



## Education Session Proposal Submittal Guide

The Green Schools Conference (GSC) is now accepting proposals for education sessions for the 2022 in-person conference. This guide details all required information for submittal of your session proposal for:

**Green Schools Conference**  
**September 2022**  
*exact dates and location forthcoming*

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—fields marked with an asterisk (\*) are required.

### How to submit your GSC education session proposal:

All proposals must be submitted online through the [GSC 2022 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:

**All completed proposals must be submitted by**  
**May 3, 2022, at 11:59 pm EDT.**

### GSC Education Submission Process

- Please review the [2022 GSC Call for Proposals](#) before beginning the submittal process. See the next page for a list of questions each submitter will be asked to complete.
- Each presenter and moderator must log in individually to the submittal site to enter their details and confirm their participation on the proposal. **The submitter cannot complete the proposal without the involvement of all proposed presenters/moderators.**
- Please take a moment to review the [GBCI Continuing Education Course Review Criteria](#). Some GSC sessions will qualify for GBCI continuing education credit and is an added benefit for presenters and attendees. The GSC session review process ensures that these criteria are met.
- All accepted GSC sessions will be required to submit their slide deck by July 25, 2022, for review and approval by USGBC.

For questions about the Call for Proposals:  
email [program@greenschoolsconference.org](mailto:program@greenschoolsconference.org)

For technical support:  
email [support@gocadmium.com](mailto:support@gocadmium.com) or  
call (410) 638-9239  
9 am – 9 pm ET, Monday – Friday

## Create Account Profile

The person submitting the proposal (the “Submitter”) is required to provide the following information (then click “Create Account”):

*\*Required*

Field
First Name*
Last Name*
City*
State*
Country*
Email Address*
Telephone*
Title/Position*
Organization*
Credentials

## 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)

You must complete each task below for your submission to be complete and considered for the GSC Program. A green checkmark will appear once the task is completed. [Once you have completed all tasks, click "Next" and submit your abstract.](#) 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. **The email address for all presenters must be correct.** If the email address is incorrect, your presenters will not be able to complete their requirements, and the proposal will not be reviewed.

*\*Required*

## Task Two: Contact Presenters to Complete Tasks

This task generates an email to remind presenters to complete their required information. Each presenter and moderator must log in individually to the submittal site to enter their details and confirm their participation on the proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators. The information required of each speaker is listed below:

Field	Instructions
<b>Mailing Address*</b>	Street, City, State, Zip Code, Country
<b>Contact Details*</b>	Phone number(s) and email address

<b>Administrative Assistant</b>	If applicable – they will be copied on all emails regarding the proposal submittal
<b>Professional Information*</b>	Position, Affiliation, Credentials
<b>Age Group*</b>	18-25, 26-34, 35-44, 45-54, 55+
<b>Professional Background*</b>	200-word maximum description of relevant experience including professional background and how experience is relevant to topic presented. Note: This bio would be included on the conference program site if session is selected.
<b>Qualifications</b>	List up to three recent, relevant speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length.
<b>Past Speaker Experience at GSC*</b>	Please let us know if you have presented at GSC before, and if so, which years you presented.

*\*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 GSC 2022 if he or she does not agree to the Recording Release Agreement. Any questions may be directed to [program@greenschoolsconference.org](mailto:program@greenschoolsconference.org).

### Task Five: General Session Information

Below are the fields that will need to be completed:

Field	Instructions	Options
<b>Topic*</b>	All proposals must fall within one of the following categories. Please select the category that most closely matches your proposal. Proposals will be reviewed in category groups; sessions placed in inaccurate categories face reduced rates of acceptance.	<ul style="list-style-type: none"> <li>- Environmental Impact</li> <li>- Health &amp; Well-Being</li> <li>- Environmental and Sustainability Literacy</li> <li>- Whole School/District Sustainability</li> </ul>

<p><b>Sub-Topic</b></p>	<p>The program selection committee is specifically in search of sessions that address these priority topics. Selecting a subtopic is optional, but sessions that address one or more of these priority topics will be awarded an additional point in the review scoring process.</p>	<ul style="list-style-type: none"> <li>- Bridging justice, equity, and sustainability in K12 schools</li> <li>- Finding outlets and education to deal with eco-anxiety, particularly in young people</li> <li>- Climate leadership through building design, student engagement, and policy</li> <li>- Healthy and resilient schools</li> <li>- Green workforce and leadership training/education</li> <li>- Successful green school programs in historically excluded communities</li> </ul>
<p><b>Original Content</b></p>	<p>Has or will this content be presented at another conference?</p>	<ul style="list-style-type: none"> <li>- Yes / No</li> <li>- If yes, when and where?</li> </ul>
<p><b>School Type*</b></p>	<p>What type of school is this presentation appropriate for? Check all that apply:</p>	<ul style="list-style-type: none"> <li>- Pre-K</li> <li>- Elementary</li> <li>- Middle School</li> <li>- High School</li> <li>- Higher Education</li> <li>- District</li> </ul>
<p><b>Learning Level*</b></p>	<p>GSC education sessions will be associated with one of the following <a href="#">Learning Levels</a>: 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. GSC learning levels are based on Blooms Taxonomy.</p>	<ul style="list-style-type: none"> <li>- <b>Basic:</b> Course presents introductory concepts and general understanding of the topic; learners have minimal to no prerequisite knowledge and limited previous experience with course material.</li> <li>- <b>Intermediate:</b> Course presents detailed, in-depth materials and instruction; learners have some prerequisite knowledge, and the course provides the ability to apply information to practice.</li> <li>- <b>Advanced:</b> 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.</li> <li>- <b>Expert:</b> Course presents detailed training on specific topics with</li> </ul>

		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.
<b>300-Word Description*</b>	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
<b>50 Word Description*</b>	Provide a short, 50-word session description for marketing purposes.	50 – Word Maximum
<b>Session Agenda*</b>	<b>All education sessions will be 60 minutes in length.</b> Please enter a session agenda including details and timing for audience participation, polling, Q&A, etc. Please provide the role and content each speaker will play in the session.	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: Learning Objectives**

Every session must have **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 instructions. 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.

**Green Building Certification Institute (GBCI) Continuing Education & Learning Objectives**

Learning objectives are required for all sessions to help attendees understand what they can expect during the session. Suppose you have a green building-focused session in which you are seeking general continuing education approval from GBCI. In that case, at least three out of four of the learning objectives must relate directly to green building. This includes human health and environmental sustainability related to the built environment and landscape design. 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 [General or Rating System-Specific Learning Objectives](#) and the [GBCI Continuing Education Course Review Criteria](#).

## Task Seven: Continuing Education

Below are the fields that will need to be completed:

Field	Instructions	Options
<b>GBCI CE Opt In*</b>	<p>Would you like your session to be considered for GBCI continuing education (CE) credit? Please take a moment to review the <a href="#">GBCI Learning Objectives Guidance</a> and <a href="#">GBCI Continuing Education Course Review Criteria</a>.</p> <p><i>Please note that the answer to this question will not affect how your session is reviewed.</i></p>	Select Yes or No
<b>Relevant Rating System(s)*</b>	<p>Is your session rating system-specific? Does your session directly address credits within a LEED, SITES, and WELL rating system? If your session is LEED-specific, WELL-specific, or SITES Specific, please select the corresponding rating system and credits addressed below. Please make sure these credits are listed in your Learning Objectives to be considered Rating-System Specific.</p> <p><i>Please note that the answer to this question will not affect how your session is reviewed.</i></p>	<ul style="list-style-type: none"> <li>- LEED v4 BD+C</li> <li>- LEED v4.1 BD+C</li> <li>- LEED v4.1 for Cities and Communities</li> <li>- LEED v4 HOMES</li> <li>- LEED v4.1 Residential</li> <li>- LEED v4 ID+C</li> <li>- LEED v4.1 ID+C</li> <li>- LEED v4 ND</li> <li>- LEED v4 O+M</li> <li>- LEED v4.1 O+M</li> <li>- SITES v2</li> <li>- WELL Building Standard v2</li> <li>- Not Applicable</li> </ul>

## 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, 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 details.**

**Submittals without complete speaker information will not be considered. All session speakers must log in to complete their details by [May 3 at 11:59 pm EDT](#).**



## Questions?

For assistance with questions regarding the Submittal Guide, please email [program@greenschoolsconference.org](mailto:program@greenschoolsconference.org). For technical questions about the submittal website, please call (410) 638-9239 9 am – 9 pm EST Monday through Friday or email [support@gocadmium.com](mailto:support@gocadmium.com).