



# Green Schools Conference Session Proposal Submission Guide

The Green Schools Conference (GSC) is now accepting proposals for authors, education sessions, and workshops for the 2027 in-person event. This guide details all required information to submit your proposal for:

## Green Schools Conference

*February 8-10, 2027*

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

**All proposals must be submitted online through the [GSC 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 22, 2026, at 11:59 PM ET***

## GSC Proposal Submission Process

- Please review the 2027 [GSC Call for Proposals](#) document, which is available in the 2027 GSC 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 in 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 11, 2027, 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 Fields:

- First Name
- Last Name
- City
- State
- Country
- Email Address
- Telephone
- Title/Position
- Organization
- Gender\*
- Race/Ethnicity\*

*\*Authors can choose not to disclose.*

Optional Field:

- 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 emails 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 in the proposal. The only exception to this is if students are included in your proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators. The information required by 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 submission
<b>Professional Information*</b>	Position, Affiliation, Credentials
<b>Age Group*</b>	18-25, 26-34, 35-44, 45-54, 55+
<b>Gender</b>	Female, Male, Gender Non-Binary/Third Gender, I prefer not to answer, Other
<b>Ethnicity Labels</b>	Asian/East Asia or Southeast Asia origin, Asian / South Asia or Central Asia origin, Black/African origin, Hispanic, Latino or Spanish origin, Indigenous or Native origin, Middle Eastern or North African origin, Pacific Islander, White/European origin, I prefer not to answer, Other
<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**

**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 2027 if they do 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>Session Format</b>	Select your session format from one of the listed options	<ul style="list-style-type: none"> <li>- 60 min educational session</li> <li>- 120 min workshop</li> </ul>
<b>Session Category</b>	Select your session category from one of the listed options	<ul style="list-style-type: none"> <li>• Environmental Impact</li> <li>• Health &amp; Well-Being</li> <li>• Environmental and Sustainability Literacy</li> <li>• Leadership and Systems Change</li> </ul>
<b>Session Topic</b>	Please select any hot topics that your session addresses.	<ul style="list-style-type: none"> <li>- Access to nature and outdoor learning</li> <li>- Communication and storytelling for culture change</li> <li>- Climate resilience and adaptive infrastructure</li> <li>- Emerging technologies and digital sustainability</li> <li>- Green workforce readiness</li> <li>- Innovations in school nutrition</li> <li>- Mental health and social-emotional supports</li> <li>- Place-based, community-connected learning</li> <li>- Scaling change and metrics for impact</li> <li>- Shifting school culture and mindsets</li> <li>- Student-led inquiry and action</li> <li>- Waste reduction and circular practices</li> </ul>
<b>Original Content</b>	Has or will this content be presented at another conference?	<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>Audience Type</b></p>	<p>Please select one primary target audience. You may also select a secondary topic.</p>	<ul style="list-style-type: none"> <li>- School leaders (superintendent, principal, etc.)</li> <li>- Educators</li> <li>- Design and construction professionals</li> <li>- School district administrative and facilities staff</li> <li>- Green school partners (non-profit, government, for-profit, etc.)</li> </ul>
<p><b>Learning Level*</b></p>	<p>GSC education sessions will be categorized based on the following <a href="#">Learning Levels</a>: Basic, Intermediate, Advanced, or Expert.</p> <p>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 opportunities to be fully engaged with materials and activities, and to demonstrate a mastery of</li> </ul>



		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 and use in the conference mobile app.	50 – Word Maximum
<b>Session Agenda &amp; Presenter Roles</b>	Please develop a detailed session agenda including timing for audience participation, breakout conversations, polling, Q&A, etc.  In the case of <b>workshop proposals</b> , be as clear as possible about how at least 60-min will be spent on hands-on activities and attendee discussions and interactions.  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.	Example:  :00-:05: Presenter introductions :05-:07: Video introducing topic :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

## 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 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**

If you have a green building-focused session, you can seek approval for GBCI Continuing Education (CE) hours for your session.

- General CEs: Three out of four learning objectives are related to green building, which includes environmental sustainability, and human health and wellness with respect to the built environment.
- Rating system-specific CEs: 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: Supplemental Questions and 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>	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,	<ul style="list-style-type: none"> <li>- LEEDv5 BD+C</li> <li>- LEED v5 ID+C</li> <li>- LEED v5 O+M</li> <li>- LEED v5 for Cities</li> <li>- LEED v4 BD+C</li> </ul>



	<p>WELL-specific, or SITES Specific, please select the corresponding rating system and credits addressed below. Please ensure the specific credit and version number is mentioned in your Learning Objectives for the course to be approval for CEs that are 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 v4.1 BD+C</li> <li>- LEED v4.1 for Cities</li> <li>- LEED v4 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>- TRUE</li> <li>- WELL Building Standard v2</li> <li>- Not Applicable</li> </ul>
<p><b>Community Focus</b></p>	<p>Does your submission / session highlight an under-resourced or historically excluded community (i.e., Title I, tribal schools, etc.)</p>	<ul style="list-style-type: none"> <li>- Yes / No</li> <li>- If yes, please provide more detail about the school/project/community highlighted in your session</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 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 June 22, 11:59 PM ET.**

## Questions?

For assistance with questions regarding the Submission Guide, please email [help@greenschoolsconference.org](mailto:help@greenschoolsconference.org).

For technical questions about the submission site, please call (410) 638-9239, 9 AM – 9 PM EST, Monday through Friday or email [support@gocadmium.com](mailto:support@gocadmium.com).