Education Session Submittal Guide

The Green Schools Conference & Expo is now accepting proposals for presenters and topics for the 2020 conference. This guide details all required information for submittal of your session proposal for the following conference:

Green Schools Conference & Expo 2020

March 2 – 4, 2020

Portland, Oregon

We encourage you to use this guide to draft your submittal. Only proposals submitted through the submittal 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 GSCE education session proposal:

All proposals must be submitted online through the GSCE 2020 Submittal Site. You may begin the submission process and return to your saved proposal at any time up until the submission deadline. **The submittal site will time-out** due to inactivity – please save your submittal frequently. You must submit a complete proposal before the deadline:

The deadline for all submissions is **Monday, July 22, 2019 at 11:59pm PST.**

GSCE Education Submission Process

- **Please review** the 2020 GSCE Call for Proposals and GSCE Program Policies before beginning the submittal process.
- Each presenter and moderator must login individually to the submittal site to enter their personal details and confirm their participation on the proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators.
- Please take a moment to review the GBCI Continuing Education Course Review Criteria. Some GSCE sessions will qualify for GBCI continuing education credit and is an added benefit for presenters and attendees. The GSCE session review process ensures that these criteria are met.
- All accepted GSCE sessions will be required to submit their slide deck in advance of the conference.
- For questions regarding the Call for Proposals, please email:
  program@greenschoolsconference.org
- For Technical Support related to the submission site please contact:
  Phone: (Direct) (410) 638-923; (Toll Free) (877) 426-6323
  Email: Help@ConferenceAbstracts.com
  Hours: 9 – 9 ET, Mon – Fri

Create Account Profile

The person submitting the proposal (the "Submitter") is required to provide the following information (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

*Required

Begin a Proposal

1. To create a proposal, click on "Click here to begin a new Abstract."
2. Enter the title of the Proposal (maximum of 60 characters)
3. Select the Presentation Style (detailed below) and then click "Continue"

Proposals will be accepted in the following formats:

- **1-hour Breakout Sessions: Green Schools in Practice –** These sessions are 60 minutes in length and feature a small team of 2-3 presenters or facilitators who work together to share replicable and actionable content with the attendees about a defined topic.
- **1-hour Breakout Sessions: Emerging Research and Concepts –** These sessions are 60 minutes in length and feature a small team of researchers and/or subject matter experts describing recent research or important technical information. These sessions do not require the participation of a school or district representative.
- **2-hour Hands-on Sessions** – These sessions are 120 minutes in length. They are fully hands-on, with an instructor or group of instructors guiding attendees through teaching methods, operational practices, or sustainability actions that they may replicate in their district, school, or classroom. Content should be action oriented and focus on giving participants practice with processes, technology, or concepts that they may not yet be familiar with.

You must complete each task below for your submission to be complete and considered for the GSCE Program. A green check mark will appear once the task is completed. <u>Once you have completed all tasks, click "Next" and submit your abstract.</u> Your proposal is not complete until you complete 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 Code, 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 submittal
Professional Information*	Position, Affiliation, Credentials
Local Events*	Can USGBC contact you regarding local USGBC community events?
Professional Background*	200-word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
Qualifications*	List up to three recent, relevant speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length.
Past Speaker Experience at GSCE	Please let us know if you have presented at GSCE before, and if so, which years you presented.
Presenter Video	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: - Why is it important for GSCE 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.

Required

Task Three: Program Policies

Each speaker will need to individually login to the submittal site to agree to the Program Policies.

Task Four: 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 GSCE 2020 if he or she does not agree to the Recording Release Agreement. Any questions may be directed to program@greenschoolsconference.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.	- Environmental Impact - Health & Well-Being - Environmental and Sustainability Literacy - Whole School/District Sustainability
Sub-Topic	GSCE 2020 is accepting education sessions that fall within the above four broad subject areas, but the program selection committees are specifically in search of sessions that address these priority sub-topics. Selecting a sub-topic is optional, but sessions that address one or more of these sub-topics will be awarded an additional point in the review scoring process.	- Equity and Diversity - Career and Technical Education - Climate Change Education - Student Leadership
School Type*	What type of school is this presentation appropriate for? Check all that apply:	- Pre-K - Elementary - Middle School - High School - Higher Education - District
Learning Level*	GSCE education sessions will be associated with one of the following learning levels: Basic, 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. GSCE learning levels are based on Blooms Taxonomy.	- **Basic:** Course presents introductory concepts and general understanding of the topic; learners have minimal to no prerequisite knowledge and limited previous experience with course material. - **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 Details*	Please provide a brief explanation as to how your proposal meets the parameters for the Learning Level (Basic, Intermediate, Advanced, Expert) that you chose in the previous question. You can use this resource to help answer this question and to ensure that you have established the appropriate learning level for your session.	100 – Word Maximum
300-Word Description*	Provide a 300-word session description. Please include what core information it will cover; what new information will be provided. (If you are pursuing GBCI Continuing Education credits for this session, the subject matter must relate to green building.)	300 – Word Maximum
50 Word Description*	Provide a short, 50-word session description for marketing purposes.	50 – 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 by Presenter 1 :20-:25: First exercise led by Presenter 2 Etc.

Task Six: Continuing Education

Below are the fields that will need to be completed:

Field	Instructions	Options
GBCI CE Opt In*	Would you like your session to be considered for GBCI continuing education credit? Please take a moment to review the GBCI Continuing Education Course Review Criteria	Select yes or no
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 learning objectives.	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

	Please note that the answer to this question will not affect how your session is reviewed.	
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 consider Rating-System Specific.	Enter specific credit(s) to be addressed. Please make sure these credits are listed in your Learning Objectives to be consider Rating-System Specific.

Task Seven: 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 are required for all sessions, but will also be used to apply for GBCI 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. Interested submitters should review the GBCI Continuing Education Course Review Criteria.

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, three out of four learning objectives **must** state the credits/features and the rating system/version that the session teaches. *Your session will not be approved as rating system specific unless you meet those requirements*. Interested submitters should review the Guidance on creating Rating System-Specific Learning Objectives for additional details including Do's and Don'ts to ensure they meet the requirements listed.

Task Eight: 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 complete proposals must be submitted and all speakers must login to complete their personal details by
Monday, July 22, 2019 at 11:59pm PST.

Questions?
For assistance with questions regarding the Submittal Guide, please email program@greenschoolsconference.org. For technical questions about the submittal website, please call 1-877-426-6323 9am-6pm EDT Monday through Friday or email Help@ConferenceAbstracts.com.