



USGBC Program Policies

The review process for USGBC education session proposals is managed by Working Groups and USGBC staff. The Working Groups' 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:

- Individuals can only participate in one education session at Greenbuild.
- A firm/institution/organization can participate as moderator/presenter in no more than two sessions at Greenbuild. Exceptions may be made at the discretion of the Program Working Group.
- In an effort to promote new and diverse groups of presenters, preference will be given to those who did not present at the previous conference.
- 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 specified by USGBC. Proposals that are made 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.
- Furthermore, all accepted speakers must register for Greenbuild 2012 by August 17, 2012, or the entire session may be cancelled without notice to the submitter, at the discretion of the Working Group Chair.
- Accepted presenters who are not able to attend must notify conference staff immediately. Replacement presenters must be suggested and approved by the Working Group Chair. They reserve the right to modify or cancel any session based on a change in presenter.
- If a presenter's professional affiliation changes, conference staff must be notified. The Working Group reserves the right to retain or remove presenters based on the best interest of the program.
- The Greenbuild Program Working Group will combine submitted 10-minute session proposals with three additional 10-minute sessions to create one 60-minute session. They reserve the right to develop these sessions using a combination of proposals and/or invited presenters.
- The Working Group may modify any submitted session by adding or removing speakers or requesting content changes or additions.
- No sessions that are based upon an advertisement, product or service will be accepted into the program.
- All presentations must be uploaded to the Speaker Resource Center three weeks prior to the conference. Failure to do so may result in cancellation of the session.
- Due to conference greening policies, presenters may not distribute any printed collateral at the conference.
- In an effort to produce a paperless conference, all presentation slides, papers, and handouts will be included in the conference proceedings with speaker permission.
- Greenbuild presenters are awarded a \$200 discount off the full-conference registration price in appreciation of their contribution to the success of the Greenbuild conference. Registration discounts for presenters at the other USGBC events will be provided.
- Exceptions to these policies may be made at the discretion of the Working Groups.

During the submittal process, you will be asked to affirm that you understand and will abide by the above policies. Submittals that do not follow the above policies will not be considered.