



## 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 program policies, please email [program@greenschoolsconference.org](mailto:program@greenschoolsconference.org).