



Call for Proposals

Application Deadline: Wednesday, November 16, 2016, 5:00pm EST

As the largest green school gathering in the nation, the Green Schools Conference & Expo brings together more than 1,200 like-minded people committed to the creation and support of healthy, green schools that educate students for a sustainable future. Attendees are eager to share ideas and successful strategies, learn about potential partnerships, and discover sustainable products, services, and tools to help them succeed in creating schools that teach students about global sustainability – all in an environment that’s healthy for them and for the earth.

GSCE is now accepting proposals for 2017:

Green Schools Conference & Expo

March 21 – 22, 2017, Atlanta, Georgia

Two days of programming offers inspiring keynote speakers, informative workshops and break-out sessions and the chance to network with colleagues from across the country.

All complete proposals must be submitted [online](#) by **Wednesday, November 16, 2016 at 5:00pm EST**. 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.

Preferred Presentation Topics

- **Environmental Impact:** Energy; Water; Waste; Protection of Ecological Systems
- **Health & Well-Being Impact:** Food and Nutrition; Physical Activity; Environmental Health
- **Environmental and Sustainability Literacy Impact:** Content & Curriculum; Evaluation & Assessment; Professional Development
- **Whole School Sustainability:** Organizational Culture; Community Connections; School and/or District Leadership

Session Types

We will be accepting four different types of proposals:

- **Breakout Sessions:** These sessions are 60 minutes in length.

- **Speed Greening Sessions:** These are 10 minute-sessions that combine several ‘mini’ breakout sessions in one. Attendees table-hop and spend 10 minutes with each of four presenters. It’s a great way to get a quick read on a topic and meet other participants.
- **How-to Workshops:** These sessions are 60 minutes in length. They are fully hands-on, with an instructor or group of instructors guiding attendees through an activity that they may replicate in their school or classroom. Content should focus on getting participants comfortable with processes, technology, or concepts that they may not yet be familiar with.
- **Student Summit Sessions:** These sessions are designed specifically to address our middle and high school student conference attendees. Content should focus on leadership development; green college and career opportunities; community engagement; and empowering student voice and action.

Your proposal should:

1. Highlight a school or school district that has demonstrated measurable results related to ecological impact, health and well-being, or student achievement
2. Include at least one school or district representative to talk candidly about the success and challenges of transforming their school
3. Articulate clear action steps that can be replicated in other schools, districts, states or by other public-private partnerships
4. Articulate how impact is measured or evaluated
5. Connect to one or more of the presentation topics
6. Provide a clear, engaging, active workshop sequence

Scoring System

All session proposals will be reviewed by the Program Committee using a 20-point scale. These rankings will be used to select presenters and sessions for the final program. Reviewers will rate proposals using the following scoring system:

Max Value	Criteria
5 points	Proposed session highlights a school or district that has demonstrated measurable results related to ecological impact, health and well-being, or student achievement
5 points	Proposed session articulates clear action steps that can be replicated in other schools, districts, states, or by other public-private partnerships
4 points	Proposed session clearly shows how the impact is measured or evaluated
3 points	Proposed session provides an engaging and active workshop sequence
3 points	Proposed presenters have the experience and knowledge necessary to deliver the content
20 points	Maximum Points Available

Review Timeline

- Proposal Submission Deadline: November 16, 5pm EST
- Notification of Acceptance/Decline: December 16
- Confirm Your Acceptance to Present: December 22
- Presenter Registration Deadline: January 27, 2017
- Presenter Materials Submission Deadline: March 7, 2017
- Green Schools Conference & Expo Dates: March 21 and 22, 2017

Program Policies

The review process for education session proposals is managed by the Program Committee and U.S. Green Building Council staff. The Program 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

- An individual may only speak once in the 2017 GSCE program. Any pre- or post-conference sessions which occur on Monday or Thursday are not included in this count.
- Preference is given to individuals who did not speak at the 2016 conference (maximum of 25% of all speakers should be repeats from the previous year).
- A school district or organization can participate in no more than two sessions.
- A school district or organization may have a maximum of three speakers at the GSCE.
- GSCE presenters are offered a special reduced registration rate of \$250 in appreciation of their contribution to the success of the conference.
- No sessions that are based upon an advertisement or product will be accepted into the program.
- Preference is given to proposals that contain original content.
- 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 Program Committee Co-Chairs. The Co-Chairs 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 Program 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 GSCE by Friday, January 27, 2017**, or the entire session may be cancelled without notice to the submitter and a new session will be selected from the waitlist, at the discretion of the Program Committee Co-Chairs.
- All presentation materials and resources must be uploaded to the Speaker Resource Center two weeks prior to the conference. Failure to do so may result in cancellation of the session.

Program Process

- The Program Committee reserves the right to combine submitted sessions and presenters when strong overlap is identified and the content of the conference program will be enhanced.
- The presenter discount may not be combined or transferred.
- The Program Committee may modify any submitted session by adding or removing presenters or requesting content changes or additions.

Final decisions regarding these policies may be made at the discretion of the Program Committee.

For questions regarding the Call for Proposals, please email program@greenschoolsconference.org.