

Greenbuild 2021 Speaker Submittal Guide

New for 2021, Greenbuild is now accepting streamlined proposals for speakers. This guide details all required information for submittal of your speaker proposal

How to submit your Greenbuild speaker proposal

All proposals must be submitted online at

<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=SCQEWZQ>

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 by **Tuesday, February 23, 2021 at 11:59 pm PST**. All proposals must be complete, comprehensive and deemed relevant and timely to the conference's audience. 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 **February 23rd** deadline.

To increase the quality of speaker proposals and decrease duplicate submissions, the proposal submitter will be charged a one-time processing fee of \$10 for each speaker submitted. 100% of the fee proceeds will be donated to the Greenbuild Legacy Project. Information on our 2020 Greenbuild Legacy Project can be found [here](#).

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 Proposal or Speaker Submission."
- Enter the title of the Proposal (maximum of 60 characters)
- Select the **Proposal Category**:
 - Greenbuild Speaker Submission
 - Greenbuild Presentation Submission
- 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: Greenbuild Speaker Submission - General Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Proposal Title*	For Speaker Submissions – this is the Full Name of the speaker	-
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.	<ul style="list-style-type: none"> - Affordable Housing - Building Performance - Business of Green - Codes and Certification Systems - Community and Neighborhood Development - Community Engagement - Cultural Context - Design Innovation and Application - Energy Efficiency (New and Existing Buildings) - Existing Buildings - Finance, Insurance, Legal and Appraisals - Government, Policy and Advocacy - Green Schools - Health and Well-Being - Indoor Environmental Quality - Infrastructure Systems - Market Transformation - Materials

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.

		<ul style="list-style-type: none"> - Multi-Family Residential Development - Net Zero - New Technologies and Paradigms - Professional Development and Training - Performance Monitoring and Evaluation - Renewables - Resilience - Single Family Residential Development - Site, Civil and Landscape - Smart Grid/Smart Buildings - Social Equity - Social Responsibility, Community Action & Engagement - Urban Mobility - Waste - Water
Secondary Topic	2 nd Choice Topic.	Same list as above.
Learning Level*	Greenbuild education sessions will be associated with one of the following learning levels. Review the Learning Level Guide and select all learning levels that you are comfortable speaking to	<ul style="list-style-type: none"> - Basic - Intermediate - Advanced - Expert
Current Speaking Itinerary	Will you be presenting at other events in 2021?	If yes, explain.
Presentation Delivery Format	Understanding that sentiment may change, please select which delivery format you are interested in pursuing. Select all that apply	<ul style="list-style-type: none"> - Present Session In-Person in San Diego - Present Session Virtually
Speaker Panel Development*	Which panel development path would you be interested in pursuing? Select all that apply	<ul style="list-style-type: none"> - I would like to present on my own - I would like to present on a panel that I will organize - I would like to present as part of a panel that is curated by Greenbuild
Articles and White Papers	Are you interested in submitting an article or white paper for publication by Greenbuild?	<ul style="list-style-type: none"> - Yes - No
Description of Experience and Expertise	Please describe how your expertise and experience align with the topic areas that you have selected above.	This is the most critical piece for reviewers to understand your relation to the topics that you have chosen.

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Additional Topic Areas	If you have expertise in additional topics, you can list here.	
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Task Two: Speaker Information

You will need to enter the following fields.

The system will automatically add the submitter as the speaker. If you are submitting someone else, you can delete your entry and add them.

You will only be able to submit one person per proposal.

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

As the submitter you will edit each presenter's profile. If selected, the speaker will have the opportunity to update their profile information on their own.

Field	Instructions
Personal Details *	City, State, Zip, Country
Contact Details*	Phone numbers, fax number, mailing address and email address
Personal Demographic Information*	<p>**NOTE** This will only be visible to USGBC and Informa Staff. This information is for reporting purposes only and will not affect the review decision. If you are filling out this form for someone else, do not answer these questions.</p> <p>Gender Identity, Race/Ethnicity</p>
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.
Presenter Video	<p>Please provide a link to a recent presentation to showcase your speaking ability (no more than 3 minutes in length). If you do not have an existing video, we strongly encourage you to create one, but it is not mandatory. Use your smartphone or webcam to film a quick video and post it on YouTube or Vimeo. Need content? Answer one of these questions:</p> <ul style="list-style-type: none"> - Why is it important for Greenbuild attendees to hear your message? - Describe the main takeaway for your session. <p>Describe a challenge you faced on one of your recent projects and how it was resolved.</p>
Years of Experience	Number of years of experience you have in your given field
Social Media	Twitter, LinkedIn, Facebook, Instagram, Google+

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Professional Background (Bio)	150-word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
Speaker Resume/CV	Optional
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 \$10 submittal fee. In an effort to increase the quality of speaker proposals and decrease duplicate proposal submissions, the proposal submitter will be charged a one-time non-refundable processing fee of \$10 for each speaker proposal submitted. 100% of the fee proceeds will be donated to the Legacy Project; for more information about the 2020 Legacy project, visit <https://www.greenbuildexpo.com/en/community/legacy-project.html>.

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, February 23rd at 11:59 pm PST.**

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