



## Education Session Submittal Guide

The IMPACT Conference is now accepting proposals for presenters and topics for 2020. This guide details all required information for submittal of your session proposal for the following conference:

### IMPACT Conference 2020

May 5 & 6, 2020

St. Paul, Minnesota

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 IMPACT education session proposal:

All proposals must be submitted online through the [IMPACT 2020 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, October 28 at 11:59pm CST.**

### IMPACT Education Submission Process

- Please review the [2020 IMPACT Call for Proposals](#) 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](#) and the [AIA Standards for Continuing Education Programs](#). The IMPACT 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.
- For questions regarding the Call for Proposals, please email: [impactconference@usgbc.org](mailto:impactconference@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](mailto: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*

<b>Address 1*</b>
<b>Address 2</b>
<b>City*</b>
<b>State*</b>
<b>Postal Code*</b>
<b>Country*</b>
<b>Email Address*</b>
<b>Telephone*</b>
<b>Title/Position*</b>
<b>Organization*</b>
<b>Credentials*</b>

*\*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:

- **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:**

<b>Debate</b>	Includes a moderated discussion with 2- 3 speakers (plus one moderator) representing opposing points of view.
<b>Flash Charrette</b>	Speakers pose a design problem and lead attendees through exercises to help develop solutions. (minimum 2 speakers)
<b>Lecture</b>	Traditional presentation with 1 - 3 speakers presenting.
<b>Rapid Fire</b>	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.
<b>Structured Discussion</b>	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. When you have completed and saved all of your tasks and are ready to submit your proposal, click the "**Save Submission**" button, then click the "**Submit**" button. 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
<b>First Name*</b>	
<b>Last Name*</b>	
<b>Email*</b>	
<b>Role*</b>	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
<b>Mailing Address*</b>	Street, City, State, Zip Code, Country
<b>Contact Details*</b>	Phone numbers, fax number and email address
<b>Administrative Assistant</b>	If applicable – they will be copied on all emails regarding the proposal submittal
<b>Professional Information*</b>	Position, Affiliation(Company/Organization), Credentials
<b>Professional Background*</b>	200-word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
<b>Qualifications*</b>	List up to three recent, relevant speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length.
<b>Past Speaker Experience at IMPACT/Greenbuild*</b>	Please let us know if you have presented at IMPACT/Greenbuild before, and if so, which years you presented.
<b>Presenter Video*</b>	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"> <li>- Why is it important for IMPACT 2020 attendees to hear your message?</li> <li>- Describe the main takeaway for your session.</li> <li>- Describe a challenge you faced on one of your recent projects and how it was resolved.</li> </ul>

\*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 2020 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
<b>Topic*</b>	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"> <li>- Affordable Housing</li> <li>- Building Performance</li> <li>- Circular Economy</li> <li>- Climate Adaptation</li> <li>- Codes and Certification</li> <li>- Commercial Real Estate Strategies</li> <li>- Cultural Context</li> <li>- Decarbonization</li> <li>- Design and Tech Innovation</li> <li>- Energy Efficiency</li> <li>- Equity + Social Responsibility</li> <li>- Existing Buildings</li> <li>- Green Schools</li> <li>- Health and Well-Being</li> <li>- Infrastructure Systems</li> <li>- LEED v4 and v4.1</li> <li>- Market Transformation</li> <li>- Materials – LCA, EPD, HPD, CSR</li> <li>- Net Zero-Energy, Water, Waste, Carbon</li> <li>- Passive House</li> <li>- Post Occupancy</li> <li>- Regenerative Design</li> <li>- Renewables</li> <li>- Resilience</li> <li>- Single Family Housing</li> <li>- Site and Landscape</li> <li>- Smart Grid and Buildings</li> <li>- Transportation</li> <li>- Water</li> <li>- Waste</li> </ul>
<b>Learning Level*</b>	IMPACT education sessions will be associated with one of the following learning levels: Basic, Intermediate, Advanced, or Expert. Submitters should select the most appropriate	<ul style="list-style-type: none"> <li>- <b>Basic:</b> Course presents introductory concepts and general understanding of the topic; learners have minimal to no prerequisite knowledge and limited</li> </ul>

	<p>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 <a href="#">IMPACT 2020 Call for Proposals</a> and select the most appropriate level for the proposal.</p>	<p>previous experience with course material.</p> <ul style="list-style-type: none"> <li>- <b>Intermediate:</b> Course presents detailed, in-depth materials and instruction; learners have some prerequisite knowledge and the course provides the ability to apply information to practice.</li> <li>- <b>Advanced:</b> 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.</li> <li>- <b>Expert:</b> 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.</li> </ul>
<b>300-Word Description*</b>	<p>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.</p>	300-word maximum
<b>50 Word Description*</b>	<p>Provide a short, 50-word session description for marketable opportunities.</p>	50-word maximum
<b>Regional Relevance</b>	<p>How is this course germane to the Midwest?</p>	100-word maximum
<b>Session Agenda*</b>	<p>Please enter a session agenda including details and timing for audience participation.</p>	<p>Ex:                      :00-:05: Presenter introductions                      :05-:07: Video introducing topic                      :07-:20: First presentation by Presenter 1                      :20-:25: First exercise led by Presenter 2                      Etc.</p>

### Task Six: Session Profile

Below are the fields that will need to be completed:

Field	Instructions	Options
<b>Sharing Permission*</b>	<p>Would you like your proposal to be considered for inclusion in other U.S. Green Building Council Programs and Events</p>	Yes or No

<p><b>Relevant Rating System*</b></p>	<p>Is your session rating system-specific? If your session is LEED-specific, WELL-specific, or SITES Specific, please select the corresponding rating system(s). The rating system(s) you select should match what is communicated throughout your submission.  <i>*Please note that the answer to this question will not affect how your session is reviewed, however, programs that are rating system specific qualify for a bonus point in the review process.</i></p>	<p>LEED v4 BD+C  LEED v4.1 BD+C  LEED v4 HOMES  LEED v4.1 HOMES  LEED v4 ID+C  LEED v4.1 ID+C  LEED v4 ND  LEED v4.1 ND  LEED v4 O+M  LEED v4.1 O+M  SITES v2  WELL Building Standard v1  WELL Building Standard v2  Not Applicable</p>
<p><b>MN Commercial Real Estate CE Opt In*</b></p>	<p>Please indicate if you think your session will qualify for MN Real Estate continuing education. Would you like your session to be considered for Minnesota Real Estate Continuing Education?  <a href="#">Instructors must meet Qualifications</a> and be able to fulfill <a href="#">Material Requirements and Submission Details</a>  As a reminder, all IMPACT sessions will be submitted for GBCI and AIA continuing education and your program should meet the continuing education criteria for those credentialing institutions</p>	<p>Yes  No</p>

## A Note on submitting Rating System Specific Sessions:

**Earn a bonus point in the review process for submitting a Rating system-specific session.** These 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:

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.

**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 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 the knowledge and skills they will walk away from your session with and what the core concepts of your course are.

Learning objectives should be written in such a way that completes the sentence, 'Upon completion, participant will be able to...' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. Please use complete sentences.

Learning objectives will be used to apply for continuing education approval. **All IMPACT sessions will be submitted for GBCI & AIA 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 design, construction, and operations of the built environment. Submitters should review the [GBCI Continuing Education Course Review Criteria](#).

## Task Eight: Submit

- When you have completed and saved all of your tasks and are ready to submit your proposal, click the "**Save Submission**" button, then click the "**Submit**" 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  
Monday, October 28 at 11:59pm CST.**

**Questions?**

For assistance with questions regarding the Submittal Guide, please email [impactconference@usgbc.org](mailto:impactconference@usgbc.org).

For technical questions about the submittal website, please call 1-877-426-6323 9am-6pm EDT Monday through Friday or email [Help@ConferenceAbstracts.com](mailto:Help@ConferenceAbstracts.com).