Greenbuild 2023 Session Submittal Guide

Greenbuild is now accepting proposals for sessions. This guide details all required information for submittal of your session proposal for the conference

How to submit your Greenbuild education session proposal

All proposals must be submitted online at
https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=YAXHUHHF

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

All complete proposals must be submitted, with all speakers completed personal details and acceptance of program policies, by **Tuesday, January 24, 2023 at 11:59 pm EST.** All proposals must be complete, comprehensive and deemed relevant and timely to the conference's audience. All presenters will be contacted independently to confirm their submittal. Please contact program@greenbuildexpo.com if you have any questions.

Important process notes

The submittal site will time-out due to inactivity – please save your submission frequently. You must submit a complete proposal before the **January 24th** deadline.

To increase the quality of education session proposals and decrease duplicate proposal submissions, the proposal submitter will be charged a one-time processing fee of $25 for each education session proposal submitted. 100% of the fee proceeds will be donated to the Greenbuild Legacy Project.

Greenbuild Education 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. You will be asked to submit your slide deck for review prior to presenting your session.

Information Classification: General

Create 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

- Click on "Click here to begin a new presentation proposal"
- Enter the title of the Proposal (maximum of 60 characters)
- Click "Submit"

You must complete each task below for your proposal to be complete and considered for the Greenbuild program. A green check mark will appear once the 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: General Session Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Topic*	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.	- Affordable Housing - Building Performance - Business of Green - Climate Change - Codes and Certification Systems - Community and Neighborhood Development - Cultural Context - Design Innovation and Application - Energy Efficiency and Renewables (New and Existing Buildings) - Existing Buildings

Questions?

For assistance with questions about the Call for Proposals, please email program@greenbuildexpo.com. For technical questions about the submittal website, please call 1-877-426-6323 9am-6pm EST M-F or email Help@ConferenceAbstracts.com.

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		- Finance, Insurance, Legal and Appraisals - Government, Policy and Advocacy - Green Schools - Health and Well-Being - Indoor Environmental Quality - Infrastructure Systems - Justice, Equity, Diversity and Inclusion (JEDI) - Market Transformation - Materials - Multi-Family Residential Development - Net Zero - New Technologies and Paradigms - Professional Development and Training - Performance Monitoring and Evaluation - Resilience - Single Family Residential Development - Site, Civil and Landscape - Smart Grid/Smart Buildings - Urban Mobility - Waste - Water
Learning Level*	Greenbuild education sessions will be associated with one of the following learning levels. Review the Learning Level Guide and select the most appropriate level for the proposal.	- Basic - Intermediate - Advanced - Expert
Original Content*	Has or will this content be presented at another conference?	If yes, explain.
Proposal Type Confirmation*	Confirm that your presentation is being submitted to the program that you have selected	Must accept to continue
Submitter confirmation of presenter participation	As the submitter, you are asked to confirm the presenter participation for the session. Changes in speaker participation can result in session removal from the program.	Must accept to continue
Session Description*	Please include a brief description of what your session will cover; what questions will be addressed; what new information will be provided. If your session is rating system-	- 300 word maximum

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	specific the subject matter must relate to the corresponding rating system. Note: You will have the opportunity to make changes to this in the future; however, this will be the most critical field for reviewers to judge the value of your session.	

Task Two: 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 human health and environmental sustainability as they relate to the built environment and landscape design.

For example, a typical general CE session may have the following:

- List three types of green roofs
- Explain the maintenance requirements for each type of green roof
- Estimate the costs of each type of green roof
- List four key benefits that make green roofs desirable to owners.

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 the following must be submitted:

a. Three out of the four learning objectives are rating system specific – see relevant topics here.
b. The course specifies the rating system(s) and version discussed at least once in either the session title, description, or learning objectives.
c. The session teaches to the current version of the rating system: • LEED v4 (all rating systems) and/or LEED v4.1 (all rating systems) • WELL v2 • SITES v2

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.

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EXAMPLES - Rating System Specific Learning Objectives: A typical rating system-specific session may have the following learning objectives (the three learning objectives that state the credits, rating system and version of rating system are *italicized*):

LEED-specific Sessions

LEED v4 BD+C and Green Roofs

- *Link the intent of the Site Development – Protect and Restore Habitat, Heat Island Reduction, and Rainwater Reduction credits in the **LEED v4 BD+C Rating System**, to the benefits of a green roof.*
- Avoid the common pitfalls when designing a green roof on a commercial building.
- *Compare and contrast the different soil requirements in Option 1 of the **LEED v4 BD+C Site Development** – protect or restore habitat credit.*
- *Calculate the percent of a roof that must be vegetated to achieve Option 2 of the **LEED v4 BD+C Heat Island Reduction Credit.***

SITES-specific Sessions

Soil and the SITES Rating System

- Describe the fundamental importance of soil in site design
- *List the requirements of the Create and Communicate a Soil Management Plan Prerequisite in the **SITES v2 Rating System***
- *Explain the role of Vegetation and Soil Protection Zones, as they relate to the Conserve Healthy Soils and Appropriate Vegetation in the **SITES v2 Rating System***
- *List the three most critical recommended strategies in the Create and Communicate a Soil Management Plan Prerequisite, and how they can contribute to earning the Healthy Soils and Appropriate Vegetation Credit in the **SITES v2 Rating System***

WELL-specific Sessions

WELL Building Mind Credits - Biophilia

- *Describe the intent and three parts of the Biophilia I – Qualitative Feature in the **WELL Building Standard***
- *Describe the intent and three parts of the Biophilia II – Quantitative Feature in the **WELL Building Standard***
- Explain how three different spaces incorporated Biophilia in ways that earned WELL Credits
- *List the three elements that can be used to achieve the Spatial Familiarity part of the Biophilia II – Quantitative Feature in the **WELL Building Standard***

Multiple Specialties (LEED and WELL)

LEED, WELL, and Healthy Air

- *Compare and Contrast the **LEED v4 BD+C Environmental Tobacco Smoke (ETS) Control Credit and the WELL Smoking Ban Feature***
- *Plan an air flush out that meets the requirements of both **LEED v4 BD+C Construction IAQ Management Plan – Before Occupancy, and the WELL Building Standard Flush Out Feature***
- *List the differences between ASHRAE 62.1-2013 and ASHRAE 62.1 – 2007 as they apply to the **LEED BD+C v4 Minimum Indoor Air Quality Performance credit and the WELL Building Standard Ventilation Effectiveness Credit***
- Explain how "XYZ Building" achieved both LEED and WELL Platinum Certification through excellence in air quality.

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Task Three: Continuing Education

Below are the fields that we will need for continuing education purposes.

Field	Instructions	Options
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, SITES-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 HOMES LEED v4 ID+C LEED v4 ND LEED v4 O+M LEED v4.1 BD+C LEED v4.1 ID+C LEED v4.1 Multi-Family Midrise LEED v4.1 O+M LEED v4.1 Residential SITES v2 WELL Building Standard v2 Does not apply
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
AIA Course Directory*	General AIA Course Listing *note this information is not shared with the Review Committee	Select the course
AIA Topic*	AIA specific topic area *note this information is not shared with the Review Committee	Select the corresponding topic area
AIA Health, Safety & Welfare Credit Justification	The most sought-after credit for AIA credential holders is the HSW credit. If your presentation will focus on one of these areas, please explain *note this information is not shared with the Review Committee	

Task Four: Session Agenda and Supplemental Questions

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Below are the fields that will need to be completed:

Field	Instructions	Options
Session Length*	You will be asked to affirm that your session can fit within a 60 min time block.	- 60 Minutes Only
Session format*	Select your session format from one of the listed options	- Debate - Flash Charrette - Lecture - Rapid Fire - Structured Discussion
Session Agenda and Speaker Contributions*	Please give a brief outline of your session along with the contributions of each speaker. Please include any audience engagement pieces.	Open ended.
Additional Information	This is your opportunity to provide any additional or relevant information that would benefit the reviewers when evaluating your session	Open ended

Task Five: Add and Invite Session Presenters

You as the submitter have the option to either complete the speaker's profile yourself or invite the speaker to edit their own profile using the "Invite 'NAME'" button. It is recommended that speakers complete their own profile.

Please notify the presenters that they will receive an email from doNotReply@abstractscorecard.com with the subject line: Presentation Proposal Information Requested

They will need to select the "Click here to log in" link to complete their profiles.

Field	Instructions
First Name*	
Last Name*	
Email*	Must be the presenter's email

Speaker Profile Information

Field	Instructions
Personal Details *	City, State, Zip, Country
Contact Details*	Phone numbers, fax number, mailing address and email address
Personal Demographic Information	**NOTE** This is not required. This data is for reporting purposes and is not shared beyond USGBC or Informa. The information collected will not be shared as part of the review

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	process. If you are filling out this form for someone else, do not answer these questions. Gender Identity, Race Ethnicity.
Administrative Assistant	If applicable – they will be copied on all emails regarding the proposal submittal
Professional Information*	Title, Organization and Credentials
Speaking Experience*	List up to three recent speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length.
Professional Background (Bio)	150-word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
Past Speaking Experience at Greenbuild	Please let us know if you have presented at Greenbuild in the past 5 years, and if so, which years.
Presenter Photo	Include a photo of the speaker if available.

Task Six: Greenbuild Program Policies

You as the submitter must read and agree to the Greenbuild program policies prior to submitting your proposal.
If your session is selected for a Greenbuild event, all speakers on the session will be asked to agree to the same policies.

Task Seven: Payment

Please enter payment and billing address details for the $25 submittal fee. In an effort to increase the quality of education session proposals and decrease duplicate proposal submissions, the proposal submitter will be charged a one-time non-refundable processing fee of $25 for each education session proposal submitted. 100% of the fee proceeds will be donated to the Legacy Project.

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 payment has been made. Submittals without payment will not be considered.

All complete proposals must be submitted, and all speakers must login to complete their personal details by Tuesday, January 24, 2023 at 11:59 pm EST.

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