



Education Session Submittal Guide

The IMPACT Conference is now accepting proposals for presenters and topics for 2019. This guide details all required information for submittal of your session proposal for the following conference:

IMPACT Conference 2019

April 9, 2019

St. Paul, Minnesota

IMPACT 2019 is co-located with the Green Schools Conference and Expo (GSCE) 2019. **For the GSCE Submittal Guide, please [visit this link](#).**

We encourage you to use this guide to draft your submittal. You will not be able to submit one proposal for multiple events 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.

How to submit your Greenbuild education session proposal:

All proposals must be submitted online through the [IMPACT 2019 Submittal Site](#). You may begin the submission process and return to your saved proposal at any time up until the submission deadline. **The submittal site will time-out** due to inactivity – please save your submittal frequently. You must submit a complete proposal before the deadline:

The deadline for all submissions is Monday, September 24th, 2018 at 11:59pm CST.

Greenbuild Education Submission Process

- **Please review** the [2019 IMPACT Call for Proposals](#) and [GCSE/IMPACT Program Policies](#) before beginning the submittal process.
- Each presenter and moderator must login individually to the submittal site to enter their personal details and confirm their participation on the proposal. The submitter cannot complete the proposal without the participation of all proposed speakers/moderators.
- 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.
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- For questions regarding the Call for Proposals, please email: bsuski@usgbc.org
- For Technical Support related to the submission site please contact:
Phone: (Direct) (410) 638-923; (Toll Free) (877) 426-6323
Email: Help@ConferenceAbstracts.com
Hours: 9 – 9 ET, Mon - Fri

Create Account Profile

The person submitting the proposal (the “Submitter”) is required to provide the following information (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

**Required*

Begin a Proposal

1. To create a proposal, click on “Click here to begin a new Abstract.”
2. Enter the title of the Proposal (maximum of 60 characters)
3. Select the Presentation Style (detailed below) and then click “Continue”

Proposals will be accepted in the following formats:

- **Debate** (Includes a moderated discussion with 2-3 speakers (plus one moderator) representing opposing points of view.)
- **Flash Charrette** (Speakers pose a design problem and lead attendees through exercises to help develop solutions)
- **Lecture** (Traditional presentation with 1-3 speakers presenting: *60 min* or 2-4 speakers presenting: *120 min*)
- **Rapid Fire** (*60 min only* – Consists of three presenters giving one distinct fifteen-minute talk each. Submitters should submit the three speakers as a pre-packaged, full 60-minute session proposal. Each 15 minute talk should be a standalone presentation but topics should relate to each other in some way. The remaining 15 minutes in the session will be open for questions.)
- **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.)

You must complete each task below for your submission to be complete and considered for the IMPACT Program. A green check mark 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. **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. 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

*Required

Task Two: Contact Presenters to Complete Tasks

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

Field	Instructions
Mailing Address*	Street, City, State, Zip Code, Country
Contact Details*	Phone numbers, fax number and email address
Gender Identity*	Female, Male, Non-binary/third gender, I prefer not to say
Administrative Assistant	If applicable – they will be copied on all emails regarding the proposal submittal
Professional Information*	Position, Affiliation, Credentials
Professional Background*	200-word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
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 Greenbuild	Please let us know if you have presented at IMPACT/Greenbuild before, and if so, which years you presented.
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 IMPACT 2019 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.

*Required

Task Three: Program Policies

Each speaker will need to individually login to the submittal site to agree to the Program Policies.

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 IMPACT 2019 if he or she does not agree to the Recording Release Agreement.

Task Five: General Information

Below are the fields that will need to be completed:

Field	Instructions	Options
Topic*	All proposals must fall within one of the following topic areas. Please select the topic area that most closely matches your proposal. Proposals will be reviewed in topic area groups; sessions placed in inaccurate topic areas face reduced rates of acceptance.	<ul style="list-style-type: none"> - Affordable Housing - Building Performance - Codes and Certification - Commercial Real Estate Strategies - Cultural Context - Decarbonization - Design and Tech Innovation - Existing Buildings - Green Schools - Health and Well-Being - Infrastructure Systems - Market Transformation - Materials – LCA, EPD, HPD, CSR - Net Zero-Energy, Water, Waste, Carbon - Post Occupancy - Renewables - Resilience - Single Family Housing - Site and Landscape - Smart Grid and Buildings - Social Responsibility - Water
Learning Level*	IMPACT 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 their proposal. This will help attendees understand the depth of the material and expected outcomes of the session. IMPACT learning levels are based on Blooms Taxonomy. Review the IMPACT 19 Call for Proposals and select the most appropriate level for the proposal.	<ul style="list-style-type: none"> - 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 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

		<p>knowledge and experience applying this information to practice.</p> <ul style="list-style-type: none"> - 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 your session is rating system-specific the subject matter must relate to the corresponding rating system.	300-word maximum
50 Word Description*	Provide a short, 50-word session description for marketable opportunities.	50-word maximum
Regional Relevance	Why is the submittal germane to this location?	100-word maximum
Session Agenda*	Please enter a session agenda including details and timing for audience participation.	<p>Ex:</p> <p>:00-:05: Presenter introductions</p> <p>:05-:07: Video introducing topic</p> <p>:07-:20: First presentation by Presenter 1</p> <p>:20-:25: First exercise led by Presenter 2</p> <p>Etc.</p>

Task Six: Session Profile

Below are the fields that will need to be completed:

Field	Instructions	Options
Sharing Permission*	Would you like your proposal to be considered for inclusion in other USGBC programs, Chapter events, etc.?	Select yes or no
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, WELL-specific, or SITES Specific, please select the corresponding rating system and credits addressed below. The rating system and credit you select should match what is	<p>LEED v4 BD+C</p> <p>LEED v4.1 BD+C</p> <p>LEED v4 HOMES</p> <p>LEED v4.1 HOMES</p> <p>LEED v4 ID+C</p> <p>LEED v4.1 ID+C</p> <p>LEED v4 ND</p> <p>LEED v4.1 ND</p> <p>LEED v4 O+M</p> <p>LEED v4.1 O+M</p> <p>SITES v2</p>

	<p>communicated in your learning objectives.</p> <p>Please note that the answer to this question will not affect how your session is reviewed.</p>	<p>WELL Building Standard v1 WELL Building Standard v2 Not Applicable</p>
<p>Specific Credit(s) to be Addressed</p>	<p>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.</p>	<p>Enter specific credit(s) to be addressed</p>

Task Seven: 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. **All IMPACT sessions will be submitted for GBCI Continuing Education Credits.** 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. Submitters should review the [GBCI Continuing Education Course Review Criteria](#).

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, 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 Rating System-Specific Learning Objectives](#) for additional details including Do’s and Don’ts to ensure they meet the requirements listed.

Task Eight: Submit

- 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 all speakers have logged in to enter their personal details. Submittals without complete speaker information will not be considered.

All complete proposals must be submitted and all speakers must login to complete their personal details by **Wednesday, September 24th, 2018 at 11:59pm CST.**