# Greenbuild 2020 Education Session Submittal Guide

## Greenbuild San Diego: November 4 – 7, 2020

The 2020 Greenbuild International Conference & Expo 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=IPMEXFBL

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 **Monday, February 10, 2020 at 11:59 pm PST**. 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

Each presenter and moderator will need to login individually to the submittal site to enter their personal details and confirm their participation in the proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators.

**The submittal site will time-out due to inactivity** – please save your submission frequently. You must submit a complete proposal before the February 10th 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

## Proposals are being accepted for the following categories:

- **Greenbuild Education Session:** Greenbuild Education Sessions are either 60- or 90-minute presentations that focus on a wide range of topics and are presented in various formats with the purpose of providing best practices and valuable tools for green building professionals.

- **Greenbuild Global Health & Wellness Summit Session:** The Global Health & Wellness Summit brings together employers, building owners, designers, developers, manufacturers, employees, and investors who are unlocking enormous benefits and potential in their buildings by committing to green, healthy buildings.
- **Greenbuild Resilience Summit Session:** Elevating equity is the landmark strategy in building resilience within the lives of people, their communities, and infrastructure. The Resilience Summit will explore these strategies through the lens of defining resilience as the ability to prepare and plan for, absorb, recover from, and more successfully adapt to adverse events

**You will be asked to select one of the following when submitting your proposal:**

| | |
|---|---|
| **Debate** | Includes a moderated discussion with 2- 3 speakers (plus one moderator) representing opposing points of view. **Moderator Required** |
| **Flash Charrette** | Speakers pose a design problem and lead attendees through exercises to help develop solutions. (minimum 2 speakers) |
| **Lecture** | Traditional presentation with 1 - 3 speakers presenting. |
| **Rapid Fire** | Consists of four presenters giving one distinct ten-minute talk each. Submitters should submit the four speakers as a pre-packaged, full 60-minute session proposal. Each 10-minute talk should be a standalone presentation, but topics should relate to each other in some way. |
| **Structured Discussion** | Consists of moderated panel discussions throughout the session. The session can include up to four presenters (including the moderator). Submitters should submit the speakers as a pre-packaged, full session proposal. **Moderator Required** |

All sessions should be designed to allow the audience to be active learners through question and answer periods, group discussion or other activities. When the audience is engaged in the session, they will retain more of the information being presented.

# 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.

## 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*** |



**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.

| |
|---|
| **State*** |
| **Postal Code*** |
| **Country*** |
| **Email Address*** |
| **Telephone*** |
| **Title/Position*** |
| **Organization*** |
| **Credentials** |

## Create a Proposal

- Click on "Click here to begin a new Proposal."
- Enter the title of the Proposal (maximum of 60 characters)
- Select the **Proposal Category**:
  - Greenbuild Education Session
  - Greenbuild Global Health and Wellness Summit Session
  - Greenbuild Resilience Summit Session
- Click "Continue"

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.<br>*Please Note: the availability of topic choices is dependent upon the Session Category that you selected in the first step.* | - Affordable Housing<br>- Building Performance<br>- Business of Green<br>- Codes and Certification Systems<br>- Community and Neighborhood Development<br>- Community Engagement<br>- Cultural Context<br>- Design Innovation and Application<br>- Energy Efficiency (New and Existing Buildings)<br>- Existing Buildings<br>- Finance, Insurance, Legal and Appraisals<br>- Government, Policy and Advocacy<br>- Green Schools<br>- Health and Well-Being<br>- Indoor Environmental Quality |



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| | | |
|---|---|---|
| | | - Infrastructure Systems<br>- Market Transformation<br>- Materials<br>- Multi-Family Residential Development<br>- Net Zero<br>- Professional Development and Training<br>- Performance Monitoring and Evaluation<br>- Renewables<br>- Resilience<br>- Single Family Residential Development<br>- Site, Civil and Landscape<br>- Smart Grid/Smart Buildings<br>- Social Equity<br>- Social Responsibility, Community Action & Engagement<br>- Urban Mobility<br>- Water<br>- *Resilience Summit Session:* New Technologies and Paradigms |
| **Original Content*** | Has or will this content be presented at another conference? | If yes, explain. |
| **Applied Learning Areas in the Exhibit Hall*** | Indicate whether you are interested in presenting your session in an Applied Learning Area. Greenbuild will offer curated educational offerings on the expo hall floor. If you would like your session to be considered for inclusion in an Applied Learning Area in the expo hall, please opt-in. | |
| **50-word description*** | Provide a short, 50-word session description for marketable opportunities. | 50 word maximum |
| **300-word description*** | Provide a 300-word session description. Please include what core information it will cover; what new information will be provided if your session is rating system-specific the subject matter must relate to the corresponding rating system.<br>• A LEED/SITES/WELL -specific session will primarily focus on specific parts of LEED/WELL/SITES | 300 word maximum |



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| | | |
|---|---|---|
| | Rating Systems and that should be evident in the abstract. | |

## Task Two: Continuing Education

Below are the fields that will need to be completed:

| Field | Instructions | Options |
|---|---|---|
| **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<br>- Intermediate<br>- Advanced<br>- Expert |
| **Learning Level Explanation *** | Please provide a brief explanation as to how your proposal meets the parameters for the Learning Leve you have selected. | 50 words maximum |
| **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<br>LEED v4 HOMES<br>LEED v4 ID+C<br>LEED v4 ND<br>LEED v4 O+M<br>LEED v4.1 BD+C<br>LEED v4.1 ID+C<br>LEED v4.1 Multi-Family Midrise<br>LEED v4.1 O+M<br>LEED v4.1 Residential<br>SITES v2<br>WELL Building Standard v1<br>WELL Building Standard v2<br>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 | Select the course |
| **AIA Topic*** | AIA specific topic area | 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 | |



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| | | |
|---|---|---|
| **Will this session qualify for any additional continuing education credits?** | Greenbuild is exploring the possibility of broadening our CE offerings. Select if your session would qualify for one of the following credits. | BOMI (Buildings Owners and Managers Institute)<br>IDCEC (Interior Design Continuing Education Council)<br>ISSP (International Society of Sustainability Professionals)<br>APA (America Planning Association) |

## Task Three: 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) • WELLv1 and/or 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 Four: Session Agenda and Supplemental Questions

Below are the fields that will need to be completed:

| Field | Instructions | Options |
|---|---|---|
| **Ideal Session Length*** | Greenbuild will consist of both 60- and 90- minute sessions. Please select your preferred length of time to complete your learning objectives. | - 60 Minute<br>- 90 Minute |
| **Session Format** | Greenbuild accepts sessions in 5 different formats. Please select your format | - Debate<br>- Flash Charrette<br>- Lecture<br>- Rapid Fire (60 min only)<br>- Structured Discussion |
| **Session Agenda and Speaker Contributions*** | Please give a brief outline of your session along with the contributions of each speaker. For guidance on how to make your session more interactive and immersive, see our guidance document here. | Ex:<br>:00-:05: Presenter introductions<br>:05-:07: Video introducing topic<br>:07-:20: First presentation<br>:20-:25: First exercise<br>Etc. |
| **Will this session require any special audio visual or visual aid needs? *** | This question will not be included in the review of the session; however, we would like to know as soon as possible for planning purposes if your session will require audio visual or visual aid needs beyond the standard set. This could include white boards, polling, additional equipment, etc. | - Yes<br>- No |
| **If Yes, please explain your audio-visual need and how it will enhance the presentation** | Please let us know how the tool will be used to enhance attendee learning experience. Please note that the Greenbuild team will do it's best to grant all reasonable requests, however, not all requests will be able to be accommodated. | |
| **Will this session include a need for attendees to work together around a table? *** | This question will not be included in the review of the session; however, please let us know if your session will require round tables for group work | - Yes<br>- No |
| **If Yes, please explain your planned activity.** | Please let us know the planned activity | |



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## Task Five: Add and Invite Session Presenters

You will need to enter the following fields about your presenters and/or moderator. **It is imperative that the email address for all presenters is correct.**

| Field | Instructions |
|---|---|
| **First Name*** | |
| **Last Name*** | |
| **Email*** | Must be the presenter's email |
| **Role*** | Presenter or Moderator |

As the submitter you can either edit each presenter's profile or have the speaker update that information themselves. The presenter will have the ability to edit any information on their own.

If you would like to the have the presenter edit themselves select **"Invite Speaker"** under the presenter's name

| Field | Instructions |
|---|---|
| **Personal Details *** | Street, City, State, Zip, Country |
| **Contact Details*** | Phone numbers, fax number, mailing address and email address |
| **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. Information from at least one speaking engagement is required for each speaker. |
| **Presenter Video** | 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:<br>- Why is it important for Greenbuild attendees to hear your message?<br>- Describe the main takeaway for your session.<br>Describe a challenge you faced on one of your recent projects and how it was resolved. |
| **Social Media Information** | Please list any social media information |
| **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. |



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## Task Six: Greenbuild Program Policies

**Each speaker will need to individually login to the submittal site to agree to the Program Policies**
You will not be able to submit your proposal until all presenters/moderators have logged in and agreed to the policies.
**If you did not invite speakers in Task Five, you must invite them now.**
An email will be sent to the email address provided. They must log in and complete the required form before February 10th.

## 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; for more information about the 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 and all speakers have logged into the submission site to enter their personal details.** Submittals without payment and complete speaker information will not be considered.

**All complete proposals must be submitted, and all speakers must login to complete their personal details by Monday, February 10th at 11:59 pm PST.**



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