inclusion
		• Energy
		• Finance, Investment and Economics
		• Food
		• Grounds and Landscaping
		• Health and Wellness
		• Partnerships
		• Procurement
		• Research
		• Service Learning
		• Services and Solutions
		• Social Justice
		• STARS
		• Student Activism
		• Technology
		• Transportation
		• Waste and Materials Management
		• Water

TASK THREE: Enter additional abstract details
In addition to the information above, please be prepared to answer the following questions about your submission:

Field	Instruction	Options
Alternate Format	You will be asked if you would like your presentation to be considered in an alternate format than originally submitted. This means that your abstract could be accepted as a different presentation type than you originally submitted it as. We ask this in order to allow for flexibility in maximizing our time and space constraints with the number of submissions we receive. Changes can include: workshop to poster, or case study to briefing. We will only change if you, as the submitter select "yes" to this question.	Yes or No
Advanced Level Presentation	Should AASHE consider your submission as an Advanced Level session (or topic)? AASHE considers "advanced" to mean that the subject matter is new or presented differently and/or the intended audience would have sufficient related experience.	Yes or No
Intended Audience	Please identify who the intended audiences for your presentation are.	Select all that apply: • Students • Faculty • Staff • Sustainability Officers • Businesses • Administrators • Other (with open text box)
Focus on HBCU/MSI/etc.?	Does your submission have a focus on Historically Black Colleges and Universities, or other Minority Serving Institutions?	Yes or No

TASK FOUR: Agree to the AASHE 2014 Conference & Expo Program Policies
Each participant/presenter/speaker/moderator will need to login to the submission site and agree to the AASHE 2014 Conference & Expo Program Policies (click here to view). Any questions regarding the policies may be directed to conference@aashe.org.

> **To send a reminder to presenters to login and update their personal information…**
>
> To generate an email to additional presenters to complete their required information, login to the system and click on the title of the abstract for which you want to send a reminder. You will see a blue conversation bubble next to each presenter's name. If you click on that bubble the system will generate an email to the presenter reminding them to login and complete their personal information.

CHANGE/EDIT/ADD PRESENTER TO YOUR ABSTRACT
To make changes or edits before the Call for Proposals is over, simply log back into the submission site using your created username and access key (which can be found in your account creation confirmation email), and click on the title of the abstract you wish to update. Once you have selected the abstract you would like to update, the system will show you the task list for that submission. Click on any of the tasks listed to update information within that task (you can reference the tasks above).

If your abstract is accepted, you will have the opportunity to edit or update your submission. The submission site will reopen after abstract acceptance announcements are made, and submitters will have the opportunity to update their abstract before **September 5, 2014.**

No updates/edits/changes to abstracts will be accepted after **September 5, 2014**.

QUESTIONS?
For any questions regarding the Call for Proposals please email conference@aashe.org. For technical questions regarding the submission site, please call 1-877-426-6323 or click on "Technical Support" at the top of the submission site to send an email.

BE THE FIRST TO KNOW!

- Stay connected through Facebook and Twitter!
- Sign up for the AASHE Events newsletter to learn about specials, news, and additions to the conference!
- Please refer to the AASHE 2014 Conference & Expo website to learn more about conference – coming soon!