



## GSC Program Policies

A volunteer review group and conference staff from USGBC and the Green Schools National Network manage the review process for education session proposals. The reviewer group's responsibility is to produce the most robust educational program possible for conference attendees by including new, meaningful content and learning experiences. All sessions and speakers will be selected based on 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.
- 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 conference's success, presenters will receive a complimentary pass for the day they are presenting.
- No sessions based upon an advertisement, product, or service will be accepted into the program.
- Only complete proposals will be considered.

### Applicant Responsibilities

- Session submitters may only propose speakers with 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 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 the presenter.
- If a presenter's employment changes, conference staff must be notified. USGBC reserves the right to retain or remove presenters based on the program's best interest. Suppose the session content is related to the speaker's previous employment. In that case, the previous employer must sign a letter indicating a willingness to let the presenter speak (the letter could include that the presenter will acknowledge who the employer was at work).
- All accepted speakers must register for the conference using their complimentary passes by the communicated deadline. The entire session may be canceled 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 by the specified deadlines before the conference. Please do so to avoid the 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 conference staff from USGBC and Green Schools National Network.