



Education Session Submittal Guide

Greenbuilding Brasil International Conference and Expo is now accepting proposals for presenters and topics for the 2016 show. This template details all required information for submittal of your session proposal for the following conference:

Greenbuilding Brasil International Conference & Expo

August 09-11, 2016, São Paulo, Brazil.

We encourage you to use this template to draft your submittal. You will not be able submit one proposal for multiple events or to copy a proposal within our system, so please use this template accordingly. 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.

The deadline for all submittals is **Wednesday, February 17, 2016, 5:59 pm, Brasilia Time.**

How to submit:

All proposals must be submitted online at

<https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=ONBNRLRR>

You may begin the submission process and return to your saved proposal any time up until the submission deadline. Faxed or mailed proposals will not be accepted.

Proposals are being accepted in the following formats:

1. **60 Minute Education Session - General Format:** Complete session including one, two, or three presenters (Moderator is optional, but a maximum of three total participants) for a one hour session.
2. **60 Minute Education - Research Session:** Complete session including one, two, or three presenters (moderator is optional, but a maximum of three total participants). By opting-into the Research track, you are required to submit an accompanying research paper.
3. **120 Minute Education Session:** Complete session including two, three, or four presenters (moderator is optional, but a maximum of four total presenters) for a two hour session.

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

Important Note on Process:

Each presenter and moderator 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.

All complete proposals must be submitted and all speakers must login to complete their personal details by **Wednesday, February 17, 2016 at 5:59pm, Brasilia Time**. The submittal site will time-out due to inactivity – please save your submittal frequently. You must submit a complete proposal before the February 17 deadline.

Research Sessions

Greenbuilding Brasil is proud to include sessions dedicated to advanced research in green building. Proposals that opt into this program will go through the standard review process, and each accepted presentation proposal will be required to submit an accompanying research paper, which will be posted on the Greenbuilding Brasil website. These papers will represent new, original, journal-quality research. Accepted presenters must agree to submit a research paper in order to present at Greenbuilding Brasil, by **June 01, 2016**.

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

- **Please review** the “2016 Greenbuilding Brasil Program Policies” and “2016 Greenbuilding Brasil Call for Proposals” at <http://www.greenbuildexpo.com/CallforProposals> before beginning the submittal process.
- To create a proposal, click on “Click here to begin a new education session proposal.”
- Enter the title of the Proposal (maximum of 60 characters).

- Select the show to which you are submitting and then click “Continue”
 - 60 Minute Education Session – General Format
 - 60 Minute Education – Research Session
 - 120 Minute Education Session

- Please complete tasks one through seven, outlined below. A green check mark will appear once the task is complete. Once you have completed all tasks, click "Submit Proposal" to submit your education session proposal.

Task 1 (One): Proposal Presenters

You will need to enter the following fields about your presenters and/or moderator. **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. 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

Task 2 (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
Background	250 word maximum Biography
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 Speaking Experience at Greenbuilding Brasil	Please let us know if you have presented at Greenbuilding Brasil in the past, and if so, which years.
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. Use your smartphone or webcam to film a quick

	<p>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 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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Task 3 (Three): Program Policies

Each speaker will need to individually login to the submittal site to agree to the “**2016 Greenbuilding Brasil Program Policies**”. Any questions may be directed to programa@gbcbrasil.org.br

Task 4 (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 Greenbuilding Brasil if he or she does not agree to the Recording Release Agreement. Any questions may be directed to programa@gbcbrasil.org.br

Task 5 (Five): General Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Proposal Title	60 character limit	
Elevator Pitch	What is the essence of your session? If you only had one sentence to convince someone to attend your session, what would it be?	25 words maximum
Focus area	All proposals must fall within one of the following focus areas. Please select the focus area that most closely matches your proposal. Proposals will be reviewed in focus area groups; sessions placed in inaccurate focus areas face reduced rates of acceptance.	<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) - Finance, Insurance, Legal and Appraisals - Government and Policy - Green Schools - Health and Well-Being - Market Transformation - Materials - Net Zero

		<ul style="list-style-type: none"> - Professional Development and Training - Renewables - Residential Development, Single Family and Multi Family - Resilience - Site Issues - Smart Grid/Smart Buildings - Social Responsibility, Community Action & Engagement - Water
Special Set Room	Indicate whether you are interested in presenting your session in a Charrette Room. The Charrette Room is an initiative to introduce interactive formats and engaging environments to breakout sessions. These special sets feature unique presentation styles to better engage the audience.	Select yes or no
Research Session	Indicate whether your session should be included in the research program. Proposals that opt into this program will go through the standard Greenbuilding Brasil review process. Once accepted, each session will be required to submit an accompanying research paper for inclusion in the Greenbuilding Brasil conference proceedings. These papers will represent new, original, journal-quality research.	Select yes or no
Presentation Style	Select the presentation style you will be using.	<p>Town Hall (short 10-15 minute presentation at the beginning followed by an interactive discussion with the audience)</p> <p>Flash Charrette (speakers pose a design problem and lead attendees through exercises to develop solutions)</p> <p>Structured Discussion (a moderated panel discussion throughout the session)</p> <p>Lecture (traditional presentations by 1-3 speakers)</p> <p>Debate (moderated discussion with speakers representing opposing points of view)</p> <p>Other (please explain how you will structure your presentation in the box below)</p>
Abstract	Please include what core information it will cover; what questions will be	400 word maximum

	addressed; what new information will be provided.	
Learning Level	Greenbuilding Brasil education sessions will be associated with one of the following learning levels. Review the guidelines and select the most appropriate level for the proposal.	Level 100 – Awareness Level 200 – Understanding/Comprehension Level 300 – Application/Implementation Level 400 – Mastery
Presentation Style Details	Tell us how you will engage the audience and, if you are using new technology or interactive activities, how will they enhance the session and/or better connect attendees to the material. If you opted into the Special Sets Program, how would you use this environment in your session?	50 word minimum, 150 word maximum
Show Selection	Why is the submittal germane to this particular show and location?	100 word maximum.
Speaker Contributions	Please provide the role and content each speaker will play in the session.	50 words maximum per speaker
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 6 (Six): Session Profile

Below are the fields that will need to be completed:

Field	Instructions	Options
Project Type	1. "Please select top three in order of priority"	Commercial Interiors Commercial Real Estate Education Government Hospitality Healthcare Higher Ed International K-12 Schools Neighborhood Development Office Operations + Maintenance

		<p>Religious Institutions Residential Retail Sports Facilities Transportation</p>
Audience	<p>1. "Please select top three in order of priority" OR 2. "Please select the most important audience. And a second question saying "Please select other audiences that would find this of interest"</p>	<p>Appraisers Architects Builder / Contractor Consultants Developers Educators End-Users / Tenants Engineers (Building) Engineers (Site) Executives Facility Managers Finance Professionals Government Professionals Industrial Designers Insurance Professionals Interior Designers Landscape Architects Lawyers/Legal Professionals Manufacturers Marketing / Communication Professionals Owners Planners- Urban / Regional Product Materials Specialists Property Managers Real Estate Brokers Researchers Scientists Students</p>
Relevant Rating System	<p>Is your session LEED-specific? Does your session directly address credits within a LEED rating system? LEED specific content takes what would otherwise be typical building tasks and wraps them within the context of a LEED rating system. Examples of LEED-specific content include an in-depth LEED project case study focusing on how specific credits were achieved, a review of successful or unsuccessful implementation of LEED that focuses on specific credits and strategies, or an analysis of the benefits of LEED. If your</p>	<p>Building Design + Construction Existing Buildings: Operations + Maintenance Homes Interior Design + Construction Neighborhood Development Does Not Apply</p>

	session is LEED-specific, please select the corresponding rating system and credits addressed. Please note that the answer to this question will not affect how your session is reviewed.	
Which version?		LEED 2009 LEED v4 Both
Specific LEED Credit(s) to be Addressed	If your session directly addresses credits within a LEED rating system, please enter the credit(s) here.	Enter specific LEED credit(s) to be addressed.

Task 7 (Seven): Learning Objectives

Please enter 4 (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. These learning objectives will be used to apply for continuing education approval.

Submit Your Proposal

- 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 submissions must be submitted by Wednesday, February 17, 2016, 5:59 pm, Brasília Time.

Questions?

For assistance with questions regarding the Call for Proposals, please email programa@gbcbrasil.org.br. For technical questions about the submittal website, please call +55 11 4195-6267 / +55 11 4191-7805. 9am-6pm, Brasilia time, Monday through Friday.