



Education Session Submittal Guide

Greenbuild Europe and Mediterranean is now accepting proposals for presenters and topics for the 2015 show. This guide details all required information for submittal of your session proposal for the following conference:

Greenbuild Europe & Mediterranean

October 14-16, 2015, in Veronafiere, Verona - Italy

We encourage you to use this guide to draft your submittal. You will not be able submit one proposal for multiple events or to copy a proposal within our system, so please use this template accordingly. Only proposals submitted through the submittal site will be accepted; we will NOT accept emailed, faxed, or mailed proposals under any circumstances. Fields marked with an asterisk (*) are required.

The deadline for all submittals is **Friday, February 13, 2015, 4:59 pm EST.**

How to submit:

All proposals must be submitted online at <https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=GBOSUAIR>. You may begin the submission process and return to your saved proposal any time up until the submission deadline. Emailed, faxed or mailed proposals will not be accepted.

Proposals are being accepted in the following format:

60 Minute Education Session: Complete session including one, two, or three presenters (moderator is optional, but a maximum of three total participants) for a one hour session.

All proposals must be complete, comprehensive, and deemed relevant and timely to the conference's audience. The Working Groups may shorten a presentation, increase and/or reduce the number of presenters, select alternative presenters from among those proposed, and/or combine the submitted presentation with other proposed presentations, at its sole discretion. All presenters will be contacted independently to confirm their submittal.

Important Note on Process

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.

All complete proposals must be submitted and all speakers must login to complete their personal details by **Friday, February 13, 2015 at 4:59 pm EST.**

The submittal site will time-out due to inactivity – please save your submittal frequently. You must submit a complete proposal before the February 13th deadline.

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

- **Please review** the "Greenbuild EuroMed Call for Proposals" and "Greenbuild EuroMed Program Policies" at the bottom of the page before beginning the submittal process.
- To create a proposal, click on "Click here to begin a new education session proposal."
- Enter the title of the Proposal (maximum of 60 characters)
- Please complete each task below. A green check mark will appear once the task is completed. Once you have completed all tasks, click "Next" and submit your abstract.

Task One: Proposal 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.** After you add each presenter, the system will automatically send an email to all presenters, and if the email address is incorrect, your presenters will not be able to complete their requirements and the proposal will not be reviewed.

Field	Instructions
First Name*	
Last Name*	
Email*	
Role*	Presenter or Moderator

Task Two: Contact Speakers to Complete Tasks

This task generates an email to remind presenters to complete their required information. The information required of each speaker is below:

Field	Instructions
Mailing Address*	Street, City, State, Zip, Country
Contact Details*	Phone numbers, fax number and email address
Administrative Assistant	If applicable – they will be copied on all emails regarding the proposal submittal
Professional Information*	Title, Organization and Credentials
Relevant Experience*	150 word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
Qualifications*	List up to three recent speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length. <u>Information from at least one speaking engagement is required for each speaker.</u>
Past Speaking Experience at Greenbuild	Please let us know if you have presented at Greenbuild in the past, and if so, which years.
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: <ul style="list-style-type: none"> - Why is it important for Greenbuild attendees to hear your message? - Describe the main takeaway for your session. - Describe a challenge you faced on one of your recent projects and how it was resolved.

Task Three: Program Policies

Each speaker will need to individually login to the submittal site to agree to the Program Policies. Any questions may be directed to greenbuild@gbcitalia.org

Task Four: Recording Release Agreement

Each speaker will need to individually login to the submittal site to review the Recording Release Agreement. A speaker may still present at Greenbuild if he or she does not agree to the Recording Release Agreement. Any questions may be directed to greenbuild@gbcitalia.org

Task Five: General Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Proposal Title*	60 character limit	
Elevator Pitch*	What is the essence of your session? If you only had one sentence to convince someone to attend your session, what would it be?	25 words maximum
Focus area*	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 - Climate - Certification Systems - Community and Neighborhood - Cultural Context - Design Innovation - Energy Efficiency (New and Existing buildings) - Finance, Insurance and Appraisal - Government and Policy - Green Schools - Health and Well-Being - Indoor Environmental - Legal Issues - Marketing - Material Science - Net Zero - Professional Development - Europe & Mediterranean Hot Topic - Renewables - Residential Building Systems and Methods - Residential Neighborhoods and Community - Site Issues - Smart Grid/ Smart Buildings - Social Responsibility, Community Action & Engagement - Water Use
Presentation Style	Select the presentation style you will be using.	Town Hall (short 10-15 minute presentation at the beginning followed by group discussion) Flash Charrette (speakers pose a design problem and lead attendees through exercises to develop solutions) Structured Discussion (presentation(s) with

		discussion throughout the session) Panel Discussion (moderated discussion by panel members) Lecture (traditional presentations by 1-3 speakers) Debate (moderated discussion with opposing arguments) Other (please explain how you will structure your presentation in the box below)
Abstract*	Please include what core information it will cover; what questions will be addressed; what new information will be provided.	400 word maximum
Learning Level*	Greenbuild education sessions will be associated with one of the following learning levels. Review the guidelines and select the most appropriate level for the proposal.	Level 100 – Awareness Level 200 – Understanding/Comprehension Level 300 – Application/Implementation Level 400 – Mastery
Presentation Style Details*	Tell us how you will engage the audience and, if you are using new technology, interactive activities, or visual aid, how will they enhance the session and/or better connect attendees to the material. If you opted into the Special Sets Program, how would you use this environment in your session?	50 word minimum, 150 word maximum
Regional Relevance	Why is the submittal germane to this location?	100 word maximum.
Speaker Contributions*	Please provide the role and content each speaker will play in the session.	50 words maximum per speaker
Session Agenda*	Please enter a session agenda including details and timing for audience participation.	Ex: :00-:05: Presenter introductions :05-:07: Video introducing topic :07-:20: First presentation :20-:25: First exercise Etc.

Task Six: Session Profile

Below are the fields that will need to be completed:

Field	Instructions	Options
Project Type*	Please select top three	Commercial Interiors Commercial Real Estate Education Government Hospitality Healthcare Higher Ed International K-12 Schools Neighborhood Development Office Operations + Maintenance Religious Institutions Residential Retail Sports Facilities Transportation
Audience*	Please select top three	Appraisers Architects Builder / Contractor Consultants Developers Educators End-Users / Tenants Engineers (Building) Engineers (Site) Executives Facility Managers Finance Professionals Government Professionals Industrial Designers Insurance Professionals Interior Designers Landscape Architects Lawyers/Legal Professionals Manufacturers Marketing / Communication Professionals Owners Planners- Urban / Regional Product Materials Specialists Property Managers Real Estate Brokers Researchers Scientists

		Students
Sharing Permission*	Would you like your proposal to be considered for inclusion in other programs, Chapter events, etc.?	Select yes or no
Relevant Rating System*	Is your session LEED-specific? Does your session directly address credits within a LEED rating system? LEED specific content takes what would otherwise be typical building tasks and wraps them within the context of a LEED rating system. Examples of LEED-specific content include an in-depth LEED project case study focusing on how specific credits were achieved, a review of successful or unsuccessful implementation of LEED that focuses on specific credits and strategies, or an analysis of the benefits of LEED. If your session is LEED-specific, please select the corresponding rating system and credits addressed. Please note that the answer to this question will not affect how your session is reviewed.	Building Design + Construction Existing Buildings: Operations + Maintenance Homes Interior Design + Construction Neighborhood Development Does Not Apply
Which version?		LEED 2009 LEED v4 Both
Specific LEED Credit(s) to be Addressed	If your session directly addresses credits within a LEED rating system, please enter the credit(s) here.	Enter specific LEED credit(s) to be addressed

Task Seven: Learning Objectives

Please enter at least 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.-These learning objectives will be used to apply for continuing education approval.

All submissions must be submitted by Friday, February 13, 2015, 4:59 pm EST.

Questions?

For assistance with questions regarding the Call for Proposals, please email greenbuild@gbcitalia.org. For technical questions about the submittal website, please call 1-877-426-6323 (USA) 9am-6pm EST Monday through Friday.