IMPACT CONFERENCE

Call for Proposals

May 5 & 6, 2020

Saint Paul, Minnesota

IMPACT is a USGBC regional event hosted by our local communities: Central Plains, Iowa, Minnesota, Missouri Gateway, Nebraska Flatwater, North Dakota and Wisconsin. This conference features educational sessions covering all aspects of sustainable design, construction and operations practices for buildings and communities, including their impact on people, the environment and the economy - locally and nationally.

USGBC's education programs advance our mission and enhance the knowledge of our members and interested parties about design, construction and operational practices, promote green building best practices and the LEEDv4, Arc, SITES, TRUE, Parksmart, PEER, or GRESB certification processes. We also seek to expand an understanding of the importance of healthy, sustainable buildings and communities to a broader audience.

All proposals must be submitted online at:

https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=KELDJTKN

You may begin the process and return to your saved proposal any time up until the deadline. Faxed or mailed proposals will not be accepted.

All complete proposals must be submitted and all speakers must login to complete their personal details by Monday, October 28, 2019 at 11:59pm CST.

Please contact impactconference@usgbc.org if you have any questions.

*** Important Process Notes ***

The submitter cannot complete the proposal without the acceptance of participation of all proposed presenters/moderators. 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. 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.

IMPACT Priorities

The following priorities have been identified for the 2020 program:

- **Regional Relevance:** Preference will be given to programs that support the mission and strategic initiatives of the region and local communities, programs that include the most current and innovative green building practices, and topics that will inspire a wide audience to live in a more sustainable way.
- **Inspirational Content:** IMPACT is calling for education that not only imparts knowledge but inspires action. Proposals are evaluated, in part, on whether or not it offers innovative or inspirational content to green building professionals.

- **Rating System-Specific Sessions:** We are seeking sessions that teach attendees about the current versions of the rating systems by providing specific, detailed information and guidance about the credit intents and requirements. Our goal is to provide attendees with at least six (6) general continuing education (CE) hours per year at IMPACT toward credential maintenance, including the opportunity to earn two (2) rating system-specific hours. Please consult this resource for guidance on how to develop a rating system-specific session.

IMPACT Suggested Presentation Topics:

- Affordable Housing
- Building Performance
- Circular Economy
- Climate Adaptation
- Codes and Certification
- Commercial Real Estate Strategies
- Cultural Context
- Decarbonization
- Design and Tech Innovation
- Energy Efficiency

- Equity + Social Responsibility
- Existing Buildings
- Green Schools
- Health and Well-Being
- Infrastructure Systems
- LEED v4 and v4.1
- Market Transformation
- Materials – LCA, EPD, HPD, CSR
- Net Zero-Energy, Water, Waste, Carbon
- Passive House and Design

- Post Occupancy
- Regenerative Design
- Renewables
- Resilience
- Single Family Housing
- Site and Landscape
- Smart Grid and Buildings
- Transportation
- Water
- Waste

Session Style and Length

Proposals will be accepted in the following formats:

- **60 Minute Education Session**: May include one to three presenters (a maximum of three total presenters, which would include the moderator if applicable) for a one hour session.
  - The only exception is for a Rapid Fire or Structured Discussion session, which has 4 speakers.
- A moderator is *required* to be included in a session proposal for a Debate and *required* for a Structured Discussion. A moderator is optional for all other session formats, but will be counted towards the total number of presenters on your session if included. (ex: 2 speakers and 1 moderator would put you at the maximum number of presenters allowed on a 60-minute session)
- **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.
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.

Summits

New in 2020, IMPACT summits will be a ½ day deep dive into a particular topic related to sustainability in the built environment. All session styles listed above will be considered for summit content. Sessions submitted through this Call for Proposals will be considered as candidates for the conference summits. We will contact you if we think your session would be a good fit. We may suggest slight alterations to your submission to align with summit topics, or decide it is not an appropriate session for the summit. If your session is not a good fit for a summit, it will still be considered for the main conference tracks.

Learning Levels

IMPACT education sessions will be associated with one of the following learning levels: Basic, Intermediate, Advanced, or Expert. Submitters should review the Learning Level chart below and 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.

Learning Level	Definition
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 knowledge and experience applying this information to practice.
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.

Interested in Submitting a Rating System Specific Course?

Earn an extra point in the first round of review by submitting a Rating System Specific Course.
A rating system-specific course looks like a general course, as it is a collection of data, facts and examples organized around four learning objectives. Rating system-specific sessions should primarily focus on teaching attendees the various rating systems but also provide on-the-ground examples, fresh perspectives and analysis, and/or tackle 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 rating system version that the session addresses. Interested submitters should review the Guidance on creating Rating System-Specific Learning Objectives for additional details.

Scoring System

All session proposals will be reviewed and scored during the first round by a team of volunteer reviewers using a 10-point scale with the ability to earn 1 additional point. Those with the top scores will move on to a second round of review completed by experts in the related topic category. These rankings will be used by the Program Working Group to select presenters and sessions for the final program. Reviewers will rate proposals using the following scoring system:

5 Points Session Quality	The speakers have demonstrated knowledge and the ability to present material in a unique, effective and meaningful way that is relevant, timely, and applicable. Reviewers will be asked to take into account presenter qualifications along with the session title, description, and learning objectives, as well as the session style, length, and learning level
5 Points Innovation + Inspiration	The session inspires action. It is innovative or inspirational to green building professionals, and I would recommend this session to an attendee interested in the subject matter.
+1 Point Rating System Specific	Sessions that are GBCI Rating System Specific will earn an extra point. The course will be considered rating system specific if the following criteria are met: 1. Three out of four learning objectives must be relevant topics related to the rating system (see link for guidance). 2. The course specifies the rating system(s) and version at least once in either the course title, description, or learning objectives. 3. The course teaches to the current version of the rating system, LEED v4 or v4.1, WELL v1 or v2, SITES v2. Courses that are not written to these specifications will not be granted this bonus point.
Max value: 11 points (out of 10)	**(10 base points +1 bonus points)**

Review Process

IMPACT uses a two-tiered review process to review all complete proposals with the generous help of volunteers. This process results in the final educational program:

Round One: Volunteers review and rate all proposals on a quantitative scale.
Round Two: Volunteer qualitative review and session finalization

Submission and Review Timeline

Tuesday, September 17   Call for Proposals opens
Monday, October 28   Call for Proposals deadline. All proposals must be submitted by 11:59pm CST
Tuesday, November 25   First round of review begins
Tuesday, December 11   First round of review ends
Monday, Jan 6   Second round of review – Program Working Group
Tuesday, Jan 21   Accepted session notification are sent
Tuesday, Jan 23   Presenter acceptance deadline

Tuesday, Mar 10   Presenter registration deadline
Tuesday, Apr 14   Final Presenter Session Material Due
Tuesday, May 5   IMPACT Summits and Tours
Wednesday, May 6   IMPACT 2020 Conference and Expo

IMPACT Program Policies

The review process for education session proposals is managed by the IMPACT Steering Committee(s) and USGBC staff. The Steering Committee's responsibility is to produce the strongest possible educational program for conference attendees by including new, important content and learning experiences. All sessions and speakers will be selected based upon the below guidelines:

Session and Presenter Regulations
- In an effort to promote new and diverse groups of presenters, strong preference will be given to presenters who did not present at the previous year's conference or whose content is relevant to the regional audience. Any pre- or post-conference sessions which occur outside of the central two days of conference content are not included in this count.
- Presenters may not distribute any printed collateral at the conference.
- In appreciation of their contribution to the success of the conference, presenters will receive a complimentary one-day pass for the day in which you are presenting. If you choose to attend the full conference and/or pre- or post-conference sessions, you may do so at your own cost and the cost of a One Day Pass will be discounted from your registration package.
- Presenters for pre and post-conference events receive a complimentary pass to the session at which they are presenting.
- No sessions that are based upon an advertisement, product or service will be accepted into the program.
- Incomplete proposals will not be considered.

Applicant Responsibilities
- Session submitters may not propose speakers without the knowledge and permission of the proposed speakers. All proposed speakers must be able and willing to present at the conference at the time and date assigned. Proposals that are submitted without the knowledge of proposed speakers are subject to immediate rejection; if the proposal is selected and it is found that all speakers did not know about the proposal or did not agree to present, the session is subject to immediate cancellation.
- Accepted presenters who are not able to attend must notify conference staff immediately. Replacement presenters must be suggested and approved by the Steering Committee Chair. The Chair reserves the right to modify or cancel any session based on a change in presenter.
- If a presenter's employment changes, conference staff must be notified. The Steering Committee reserves the right to retain or remove presenters based on the best interest of the program. Previous employer must sign letter indicating willingness to let presenter speak (letter could include that presenter will acknowledge who employer was at the time of work).
- All accepted speakers must register for the conference using their complimentary one-day pass by the communicated deadline, or the entire session may be cancelled without notice and a new session will be selected from the waitlist, at the discretion of the Steering Committee Chair.
- All presentations must be uploaded to the Speaker Resource Center in advance of the conference by the specified deadlines. Failure to do so may result in cancellation of the session.

IMPACT Program Process
- The Steering Committee reserve the right to develop submitted sessions using a combination of proposals and/or invited presenters.

- Speaker and Reviewer discounts may not be combined or transferred.
- The Steering Committee may modify any submitted session by adding or removing speakers or requesting content changes or additions.
- Submissions not selected for the conference may be considered for other USGBC events.
- Final decisions regarding these policies may be made at the discretion of the Steering Committee.