



## Call for Proposals Submittal Guide

Application Deadline: Friday, August 11th, 2017, 5:00pm EST

The Green Schools Conference and Expo is now accepting proposals for 2018. This guide details all required information for submittal of your proposal for the following conference:

**Green Schools Conference & Expo  
May 3 and 4, 2018 in Denver, Colorado**

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 **Friday, August 11th, 2017 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
<b>Session Title*</b>	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. A vague or misleading title can confuse attendees and attract a group that may be expecting content you are not covering. (12 words or less)
<b>Presentation Format*</b>	<p>Please select the most appropriate format for your presentation:</p> <p><b>Breakout Sessions:</b> These sessions are 60 minutes in length and feature a small team of presenters or facilitators who work together to teach the attendees about a defined topic.</p> <p><b>Speed Greening Sessions:</b> Proposals for speed greening are for energetic, timed, 5-minute presentations by one presenter about a single topic or story. A group of 3-4 presenters will be matched by the Program Committee based on topic similarity. A conference facilitator will lead a discussion after the group of 5-minute presentations is complete, for a total session length of 60 minutes. It’s a great way to share a concise idea or concept, get a quick read on a topic, and meet other participants.</p> <p><b>Skill Building Workshops:</b> These sessions are 120 minutes in length. They are fully hands-on, with an instructor or group of instructors guiding attendees through teaching methods, operational practices, or sustainability actions that they may replicate in their district, school, or classroom. Content should focus on giving participants practice with processes, technology, or concepts that they may not</p>

	<p>yet be familiar with.</p> <p><b>Expert Panel:</b> These sessions are 60 minutes in length and feature a small team of researchers and/or subject matter experts describing recent research or important technical information. These sessions are similar to Breakout Sessions but do not require the participation of a school or district representative. Information can be from any field and must be focused the intersections between sustainability, social justice, and/or education.</p>
<p><b>Presentation Topic*</b></p>	<p>Please select the most appropriate topic for your presentation:</p> <p><b>Environmental Impact:</b> Proven strategies and leading-edge ideas for how schools can reduce their impact on natural systems through conserving resources and supporting local ecology.</p> <p><b>Health &amp; Well-Being:</b> Proven strategies and leading-edge ideas for how schools can support the physical and emotional health and well-being of students and teachers through the physical environment and programming.</p> <p><b>Environmental and Sustainability Literacy:</b> Proven strategies and leading-edge ideas for how schools can support student understanding of the interconnectedness between living systems, human health, and economic prosperity through place-based education, project-based learning, and integrated approaches to curriculum.</p> <p><b>Whole School/District Sustainability:</b> Proven strategies and leading-edge ideas for how schools and school districts can implement sustainable thinking across all aspects of operations, utilizing organizational culture, physical place, and educational program to get measurable results across the board.</p>
<p><b>Appropriate for what type of school?*</b></p>	<p>Check all that apply: Pre-K, Elementary, Middle School, High School, Higher Education, District</p>
<p><b>Appropriate for what learning level?*</b></p>	<p>Please select the most appropriate learning level:</p> <p><b>Level 100 – Awareness.</b> 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><b>Level 200 – Understanding/Comprehension.</b> 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><b>Level 300 – Application/Implementation.</b> 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><b>Level 400 – Mastery.</b> The session presents detailed training on</p>

	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.
<b>Appropriate for what type of audience?*</b>	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
<b>Brief session description for conference catalog*</b>	Elevator Pitch. Describe the core purpose of your session to convince someone to attend. Do this by attracting their interest, making them curious, and letting them know the benefits of participating. (50 words or less)
<b>Summary/Purpose*</b>	Highlight the key content to be covered, how the information will be presented and the benefits to the attendees. (200 words or less)
<b>Learning Outcomes*</b>	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.

## 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.

- **Breakout Sessions:** These sessions are 60 minutes in length and feature a small team of presenters or facilitators who work together to teach the attendees about a defined topic.

Breakout Session proposals should:

1. Provide a clear plan for teaching the session material, keeping attendees actively engaged and using a variety of teaching methods (5 points)
2. Highlight a school or school district that has demonstrated measurable results related to ecological impact, health and well-being, or student learning; and articulate how results are measured or evaluated (4 points)
3. Include at least one school or district representative to talk candidly about the success and challenges of transforming their school (3 points)
4. Articulate clear action steps that can be replicated in other schools, districts, states or by other public-private partnerships (4 points)
5. Propose presenters that have the experience and knowledge necessary to deliver the material (4 points)

- **Speed Greening Sessions:** Proposals for speed greening are for energetic, timed, 5-minute presentations by one presenter about a single topic or story. A group of 3-4 presenters will be matched by the Program Committee based on topic similarity. A conference facilitator will lead a discussion after the group of 5-minute presentations is complete, for a total session length of 60 minutes. It's a great way to share a concise idea or concept, get a quick read on a topic, and meet other participants.

Speed Greening Session proposals should:

1. Provide a clear and well-defined story that can be presented in the time limit (6 points)
  2. Highlight a strategy or tool that has been used in schools to achieve measurable results related to ecological impact, health and well-being, and/or student learning; and articulate how results are measured or evaluated (4 points)
  3. Articulate clear action steps that can be replicated in other schools, districts, states or by other public-private partnerships (5 points)
  4. Identify a presenter that has the experience and knowledge necessary to deliver the material (5 points)
- **Skill Building Workshops:** These sessions are 120 minutes in length. They are fully hands-on, with an instructor or group of instructors guiding attendees through teaching methods, operational practices, or sustainability actions that they may replicate in their district, school, or classroom. Content should focus on giving participants practice with processes, technology, or concepts that they may not yet be familiar with.

Skill Building Workshop proposals should:

1. Provide a clear plan for the session that includes hands-on activities that give participants direct practice in implementing a new processes, technology, or concepts. (8 points)
2. Highlight a school or school district that has demonstrated measurable results related to ecological impact, health and well-being, or student learning; and articulate how results are measured or evaluated (4 points)
3. Include at least one school or district representative to talk candidly about the success and challenges of using the processes, technology, or concepts (4 points)
4. Propose presenters that have the experience and knowledge necessary to deliver the material (4 points)

**Expert Panel:** These sessions are 60 minutes in length and feature a small team of researchers and/or subject matter experts describing recent research or important technical information. These sessions are similar to Breakout Sessions but do not require the participation of a school

or district representative. Information can be from any field and must be focused on intersections between sustainability, social justice, and/or education.

Expert Panel proposals should:

1. Provide a clear plan for presenting the session material, keeping attendees actively engaged and using a variety of teaching methods (4 points)
2. Describe original research that is in progress or recently completed that can inform how schools and districts approach their efforts on ecological impact, health and well-being, student learning, and/or social justice (6 points)
3. Articulate the source of the research and any peer review process it has undergone (4 points)
4. Propose presenters that have the experience and knowledge necessary to deliver the material (6 points)

## **Questions?**

For questions regarding the Call for Proposals, please email [program@greenschoolsconference.org](mailto:program@greenschoolsconference.org).

For technical support with the submittal website, please email [gscetech@ce.uoregon.edu](mailto:gscetech@ce.uoregon.edu).