Session Proposal Submission Guide

The Green Schools Conference (GSC) is now accepting proposals for education sessions and workshops for the 2025 in-person conference. This guide details all required information to submit your proposal for:

Green Schools Conference
Early 2025, Southeast region, U.S.
exact dates and location forthcoming

How to submit your GSC education session proposal:
All proposals must be submitted online through the **GSC 2025 Submission Site**. Only proposals submitted through the submission site will be accepted; we will NOT accept emailed, faxed, or mailed proposals. You may begin the submission process and return to your saved proposal at any time up until the submission deadline. **The submission site will time out** due to inactivity – please save your proposal frequently.

All completed proposals must be submitted by
June 24, 2024, at 11:59 PM ET

GSC Proposal Submission Process

- **Please review the 2025 GSC Call for Proposals document, which is available in the GSC 2025 Submission Site before beginning the submission process.** See the next page for a list of questions each submitter will be asked to complete.
- **Each proposed presenter and/or moderator must log in individually to the submission site to enter their details and confirm their participation on the proposal.** The submitter can only complete the proposal with 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 this is an added benefit for presenters and attendees. The GSC session review process ensures that these criteria are met.
- All accepted GSC sessions must submit their presentation slides by January 13, 2025, for review and approval by USGBC.

For questions about the Call for Proposals:
email program@greenschoolsconference.org

For technical support:
email 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, select "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 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 cannot 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 submission site to enter their details and confirm their participation on the proposal. The only exception to this if students are included in your 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
Mailing Address*	Street, City, State, Zip Code, Country
Contact Details*	Phone number(s) and email address
Administrative Assistant	If applicable – they will be copied on all emails regarding the proposal submission
Professional Information*	Position, Affiliation, Credentials
Age Group*	18-25, 26-34, 35-44, 45-54, 55+
Professional Background*	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.
Qualifications	List up to three recent, relevant speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length.
Past Speaker Experience at GSC*	Please let us know if you have presented at GSC before, and if so, which years you presented.

*Required

Task Three: Program Policies
In order for the session to be finalized, each speaker must individually log in to the submission site to agree to the Program Policies.

Task Four: Recording Release Agreement

Each speaker will need to individually log in to the submission site to review the Recording Release Agreement. A speaker may still present at GSC 2025 if they do not agree to the Recording Release Agreement. Any questions may be directed to program@greenschoolsconference.org.

Task Five: General Session Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Session Format	Select your session format from one of the listed options	- 60 min educational session - 120 min workshop
Session Category	Select your session category from one of the listed options	- Environmental Impact - Health & Well-Being - Environmental and Sustainability Literacy - Whole School/District Sustainability
Session Topic	Please select at least one primary topic that your session addresses. You may also select a secondary topic.	- Carbon emissions reduction - Curriculum and instruction - Environmental health - Evaluation and assessment - Food and nutrition - Funding/financing - Physical activity - Professional development - Protection of ecological systems - Resilience and safety - School culture and climate - Social and environmental justice - Social emotional learning - Student engagement/leadership - Waste diversion and reduction - Water efficiency and quality - Workforce development - Whole district/school: campaigns - Whole district/school: change management techniques - Whole district/school: community partnerships - Whole district/school: strategies for diversity and inclusion - Whole district/school: visionary leadership

Workshop Priority Topic(s)	(for Workshop Session Types Only) The program selection committee is specifically in search of sessions that address these priority topics. Selecting a priority topic is optional, but sessions that address one or more of these topics will be awarded an additional point in the review scoring process.	- Sustainable school culture and climate - Healthy, zero energy schools - Partnerships for sustainable & equitable schools - Communications for climate action - Environmental justice and health equity
Original Content	Has or will this content be presented at another conference?	- Yes / No - If yes, when and where?
School Type	What type of school is this presentation appropriate for? Check all that apply:	- Pre-K - Elementary - Middle School - High School - Higher Education - District
Audience Type	Which audience(s) is this presentation targeting? Check all that apply:	- School leaders (superintendent, principal, etc.) - Educators - Design and construction professionals - School district administrative and facilities staff - Green school partners (non-profit, government, for-profit, etc.)
Learning Level*	GSC education sessions will be associated with one of the following Learning Levels: Basic, Intermediate, Advanced, or Expert. Submitters should select the most appropriate level for	- **Basic:** Course presents introductory concepts and general understanding of the topic; learners have minimal to no prerequisite knowledge and limited previous experience with course material. - **Intermediate:** Course presents detailed, in-depth materials and instruction; learners have some

	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.	prerequisite knowledge, and the course provides the ability to apply information to practice. - **Advanced:** 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. - **Expert:** Course presents detailed training on specific topics with 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.
300-Word Description	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
50 Word Description	Provide a short, 50-word session description for marketing purposes and use in the conference mobile app.	50 – Word Maximum
Session Agenda & Presenter Roles	Please develop a session agenda including details and timing for audience participation, breakout conversations, polling, Q&A, etc.	Ex: :00-:05: Presenter introductions :05-:07: Video introducing topic

	In the case of workshop proposals, be as clear as possible about the hands-on activities that will be incorporated. Please also provide the role and content each speaker will play in the agenda details. If you intend to include student speakers, please elaborate on their contributions and role as presenters here.	:07-:09: Audience poll :09-:20: Presentation by Presenter 1 :20 -:25: Small group reflection discussion on x topic :25-:35: Exercise led by Presenter 1 :35-:45: Presentation by Presenter 2 on x topic :45 - :50: Small group reflection discussion on x topic :50 - :60: Q&A Etc.

Task Six: Learning Objectives

Every proposal submission 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/workshop. It is an observable and measurable outcome statement that attendees should be able to exhibit following instructions. It also communicates to potential attendees what knowledge and skills they will gain from your course.

Green Building Certification Institute (GBCI) Continuing Education & Learning Objectives
Four (4) 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
GBCI CE Opt In*	Would you like your session to be considered for GBCI continuing education (CE) credit? Please take a moment to review the GBCI Learning Objectives Guidance and GBCI Continuing Education Course Review Criteria. *Please note that the answer to this question will not affect how your session is reviewed.*	Select Yes or No
Relevant Rating System(s)*	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 ensure these credits are listed in your Learning Objectives to be considered Rating-System Specific. *Please note that the answer to this question will not affect how your session is reviewed.*	− LEED v4 BD+C − LEED v4.1 BD+C − LEED v4.1 for Cities and Communities − LEED v4 HOMES − LEED v4.1 Residential − LEED v4 ID+C − LEED v4.1 ID+C − LEED v4 ND − LEED v4 O+M − LEED v4.1 O+M − SITES v2 − WELL Building Standard v2 − Not Applicable

Task Eight: Submit

- When you are ready to submit your proposal, **click the "Submit Proposal" button**.
- **Note: After you submit your proposal, you cannot 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.

Your submission is incomplete until all listed speakers have logged in to provide their information.

Submissions without complete speaker information will not be considered. All session speakers must log in to complete their details by <u>**June 24 at 11:59 PM ET**</u>.

Questions?

For assistance with questions regarding the Submission Guide, please email program@greenschoolsconference.org.

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