2016 PROPOSAL SUBMISSION AND REVIEW PROCESS

Measuring our impact is an important part of the work we do in sustainability. We are asked to measure our success through the lens of various key performance indicators and payback periods. To that end, our accounting includes traditional metrics: greenhouse gas reductions, ROI, LEED certifications, and waste diversion rates.

However, metrics and measurement are not always the preferred currency. There are new indicators that serve our more process-oriented efforts to address community resilience, employee happiness, decision-making agility, innovation and student learning. We need to find ways to share the stories, champions, research and community building that impacts and is integral to our work. As we consider the path forward in measuring our impact, we must find the balance between capturing and communicating and showcasing the stories and storytellers that translate the value of what we do most powerfully.

Smart and Sustainable (SSCC) provides the time and space for dialogue on experiences and challenges in an open and collaborative environment. We have moved beyond show-and-tell presentations towards skill building, rich discussions and deep dives into the challenges and solutions facing our institutions.

Who should attend?
- Business Services/Staff
- Campus Administrators
- Campus Planners
- Energy Managers and Staff
- Facilities Officers
- Health and Safety Staff
- Researchers and Educators
- Students
- Sustainability Directors and Staff
- NGOs
- Government departments and agencies

The conference is also uniquely designed to appeal to campus “teams” (i.e. sustainability managers, business officers, facilities staff, faculty, students, and higher education partners). Design your submission to include key stakeholders in your project. Participants at your session will benefit from many perspectives.
CONFERENCE TRACKS
The 2016 Smart and Sustainable Campuses Conference welcomes proposals linked to the tracks:

1. Measuring Our Impact
2. Education for Sustainability: Innovating Curriculum and Research
3. The Built Environment
4. Change Management: Towards Transformation
5. Expanding the Sustainability Community

1. Measuring Our Impact
As sustainability change agents in post-secondary institutions, we are often faced with questions related to measuring change, the effectiveness of our initiatives, and ROI. As leaders, it is important for us to both know the questions we are seeking to answer, and to have a solid grasp of methods used to measure, track and report progress. By moving beyond strictly subjective, anecdotal evidence and client satisfaction, we strengthen our credibility and value by focusing on measuring impact, and using results to focus our efforts and improve our programs. Proposals will explore how institutions define key metrics, how they collect, process, analyze, and interpret data, and how they use the results in decision-making. Topics may include, but are not limited to: defining measures, performance metrics, behavior change evidence, cost reduction/avoidance, business cases, life-cycle analysis, social change, policy change, efficiencies, and assessing returns on investment (e.g., utilities, resources, staff hours, etc.).

2. Education for Sustainability: Innovating Curriculum and Research
As the workplace and industry continue to change to meet the demands and challenges of the 21st century, we need to prepare our students to one day manage our world’s complex problems. The campus environment offers unique opportunities for researching and learning about full-spectrum sustainability beyond operations, which will equip students with the knowledge, skills, and expertise needed for this new paradigm. How is your institution handling curriculum and research integration for sustainability? What innovative pedagogy lies at the nexus of academics and operations? How will learning about sustainability prepare students for success beyond campus? What pedagogical models do you have to share which can be utilized by others in the community? Submissions should include the process for implementation, parties involved, challenges, and lessons learned along with successes.

3. The Built Environment
How do you improve campus and community well-being through the built environment? It’s not just about the buildings; it includes roads and trails, parks and landscaping, transportation, and how we interact with these campus systems. Planning for the built environment impacts the natural environment, and can influence water quality, stormwater runoff, soil compaction, noise, air quality, and our greater communities. How is your project inclusive of environmental restoration, learning landscapes and gardens, walkability/bikeability, food systems, and/or utilities? Presentations and workshops within this track will examine innovative projects from the planning stage through operations and maintenance. Proposals should include innovative projects or processes that can be replicated on other campuses.

4. Change Management: Towards Transformation
So, you’ve established a sustainability program on your campus. But how can you integrate sustainability into your organizational culture, identity, governance, and decision making, thereby transforming the institution? We are looking for submissions that tackle consensus-building with stakeholders and finding collaborative ways of mitigating and managing sustainability and risk. Submissions in this track should include an examination of your process rather than your content. How did you engage senior leadership? What path did you take in strategic,
sustainability, or climate action planning or goal setting? How did you overcome change resistors and/or obstacles? How did you create a culture of change? Is change management sustainable at your institution? What challenges did you face? Bumps in the road are often our greatest teachers. Submissions to this track can also include the development or operation of behavior change, social norming or community-based social marketing programs.

5. Expanding the Sustainability Community
Higher education sustainability practitioners have the opportunity to partner with communities of all kinds, including local governments, faith-based organizations, and on-campus groups. Far too often we work in parallel rather than combining our abilities and resources to reach shared goals. How can we apply lessons in civic engagement, diversity, and applied learning to sustainability practices? Likewise, how can we apply the understanding of climate action on campus to accelerate resiliency planning on campuses and beyond? Workshops and presentations in this track should pertain to broadening the impact of campus learning, building relationships across traditional constituencies, and establishing connections to diverse community resources.

“Honestly, each workshop I attended was fantastic. Inclusive, interesting, good information.”
- Attendee, 2014

A DIFFERENT STYLE OF LEARNING

Smart and Sustainable Campuses Conference aims to be the best participant-driven conference you can attend. We challenge you to embed community building methods and facilitation into your presentations, workshops, and interactions with each other. Let’s commit to transitioning from PowerPoint and unleash ourselves with new strategies such as World Café and Appreciative Inquiry, using our gathered brain trust to find solutions to collective challenges. This year we gather for a conversation about Measuring our Impact. Whether you are a number cruncher or a storyteller, we want to hear how you measure impact - in your community and on the planet.

Conference sessions include:
• 50-minute presentations
• 80-minute workshops
• Poster presentations

Your workshop or presentation will be highlighted in the conference program and website if it is made up of an alternative format or meeting style including, but not limited to Liberating Structures, World Café, Appreciative Inquiry, skits, and fishbowl. This is a session that moves beyond table group discussions and focuses on a participant-driven session. Your strategies must be outlined in detail in your submission.
The 80-minute interactive sessions allow facilitators and attendees to dig deeper into a particular topic area using active and participatory learning strategies. The 50-minute presentation sessions allow more time for questions and contributions by attendees. Please consider these characteristics of each presentation style carefully before you submit to the Call for Proposals:

<table>
<thead>
<tr>
<th>50-minute PRESENTATION:</th>
<th>80-minute WORKSHOP:</th>
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</thead>
<tbody>
<tr>
<td>• You are a presenter</td>
<td>• You are a facilitator</td>
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<tr>
<td>• Sharing</td>
<td>• Dialogue</td>
</tr>
<tr>
<td>• Skill development</td>
<td>• Co-learning and participant-driven sessions</td>
</tr>
<tr>
<td>• Take away: case studies, skills, models and</td>
<td>• Take away: action plan, partnerships,</td>
</tr>
<tr>
<td>ideas</td>
<td>problem solving, solutions</td>
</tr>
<tr>
<td>• Participants sharing with each other and</td>
<td>• Participant and their personal experiences</td>
</tr>
<tr>
<td>with presenter</td>
<td>are part of the workshop</td>
</tr>
<tr>
<td>• Outputs/activities</td>
<td>• Outcomes/impacts</td>
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<tr>
<td>• Content-focused learning</td>
<td>• Process-focused sharing</td>
</tr>
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“I think the conference balances sessions, networking, and plenaries very thoughtfully and effectively.”

- Attendee, 2015
SESSION FORMATS

1. Dynamic Presentation (50-minutes)
   - Presentations, case studies, discussions, sharing in an interactive 50 minute session (presentation should be no more than 40 minutes, followed by 10 minutes of Q & A)
   - No more than 10% of your time can be used for sharing campus accomplishments (i.e.: the types of information included in your reports or on your website)
   - Presentation should include an examination of data, research, case studies, processes, partnerships, lessons learned and resource requirements that can be adapted, replicated, or modeled in new situations or locations.
   - Submissions may be either in the form of a single presenter or a panel of presenters (no more than 3 presenters) on a single topic.
   - Your presentation will be highlighted in the conference program and website if it is made up of an alternative format or meeting style including, but not limited to Liberating Structures, World Café, Appreciative Inquiry, skits, and fishbowl. This is a session that moves beyond table group discussions and focuses on a participant-driven session. Your strategies must be outlined in detail in your submission.

2. 80-minute, Interactive Workshop
   - Learning, dialogue and sharing in an interactive 80-minute session.
   - The use of PowerPoint is strongly discouraged. Rooms will include white boards, flip charts, and markers to engage in processes such as World/Conversation Cafés, Appreciative Inquiry, and Open Space Technology.
   - None of your time can be used for sharing campus accomplishments (i.e.: the types of information included in your reports or on your website).
   - Workshop facilitators will teach/lead learning on specific topics, strategies, frameworks or theories modeling effective educational pedagogy.
   - You must describe the internal process, resources, marketing, communications, partnerships and lessons learned to develop and implement the program/effort.
   - You must describe how you will actively engage attendees in the workshop using active and participatory learning strategies.
   - You must describe what the “take-away” is for workshop participants. It could be an action plan, a template, a road map, a network, a process or a checklist.
   - Submissions may be either in the form of a single facilitator or team facilitators (no more than 4 facilitators).
   - Your presentation will be highlighted in the conference program and website if it is made up of an alternative format or meeting style including, but not limited to Liberating Structures, World Café, Appreciative Inquiry, skits, and fishbowl. This is a session that moves beyond table group discussions and focuses on a participant-driven session. Your strategies must be outlined in detail in your submission.

**PLEASE NOTE:** All representatives from businesses and other non-campus organizations are required to have a higher education co-presenter/facilitator**
3. **Poster Session**

- Posters should be a stand-alone explanation of your research, project or program. Identify one essential concept that you wish to share with the audience.
- A good balance of text and graphics/illustrations/photos is critical. Poster authors can supplement the content with a verbal description during the poster presentation.
- Your poster should include a title, authors’ names, & the institutional affiliations, as well as an overview and conclusions.
- Posters must be set up by 4:00 pm EST on Monday, April 4, 2016 and you must stand with your poster during the Monday evening reception from 5:00 pm – 6:30 pm.
- Posters can remain in place for the remainder of the conference but you must remove your poster before 3:30 pm on Tuesday, April 5, 2016. Posters left in place after this time will be recycled.
- Posters should measure no greater than 4 feet x 4 feet in size. Each poster display panel will display two posters so please be respectful of size.
- **Note:** No electricity or AV equipment will be available, nor will display tables be permitted.

> “Great opportunity for me to showcase my work and see what others are doing to push the field.”
> - Attendee, 2015
APPLYING TO LEAD A SESSION

1. Please review the session formats (50-minute, 80-minute, and poster). Then decide which of these would be the best fit for your proposed presentation.

2. In a Word document, prepare the following about your proposed session:
   a. 10 word (or less) title. Please capitalize each word in your title, except for words such as “a” and “the.” DO NOT provide your title in All Caps.
   b. 100 word (or less) abstract. Abstracts will be printed in the conference program and should tell attendees why they should attend your session.
   c. 400 word (or less) description. The description is used by our proposal review committee to score your submission. **Your 400 word description must include 3 learning outcomes of your presentation or workshop.** Check for spelling and grammatical errors and then access the online submission form from the website link below and copy paste from your Word document.

3. Ensure your description adequately addresses why your submission should be a 50-minute, 80-minute, or poster session. If you are submitting an 80-minute workshop, you will be required to provide details on how your session is interactive for attendees.

4. Design your submission to include key stakeholders in your project. Attendees will benefit from many perspectives that may include sustainability, business, and/or facilities staff, faculty, students, and higher education partners. **PLEASE NOTE:** Businesses and other non-campus organizations are required to have a higher education co-presenter/facilitator.

5. If you have co-presenters/facilitators, you will need their contact information on hand so you can enter it at the time of submission. The submission system will remain open and accessible until January 19, 2016, 11:59 PM PDT; you may make edits until that time.

6. Proposals must be received by November 6, 2015, 11:59 PM PDT.

   To submit your proposal(s), visit our website at: [http://smartandsustainable.umd.edu/](http://smartandsustainable.umd.edu/)

   Submissions will be accepted until November 6, 2015.

   We will ONLY accept online submissions.

WHO WILL REVIEW AND SELECT PROPOSALS?
Proposals will be peer reviewed by the SSCC Program Committee and volunteers with expertise in each track. All notifications will be made no later than December 11, 2015.

The Program Committee and the Conference Organizers reserve the right to modify submissions based on content and space limitations. You may be contacted to edit or modify your submission to better meet the needs of the session format, conference tracks or time allotment. If we receive similar submissions, you may also be asked to combine your session with others. Please note that some submissions may be shifted to a presentation (individual or panel) or poster session.

SUBMISSION DEADLINES
Proposals must be received by November 6, 2015, 11:59 PM PDT.

AUDIO VISUAL EQUIPMENT
LCD projectors, extension speakers, and PC lap tops loaded with Microsoft Office will be provided for all presentations. Internet access will be provided in concurrent session rooms for presenters/facilitators.
ACCEPTED PRESENTERS
If your proposal is accepted, you must register for SSCC 2015. You are responsible for your own costs to attend the conference, including registration. All accepted presenters/workshop facilitators will receive a discounted registration if registered before the early bird deadline of February 22, 2016.

NOTIFICATION
Notification of acceptance/rejection will be e-mailed to all lead presenters by December 11, 2015. Please ensure that your profile includes a valid e-mail and daytime phone number. During the review process, presentations may be changed to an alternate presentation format, so please read your acceptance email carefully. Lead presenters are responsible for notifying all co-presenters about presentation status and scheduling information. You must confirm your conference participation by January 19, 2016, 11:59 PM PDT by registering for the conference. If you have not registered for the conference by January 19, your presentation will be subjected to removal from the schedule and the next closest ranked presentation put in its place.

TIMELINE

November 6, 2015  Call for Proposals closes
October 30, 2015  Conference registration opens
December 11, 2015  Presenters notified of proposal acceptance/rejection
January 19, 2016  Presenters and student scholarship recipients must be registered
February 22, 2016  Early Bird registration closes
March 27, 2016  Conference registration closes (registration will be available on-site)
April 1, 2016  Deadline for presenters to send presentation materials

REGISTRATION & SCHOLARSHIPS
You are responsible for your own costs to attend the conference, including registration. All accepted presenters/workshop facilitators will receive a discounted registration if registered before the early bird deadline. Upon acceptance of your proposal, speakers will receive additional information.

2015 Registration Rates

<table>
<thead>
<tr>
<th>Category</th>
<th>Early Bird Rate</th>
<th>After February 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker</td>
<td>$399</td>
<td>$489</td>
</tr>
<tr>
<td>Attendee</td>
<td>$449</td>
<td>$539</td>
</tr>
<tr>
<td>USM Staff/Faculty</td>
<td>$399</td>
<td>$489</td>
</tr>
<tr>
<td>Student (full-time, currently enrolled)</td>
<td>$169</td>
<td>$259</td>
</tr>
</tbody>
</table>

Currently enrolled, full-time college students can apply for a limited number of complimentary registrations to attend the conference. The deadline to submit is November 2, 2015, 11:59 PM PDT. Visit our Scholarship page to find out more.

LODGING
Please visit our Lodging page for more details on the Hyatt Regency Inner Harbor in Baltimore, our conference location for 2016. To get our special SSCC conference rate, you must make your reservation by March 2, 2016.