



Call for Proposals Submittal Guide

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

The Green Schools Conference and Expo is now accepting proposals for 2017. This guide details all required information for submittal of your proposal for the following conference:

Green Schools Conference & Expo
March 21 and 22, 2017, Atlanta, Georgia

We encourage you to use this guide to draft your submittal. You will not be able submit one proposal for multiple events or to copy a proposal within our system, 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.

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.

Create an Account

Enter your email address the click "Submit." Provide remaining contact information to create your account then click "Continue."

Field
Email*
First Name*
Last Name*
Password*

Account Profile

Provide contact information to create your profile then click "Update."

Field
Honorific*
First Name*
Last Name*
Job or Title*
Representing*

School/Organization*
Street/Mailing Address
City*
State/Province*
Zip/Postal Code*
Work Phone*
Home Phone
Cell Phone
Fax
Primary Email Address*
Password*
Bio (100 words or less)*

New Proposal

Click “Begin a new entry” to create your proposal.

Session Information

Enter the appropriate session information then click “Next” to continue.

Field	Instructions
Session Title*	Titles are the easiest, and most often overlooked, aspect of promoting a session. Session titles need to describe exactly what the course is about, grab the attendees’ attention to make them want to know more, convey the tone of your session, and imply an action, benefit or outcome. (12 words or less)
Presentation Format*	<p>Please select the most appropriate format for your presentation:</p> <p>Breakout Sessions: These sessions are 60 minutes in length.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Presentation Topic*	Please select the most appropriate topic for your presentation:

	<p>Environmental Impact: Energy; Water; Waste; Protection of Ecological Systems</p> <p>Health & Well-Being Impact: Good and Nutrition; Physical Activity; Environmental Health;</p> <p>Environmental and Sustainability Literacy: Content & Curriculum; Evaluation & Assessment; Professional Development</p> <p>Whole School Sustainability: Organizational Culture; Community Connections; School and/or District Leadership</p>
Appropriate for what type of school?*	Check all that apply: Primary, Elementary, Middle School, High School, Higher Education, District
Appropriate for what learning level?*	<p>Please select the most appropriate learning level:</p> <p>Level 100 – Awareness. The session presents introductory concepts and general understanding of the topic. Attendees likely have minimal to no prerequisite knowledge and limited previous experience with course material.</p> <p>Level 200 – Understanding/Comprehension. The session presents detailed, in-depth materials and instruction and attendees have some prerequisite knowledge. The content moves beyond basic information and facts and provides additional materials to help the attendees understand how to apply this knowledge to their own practice.</p> <p>Level 300 – Application/Implementation. The session presents sufficient material and opportunities to gain new knowledge, practice its application, and complete a definitive action. Attendees have pre-existing knowledge and experience applying information to practice.</p> <p>Level 400 – Mastery. The session 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. Attendees have extensive prior knowledge and experience with the topic.</p>
Appropriate for what type of audience?*	Check all that apply: Administration/Leadership, Buildings and Grounds, Curriculum and Instruction, Energy Management, Extracurricular, Facilities Design, Facilities Management (General), Food and Nutrition, Health & Well-Being, Informal Education Partner, Instructor/Teacher/Faculty, Parent, Policy Maker, Professional Development, School Board/Governance Board, School/Community Partner and Outreach, Student, Sustainability/Green Team, Transportation, Volunteer, Waste Management, Water Management
Brief session description for conference catalog*	Elevator Pitch. Describe the core of your session to convince someone to attend. Do this by getting their interest, making them curious, and letting them know the benefits of participating. (50 words or less)
Summary/Purpose*	Highlight the key content to be covered, how the information will be presented and the benefits to the attendees. (200 words or less)
Learning Outcomes*	Identify four (4) specific outcomes the attendees will be able to achieve. The learning outcomes should clearly express what the participant will learn or be able to do after attending the session.

	Please use active verbs such as identify, describe, choose, implement, apply, or prepare. Passive actions such as understand, know, or learn are vague and difficult to measure. Ask “What content do I need to present so the attendees will be able to meet each objective?” to guide the planning and development of the session.
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Add Presenters

There must be one presenter listed as lead presenter who will be the main contact for the proposal. You can have a maximum of four (4) co-presenters on your proposal. Add presenters then click “Next” to continue.

If appropriate, click “Add Yourself as a Presenter.”

To add additional presenters:

1. Enter the last name or email address of the presenter, then hit “Search”
2. If we have a record for this individual currently in our database, you can add the person as a presenter for this proposal.
3. If we do not have record of this individual currently in the database, you will need to create a new presenter record including full contact information.
4. Once complete, you can save the individual as a presenter for this proposal.

New Presenter

To create a new presenter, provide contact information then click “Save the New Presenter and Add.” You must use a unique email address for each presenter. Using the same email address for multiple presenters will block accessibility to the system.

Field
Honorific*
First Name*
Last Name*
School/Organization*
Job or Title
Representing*
Street/Mailing Address
City*
State/Province*
Zip/Postal Code*
Country*
Work Phone*
Primary Email Address*
Bio (100 words or less)*

Submit Proposal

Review your proposal information. You must click on the link to submit your proposal for review. If you do not click "Select this Link to Complete your Proposal," your entry will remain incomplete. Please note: you will not be able to make changes to your proposal after you select the link to submit.

Questions?

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

For technical support with the submittal website, please email gscetech@ce.uoregon.edu.