

Submission Guide

USGBC
LIVE

June 8-10, 2021



USGBC LIVE — Submission Guide

On June 8-10, 2021, the U.S. Green Building Council will host USGBC Live, a new community-focused digital experience featuring powerful keynotes, interesting sessions, trending content and engagement.

This timely program experience specifically seeks USGBC community stories, case studies and sessions tailored to the virtual audience. 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 prior to 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, April 12, 2021 at 11:59 p.m. EDT (GMT/UTC -4h)**. 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 log in individually to enter their personal details and confirm their participation in the proposal. The submitter cannot complete the proposal without the acceptance of all proposed participants.

The submittal site will time-out due to inactivity – please save your submission frequently to ensure you do not lose any progress. You must submit a complete proposal before the April 12 deadline.

Submission Process Overview

Please review the [USGBC Live Call for Proposals](#) before beginning the submittal process.

CREATE ACCOUNT PROFILE

The below information will need to be added about the person submitting the proposal (then click “Create Account”):

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”

You must complete each task below for your proposal to be complete and considered for this event. A green check mark will appear once the task is completed. **Once you have completed all tasks, click “Submit Proposal”.** Your proposal is not officially 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 up to two (2) topic area(s) that most closely match your proposal.	<ul style="list-style-type: none"> + Affordable Housing + Building Performance + Codes and Certification Systems + Community, Cities and Neighborhood Development + Design Innovation and Application + Energy Efficiency (New and Existing Buildings) + Existing Buildings + 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 + Smart Grid / Smart Buildings + Social Equity + Urban Mobility + Waste + Water
Session Format	Please select the format(s) this session could be presented in.	Education Session, Storytelling Session, Podcasts/Audio Only
300-Word Description	Provide a 300-word session description. Please include what core information it will cover.	
Regional relevance	Select any specific region(s) this session is related to	Add examples here: <ul style="list-style-type: none"> + United States <ul style="list-style-type: none"> • East North Central • Mountain • MANE (Middle Atlantic + New England Region) • Pacific • Big South (South Atlantic + South Central) • Western North Central • Other + International <ul style="list-style-type: none"> • China • Europe • India • Latin America • Middle East • Other

Session Agenda*	Please enter a session agenda including details and timing for audience participation, if applicable.	Ex: :00-:05: Presenter introductions :05-:07: Video introducing topic :07-:20: First presentation :20-:25: Case Study Etc.
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Task Two: Proposal Presenters

You will need to enter the following fields about your presenters. **It is imperative that the email address for each presenter is correct.** If the email address is incorrect, your presenters will not be able to receive notifications and reminders complete their required tasks 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 a required task, providing their profile information. The information requested of each speaker is listed below:

Field	Instructions
Location Details*	City, State, Country
Contact Details*	Phone number and email address
Professional Information*	Title/Position, Organization, Credentials
Demographic Details*	Gender & race
USGBC-Curated Sessions *	<p>Would you also be interested in supporting a USGBC-curated session as a subject matter expert?</p> <p>USGBC staff will review all session details, including speaker background and will reach out to you based on content alignment appropriate expertise.</p>
USGBC-Curated Sessions - Expertise	If you answered yes to the previous question, please provide a 100-200 word description of experience you have with USGBC products, LEED projects, etc.
Professional Background*	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.
Past Speaker Experience at USGBC Events*	Have you ever presented at a USGBC in-person or virtual event?
Past Presentation Link	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

*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 qualify presentations 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

Field	Instructions	Options
USGBC Products*	All proposals should address one or multiple USGBC products, campaigns or initiatives. Please check the those relevant to your presentation content	<ul style="list-style-type: none">+ Arc+ Better Materials+ Credentials+ EDGE+ ICP+ LEED v4.1+ LEED Zero+ LEED Positive+ LEED for Cities and Communities+ Living Standard+ PEER+ RELi+ SITES+ TRUE+ USGBC All-In Equity Strategy+ WELL+ Other

<p>Relevant Rating System*</p>	<p>Please select the rating-systems relevant to your presentation. Do not select a rating-system not specifically mentioned in the presentation. Every rating system selected must be stated in the description and in at least one learning objective to be approved for rating-system specific GBCI CE credits.</p> <p>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.</p>	<ul style="list-style-type: none"> + LEED v4 BD+C + LEED v4.1 BD+C + LEED v4 HOMES + LEED v4.1 Residential + LEED v4 ID+C + LEED v4.1 ID+C + LEED v4 ND <ul style="list-style-type: none"> + LEED v4 O+M + LEED v4.1 O+M + SITES v2 + WELL Building Standard v1 + WELL Building Standard v2 + Other + Not Applicable
<p>Learning Level*</p>	<p>USGBC Live education sessions must be associated with one of the following learning levels. Review the Learning Level Guide and select the most appropriate level for the proposal.</p>	<ul style="list-style-type: none"> + Basic + Intermediate + Advanced + Expert

Task Six: Recording Release Agreement

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

Task Seven: Program Policies

Each presenter must individually log in 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 make edits, 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 presenters have logged in to enter their personal details. Submittals without complete presenter information will not be considered.

All complete proposals must be submitted and all presenters must log in to complete their personal details by **Monday, April 12, 2021 11:59 PM EDT (GMT/UTC -4h).**

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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