



Greenbuild India - Education Session Submission Guide

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

Greenbuild India Conference & Expo

February 6-7, 2020

Bengaluru, India

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.

How to submit your Greenbuild education session proposal:

All proposals must be submitted online through the [Greenbuild India Submission Site](#). You may begin the submission process and return to your saved proposal at any time up until the submission deadline.

- Please review the 2020 [Greenbuild India Call for Proposals](#) and [Greenbuild Program Policies](#) before beginning the submission 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 your session is accepted into the final program, you will be asked to submit your slide deck for review prior to presenting your session.

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.*

All complete proposals must be submitted and all speakers must login to complete their personal details by **Monday, August 12, 2019 at 11:59pm IST.**

All proposals must be complete, comprehensive, and deemed relevant and timely to the conference's audience. The Working Groups 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 submission.

***** Important Process Notes *****

- Each presenter and moderator will need to login individually to the submission 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.**
- It is the responsibility of the submitter to ensure all presenters included in their session proposal log in individually to the submission site to confirm their information and participation in the session.
- **The submission site will time-out** due to inactivity – please save your submission frequently. You must submit a complete proposal before the deadline.

Proposals will be accepted in the below format:

- **60 Minute Education Session:** Complete session including 1-3 presenters (moderator is optional, but a maximum of three total participants) for a 1 hour session.

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* |
| Organization* |
| Credentials |

Create a Proposal

- Please review the [Greenbuild India 2020 Call for Proposals](#) before beginning the submission process.
- 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 (detailed below) and then click “Continue”
 - **Flash Charrette** (speakers pose a design problem and lead attendees through exercises to develop solutions, 2 to 3 speakers)
 - **Structured Discussion** (a moderated panel discussion throughout the session, 1 to 2 speakers, 1 moderator)
 - **Lecture** (traditional presentations by 1-3 speakers)
 - **Debate** (moderated discussion with speakers representing opposing points of view, 2 speakers, 1 moderator)

You must complete each task below in order for your proposal to be complete and considered for the Greenbuild program. A green check mark will appear once each 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.** 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, Country |
| Contact Details* | Phone numbers, fax number and email address |
| Gender Identity* | Female, Male, Non-binary/third gender, I prefer not to say |
| Administrative Assistant | If applicable – they will be copied on all emails regarding the proposal submission |
| 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 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 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: 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 [GBC course review criteria](#).

Task Four: Program Policies

The session submitter and each speaker must individually login to the submission site to agree to the Program Policies. Any questions may be directed to gbindiaedu@usgbc.org.

Task Five: General Information

Below are the fields that will need to be completed:

| Field | Instructions | Options |
|------------------------|--|---|
| Topic* | 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. 2020 Priority Topics are marked with an * | <ul style="list-style-type: none"> - Affordable Housing - Building Performance (LEED v4.1 focused)* - Cities and Community Development* - Codes and Certification Systems - Design Innovation and Application - Economics of Green - Energy Efficiency (New and Existing Buildings)* - Government, Policy and Advocacy - Green Schools and Universities - Health and Well-Being* - Infrastructure Systems - Materials - Net Zero* - Resource Optimization, Efficiency and Management* - Residential Development - Resilience - Smart Grids/Smart Buildings |
| Learning Level* | Greenbuild India education sessions will be associated with one of the following learning levels: Basic, | - Basic: Course presents introductory concepts and general understanding of the topic; learners have minimal to |

| | | |
|--|--|--|
| | <p>Intermediate, Advanced, or Expert. Submitters should select the most appropriate level for their proposal. This will help attendees understand the depth of the material and expected outcomes of the session. Greenbuild learning levels are based on Blooms Taxonomy.</p> | <p>no prerequisite knowledge and limited previous experience with course material.</p> <ul style="list-style-type: none"> - Intermediate: Course presents detailed, in-depth materials and instruction; learners have some prerequisite knowledge and the course provides the ability to apply information to practice. - Advanced: Course presents sufficient material and opportunities to gain new knowledge, practice application, apply information, and complete a definitive action; learners have pre-existing knowledge and experience applying this information to practice. - Expert: Course presents detailed training on specific topics with opportunities to be fully engaged with materials and activities, and to demonstrate a mastery of content through course work; learners have extensive prior knowledge or experience with the topic. |
| Learning Level Explanation | Please provide a brief explanation as to how your proposal meets the parameters for the Learning Level (Basic, Intermediate, Advanced, Expert) selected above. | - |
| 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. | 300 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 aid, please explain how will they enhance the session | 100 word minimum, 250 word maximum |

| | | |
|------------------------|---|--|
| | 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. | |
| 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 audience exercise Etc. |

Task Six: 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 and/or WELL rating system? If your session is LEED-specific, or WELL-specific, please select the corresponding rating system and credits addressed. This should match what is communicated in your learning objectives. Please note that the answer to this question will not affect how your session is reviewed. | 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 Not Applicable |
| 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. | Enter specific credit(s) to be addressed |

Task Seven: Submit

- Once you have completed all tasks, click "Submit Proposal" to submit your abstract. Your proposal is not complete until you finish this step. 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.

Important process note: Your submission is not complete until all speakers have logged in to enter their personal details. Submissions without complete speaker information will not be considered.

All proposals must be submitted by Monday, August 12th, 2019 at 11:59pm IST.

Questions?

For assistance with questions regarding the Call for Proposals, please email gbindiaedu@usgbc.org. For technical questions about the submission website, please email Help@ConferenceAbstracts.com.