USGBC LIVE

SUBMITTAL GUIDE

USGBC Live 2022 – Submittal Guide

USGBC Live is the leading event for the future of buildings, cities and communities. Attend to learn how to implement LEED credits, meet others in the industry, discover new green building strategies that help with real world issues, and explore the latest in green building technology platforms, including updates to LEED Online. Events are planned for April through June 2022, featuring powerful thought leaders and keynotes, trending and relevant session content and networking engagement.

USGBC Live is the place to be to achieve your sustainability priorities and have fun in the process! Curated for the USGBC community, by the USGBC community.

This timely program specifically seeks USGBC community stories, case studies and sessions tailored to the green building audience that showcase LEED projects and successes. Enter your proposal to be considered for inclusion in USGBC Live. This guide details all required information you'll need to successfully submit your proposal.

How to submit a proposal

All proposals must be submitted online **here**. You may begin the process and return to your saved proposal any time up until the deadline. Emailed proposals will not be accepted.

To be considered, proposals must ensure each presenter has provided all required personal details and acknowledged their individual acceptance of our program policies, by **Monday, February 7, 2022, at 11:59 p.m. EST (UTC –5)**. All presenters will be contacted independently to confirm their submittal. Please contact program@usgbc.org if you have any questions.

Important process notes

Each presenter and moderator will need to login individually to the submittal site to enter their personal details and confirm their participation in the proposal. The submitter cannot complete the proposal without the participation of all proposed participants.

The submittal site will time-out due to inactivity – please save your submission frequently. You must submit a complete proposal before the **February 7** deadline.

Submission Process Overview

Please review the USGBC Live Call for Proposals before beginning the submittal process.

Create Account Profile

Enter the information below about the person submitting the proposal and click "Create Account" when prompted:

Field
First Name*
Last Name*
City*
State*
Country*
Email Address*
Telephone*
Title/Position*
Organization*
Credentials

Create a Proposal

+ To start, use the "Click here to begin a new Proposal."
+ Enter the title of the Proposal (maximum of 60 characters)
+ Click "Continue"

Complete Tasks

You must complete each task below for your proposal to be complete and considered for the USGBC Live program. A green check mark will appear once the task is completed. **Once you have completed all tasks, click "Submit Proposal".** Your proposal is not complete until you finish this final step.

Task One: General Information

Field	Instructions	Options
Topic*	All proposals must fall within one of the following topic areas. Please select the topic area that most closely matches your proposal. You may also select a secondary topic. Sessions placed in inaccurate topic areas face reduced rates of acceptance.	- Affordable Housing - Building Performance - Circular Economy - Codes and Certification Systems - Community, Cities and Neighborhood Development - Decarbonization - Design Innovation and Application - Energy Efficiency (New and Existing Buildings) - Existing Buildings - ESG - Finance, Insurance, Legal and Appraisals - Future Workspaces - Government, Policy and Advocacy - Green Schools - Health and Well-Being - Market Transformation - Materials - Multi-Family Residential Development - Net Zero - Renewables - Resilience - Residential Innovations - Site, Civil and Landscape - Social Equity - Sustainable Transportation - Waste Management - Water
Session Format	Please select the format(s) this session could be presented in (please refer to the Call for Proposals overview for Session Format descriptions):	- Education Session - Storytelling Session
Session Delivery	Please select the delivery option(s) this session could be presented in:	- In-Person / Onsite - Virtual: Livestream - Virtual: Pre-Recorded
300-Word Description.	Provide a 300-word session description. Please include what core information it will cover.	
50-Word Description	Provide a 50-word session description for marketing and online use.	
Session Agenda*	Please enter a session agenda including details and timing for	Ex: :00-:05: Presenter introductions

	audience participation, if applicable.	:05-:07: Video introducing topic :07-:20: First presentation :20-:25: Case Study Etc.

Task Two: 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.** 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
First Name*	
Last Name*	
Email*	
Role*	Presenter or Moderator

*Required

Task Three: Contact Presenters to Complete Tasks

This task generates an email to remind presenters to complete their required information. The information requested of each speaker is listed below:

Field	Instructions
Location Details*	City, State, Country
Contact Details*	Phone number and email address
Demographic Details*	Gender & race
Professional Information*	Title/Position, Organization, Credentials
Relevant Experience*	150-word maximum description of relevant experience including professional background and how experience is relevant to topic presented.
Qualifications*	List up to three recent speaker engagements in the following format: Event Title, Session Title, Date, Audience Size, Length. Information from at least one speaking engagement is required for each speaker.
Past USGBC Speaker Experience*	Have you ever presented at a USGBC in-person or virtual event?
Presenter Video	Please provide a link to a recent presentation to showcase your speaking ability. If you do not have a speaking video online, we encourage you to create one but it is not mandatory
Speaker Interest *	Would you also be interested in supporting a USGBC curated session as a subject matter expert? USGBC staff will review all session details, including speaker background and if interested will reach out to those with proper expertise and experience.
Expertise and Experience	If yes, please provide a 100-200 word description of experience you have with USGBC products, LEED projects, etc.

*Required

Task Four: 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.

Learning objectives are used to apply for continuing education approval. General CE hours require at least three out of four of the learning objectives relate directly to green building, which includes environmental sustainability, and human health and wellness in the built environment. Rating system-specific sessions are primarily focused on teaching attendees the various rating systems. If you want to deliver a rating system-specific session the rating system and version must be stated in the description and at least one learning objective.

Example of a rating system-specific learning objective:

*Compare and contrast the different soil requirements in Option 1 of the **LEED v4 BD+C** Site Development – protect or restore habitat credit.*

Task Five: Rating Systems and Products, and Learning Level

Field	Instructions	Options
Relevant Rating System	Please select the rating system(s) your session is relevant to. Do not select a rating system if the presentation is not relevant to the rating system. Any rating system that is selected must be stated in the description and at least one learning objective to be approved for rating system specific GBCI CE credits. Example of a rating system-specific learning objective: *Compare and contrast the different soil requirements in Option 1 of the LEED v4.1 BD+C Site Development – protect or restore habitat credit.*	LEED v4 BD+C LEED v4.1 BD+C LEED v4.1 for Cities and Communities LEED v4 HOMES LEED v4.1 Residential LEED v4 ID+C LEED v4.1 ID+C LEED v4 ND LEED v4 O+M LEED v4.1 O+M SITES v2 WELL Building Standard v2 Other Not Applicable
USGBC Products/ Initiatives	All proposals should address one or multiple USGBC products. Please check the products/initiatives your session discusses	Equity Resilience Health & Wellness Sustainability Energy Water Waste, Materials and Resources Site, Location and Transportation Indoor Environmental Quality Data Performance LEED BD+C LEED O+M

		LEED ID+C LEED Cities and Communities LEED Residential LEED ND LEED Zero
Learning Level*	USGBC Live education sessions will be associated with one of the following learning levels. Review the Learning Level Guide and select the most appropriate level for the proposal.	Basic Intermediate Advanced Expert

Task Six: Recording Release Statement

Each speaker will need to individually login to the submittal site to review the Recording Release Agreement.

Task Seven: Program Policies

Each speaker will need to individually login to the submittal site to agree to the Program Policies.

Task Eight: Submit

+ When you are ready to submit your proposal, click the "**Submit Proposal**" 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.

Proposals must be submitted with all completed speaker details by MONDAY, FEBRUARY 7, 2022, by 11:59 PM EST (UMT –5).

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Questions?

For assistance with questions regarding the Call for Proposals, please email program@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.

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