



## **Program Policies**

The review process for education session proposals is managed by the Program Working Group and Greenbuild China staff. The Program Working Group's responsibility is to produce the strongest possible educational program for conference attendees by including new, important content and learning experiences. All sessions and speakers will be selected based upon the below guidelines:

### **Session and Presenter Regulations**

- An individual may only participate in one education session at Greenbuild China.
- A firm/institution/organization may participate as a moderator/presenter in no more than two sessions at Greenbuild China with a maximum of three total presenters from that firm/institution/organization.
- Presenters are encouraged to represent their topic from a diverse perspective – from different companies and/or project roles – and to directly link their presentation to current environmental and social events in China.
- In an effort to promote new and diverse groups of presenters, the Program Working Group will give strong preference to presenters whose content is relevant to the Greenbuild China location.
- Presenters may not distribute any printed collateral at the conference.
- As an appreciation for your contribution, Greenbuild China presenters will receive a complimentary one day pass for the day in which you are presenting. If you choose to attend the full conference, a second day pass can be purchased at your own cost.
- No sessions that are based upon an advertisement, product, or service will be accepted into the program.
- In an effort to produce a paperless conference, all presentation slides, papers, and handouts will be included in the electronic conference proceedings with speaker permission.
- Incomplete proposals will not be considered.

### **Applicant Responsibilities**

- Session submitters may not propose speakers without the knowledge and permission of the proposed speakers. All proposed speakers must be able and willing to present at the conference at the time and date assigned. Proposals that are submitted without the knowledge of proposed speakers are subject to immediate rejection; if the proposal is selected and it is found that all speakers did not know about the proposal or did not agree to present, the session is subject to immediate cancellation.
- Accepted presenters who are not able to attend must notify conference staff immediately. Replacement presenters must be suggested and approved by the Program Working Group Chair. The Chair reserves the right to modify or cancel any session based on a change in presenter.
- If a presenter's employment changes, conference staff must be notified. The Program Working Group reserves the right to retain or remove presenters based on the best interest of the program. Previous employer must sign letter indicating willingness to let presenter

speak (letter could include that presenter will acknowledge who employer was at the time of work).

- **All accepted speakers must register for Greenbuild China by August 3<sup>rd</sup>, 2018**, or the entire session may be cancelled without notice to the submitter and a new session will be selected from the waitlist, at the discretion of the Program Working Group Chair.
- All presentations must be uploaded to the Speaker Resource Center three weeks prior to the conference. Failure to do so may result in cancellation of the session.

### **Greenbuild China Program Process**

- The Greenbuild China Program Working Group reserves the right to develop submitted sessions using a combination of proposals and/or invited presenters.
- The Greenbuild China Speaker and Review discounts may not be combined or transferred.
- The Program Working Group may modify any submitted session by adding or removing speakers or requesting content changes or additions.

**Final decisions regarding these policies may be made at the discretion of the Program Working Group.**