GSC Program Policies

The review process for education session proposals is managed by a volunteer review group and USGBC staff. The reviewer 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 presenter may only participate in one education session during the conference.
- A firm/institution/organization may have a maximum of **two** total presenters/moderators participating in the education program.
- In an effort to promote new and diverse groups of presenters, strong preference will be given to presenters who did not present at the previous year's conference.
- In appreciation of their contribution to the success of the conference, presenters will receive a complimentary pass for the one-day GSC 2022 Conference.
- No sessions that are based upon an advertisement, product or service will be accepted into the program.
- 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 USGBC staff. USGBC 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. USGBC reserves the right to retain or remove presenters based on the best interest of the program. If the session content is related to the speaker's previous employment, the previous employer must sign letter indicating willingness to let presenter speak (the letter could include that presenter will acknowledge who employer was at the time of work).
- All accepted speakers must register for the conference using their complimentary one-day pass by the communicated deadline, or the entire session may be cancelled without notice and a new session will be selected from the waitlist, at the discretion of USGBC.
- All presentations must be uploaded to the Speaker Resource Center in advance of the conference by the specified deadlines. Failure to do so may result in cancellation of the session.

GSC Program Process
- The review group reserves the right to develop submitted sessions using a combination of proposals and/or invited presenters.
- Speaker and Reviewer discounts may not be combined or transferred.

- The review group may modify any submitted session by adding or removing speakers or requesting content changes or additions.
- Submissions not selected for the conference may be considered for other USGBC events.
- Final decisions regarding these policies may be made at the discretion of the review group and USGBC.