



# 2018 AASHE Conference & Expo

*Global Goals: Rising to the Challenge*

October 2 - 5, 2018 | Pittsburgh, Pennsylvania

## Call for Proposals Submission Packet



# Table of Contents

<b>Call for Proposals</b>	<b>3</b>
<b>Conference Goals</b>	<b>4</b>
Why Present at AASHE 2018	4
Important Dates & Deadlines*	4
Registration Discounts	5
Volunteer to be a Reviewer	5
Tentative Conference Program	5
<b>Program &amp; Submission Structure</b>	<b>6</b>
Session Types	6
Topic Areas	8
Session Levels	8
<b>Presenter Policies and Procedures</b>	<b>9</b>
<b>Proposal Submission Instructions</b>	<b>10</b>
How to Submit a Proposal	10
Create an Account	10
Create a Proposal	10
Change your Proposal	12
<b>Proposal Review Process</b>	<b>13</b>
Review Criteria	13
<b>Questions?</b>	<b>13</b>
<b>Be the first to know!</b>	<b>13</b>



## Call for Proposals

### **2018 AASHE Conference & Expo: *Global Goals: Rising to the Challenge***

October 2 - 5, 2018

David L. Lawrence Convention Center  
Pittsburgh, Pennsylvania

*Expected to draw approximately 2,000 participants, the Association for the Advancement of Sustainability in Higher Education's (AASHE's) annual conference is the largest stage in North America to exchange effective models, policies, research, collaborations and transformative actions that advance sustainability in higher education and surrounding communities. We invite you to join us by submitting a proposal and share your knowledge, achievements and ideas.*

We stand at a key moment in history. As sustainability challenges intensify and the window for action grows smaller every day, the need for leadership by higher education is greater than ever. With a theme of “Global Goals: Rising to the Challenge,” the [2018 AASHE Conference & Expo](#) will examine the critical role of higher education in achieving the [United Nations Sustainable Development Goals \(SDGs\)](#). Adopted by the world's governments in September 2015, the 17 SDGs establish ambitious global targets to end poverty, protect the planet and ensure prosperity for all by 2030.

AASHE 2018 will convene a diverse group of attendees including faculty, students, sustainability officers, administrators, business partners, nonprofit representatives, government officials and community members to examine:

- How can higher education institutions align their teaching and research activities around the SDGs?
- How can higher education most effectively collaborate with other sectors to support the SDGs?
- How can higher education institutions contribute to the SDGs in the physical operation of their campuses?
- How can advocates leverage the SDGs to advance sustainability on their campuses and communities?
- How should higher education assess and report its contributions to the SDGs?

Are you rising to meet the global challenge set by the SDGs? Join us at AASHE 2018!

# Conference Goals

As you prepare your proposal and presentation, please consider the following goals for the 2018 AASHE Conference & Expo. Please also refer to the proposal review criteria on [page 13](#). Participants will:

- Attend a high-quality, participatory and interactive event delivered in a professional manner
- Be inspired, motivated, energized and empowered to advance sustainability in higher education and beyond.
- Develop skills to integrate sustainability into the core culture of their institution, organization or community.
- Gain readily applicable lessons, ideas and tools to bring back to their institution, organization or community.
- Learn from and network with a diverse audience of faculty, administrators, students, sustainability professionals, non-profit leaders and business partners.

## Why Present at AASHE 2018

- *Share your successes and lessons learned:* Demonstrate thought leadership at the largest stage for sustainability in higher education. This is a great opportunity for your campus and your own professional development.
- *Advance the higher education sustainability movement:* From engaging attendees with your sustainability story to empowering others with insight, tools and solutions that have helped you, your participation will create a stronger campus sustainability community.
- *Save money:* Accepted presenters receive a discount applicable to the cost of a full conference registration.

## Important Dates & Deadlines\*

- **Call for Proposals launches:** December 13, 2017
- **Submission period closes**
  - February 16, 2018, 11:59 p.m. ET: 30-Minute Session, 60-Minute Session, Half-Day Workshop, Full-Day Workshop, Student Summit Case Study
  - March 25, 2018, 11:59 p.m. ET: Film, Live Performance, Student Summit Workshop
  - September 7, 2018: Poster, Networking Meeting
- **Reviews and schedule creation:** mid-February to mid-May, 2018
- **Acceptance/decline announcements:** May 2018
- **Schedule announced:** May 2018
- **Registration launches:** May 2018
- **Deadline to accept/decline proposal:** July 31, 2018
- **Deadline for presenters to use presenter discount:** August 20, 2018
- **Presenter registration deadline (before session cancellation):** September 7, 2018
- **Deadline to make edits/updates to accepted proposals:** September 7, 2018
- **Conference dates:** October 2-5, 2018

\*Schedule and deadlines subject to change.

## Registration Discounts

All accepted presenters must be able and willing to present at AASHE 2018. **All costs to attend - including registration, travel and lodging - are the responsibility of each presenter.**

- AASHE members receive discounted registration pricing. Check to see if your [institution or organization is a member](#). Membership extends to every person at a member institution or organization. Not a member, but would like to be? [Learn about AASHE membership](#) and sign up today to take advantage of discounted conference rates and a multitude of other benefits!
- As a **thank you** for contributing to AASHE 2018, non-student presenters receive a \$100 discount off the costs of a full conference registration. Student presenters (including high school, undergraduate and graduate students and postdoctoral fellows) receive a \$50 discount off the already discounted student full conference registration. Presenters must register by August 20, 2018 to receive the discount.
- **ALL PRESENTERS MUST BE REGISTERED BY September 7, 2018.** Presenters who do not register by September 7, 2018 risk having their presentation canceled and removed from the conference schedule.

## Volunteer to be a Reviewer

If you are interested in shaping the presentation offerings for this year's conference, please [sign up to be a reviewer!](#) You can use the same login information for both the proposal submission and the proposal review. For a summary of the review process, please see [page 13](#) and the [Reviewer Instructions](#). As a reviewer, you will be asked to evaluate approximately 25 proposals in your area of expertise. Over 200 volunteer reviewers are needed to provide a proper evaluation of all submissions.

## Tentative Conference Program

### Tuesday, October 2, 2018

- Student Summit
- Pre-Conference Workshops and Tours
- Opening Keynote & Ceremony
- Opening Reception & Expo

### Wednesday, October 3, 2018

- Concurrent Educational Sessions
- Poster Session
- Networking Meetings
- Expo

### Thursday, October 4, 2018

- Concurrent Educational Sessions
- Networking Meetings
- Closing Keynote & Ceremony
- Expo

### Friday, October 5, 2018

- Post-Conference Workshops and Tours

# Program & Submission Structure

Submitters will select a session type, topic area, session level, intended audience(s) and target institution type(s) (if applicable) for their submission. All proposals will go through the review process described on [page 13](#). Please read the criteria that inform the review process as you put together your proposal. Note that presenter identities are not available to reviewers and likewise reviewer identities are not available to submitters.

## Session Types

A session type is the format in which you wish to deliver your presentation. Depending on the session type they choose, submitters may also be given the option to select “consider my submission for an alternate session type.” If this option is selected, we may change the format of your presentation to make the best use of time and space available. If this option is not selected, a submission that could have been accepted in an alternate format could be declined. The following descriptions provide details about each session type.

If you are interested in proposing an event that doesn't fit the session types listed here (e.g., a tour or evening event), please send a description of what you have in mind to Kimberly Smith, Director of Conference and Events, at [conference@ashe.org](mailto:conference@ashe.org).

### **30-Minute Session**

**30-minute** sessions take place concurrently during the main conference (i.e., Wednesday and Thursday). These sessions typically include presenters from one or two institutions that share case studies, research findings and experiences on the proposed topic. The standard format is 15 to 20 minutes of presentation followed by 10 to 15 minutes of discussion and/or Q&A but we encourage alternative formats.

### **60-Minute Session**

**60-minute** sessions take place concurrently during the main conference (i.e., Wednesday and Thursday). These sessions typically include presenters from multiple institutions and incorporate a variety of perspectives on a project, topic or initiative. The standard format is 30 to 40 minutes of presentation followed by 20 to 30 minutes of discussion and/or Q&A but we encourage alternative formats.

### **Networking Meeting**

Networking meetings are an opportunity for regional networks and other affinity groups (e.g., engineers or community college representatives) to convene, network and discuss issues that are relevant to the group. They are intended to be interactive in nature and typically do not include a formal presentation. These **75-minute** sessions will take place during the main conference.

### **Poster**

The poster session will be held on Wednesday afternoon in the Expo Hall. During this time, presenters are expected to stand with their posters and discuss them with attendees. The look and format of poster presentations is largely up to the creativity and imagination of the presenter but must be 4' x 4' or smaller. Posters will be displayed in the Expo Hall throughout the conference and should be self-contained and self-explanatory. **Presenters are responsible for creating, transporting, hanging and taking down posters.** AASHE will provide materials to hang posters (push pins, display board, etc.).

### **Pre- or Post-Conference Professional Development Workshop**

Professional development workshops are offered on Tuesday before the conference and Friday after the conference. Workshops are either **half-day (3.5-hour) and full-day (7-hour) events**. These workshops are not included in the conference registration price and are offered for a separate fee.

Presenters should have experience in leading and facilitating professional development workshops. Accepted workshop presenters will be required to sign a Memorandum of Understanding outlining benefits and responsibilities of hosting the workshop.

### **Student Summit Workshop**

These **75-minute** sessions are offered on Tuesday before the conference as part of the Student Summit. They focus on skill-building and empowering students to be more effective advocates for sustainability on their campuses and in their communities. These workshops should be interactive and designed specifically for students. Priority will be given to workshops that connect students to a network or organization that will be able to continue to support them after the conference.

### **Student Summit Case Study**

These **30-minute** sessions provide students an opportunity to share their projects and initiatives with other students as part of the Student Summit held on Tuesday before the conference. Only current students or recent graduates may submit this session type. The standard format is 15 to 20 minutes of presentation followed by 10 to 15 minutes of discussion and/or Q&A but we encourage alternative formats.

### **Film**

Films are shown during the **30- or 60-minute** concurrent educational sessions on Wednesday and Thursday. Films must be provided in either DVD or MP4 format. Films must be provided in either DVD or MP4 format. Film sessions should include time for Q&A.

### **Live Performance**

These sessions provide an opportunity for groups or individuals to showcase live performance pieces during the conference. Live performances take place during the **30- or 60-minute** concurrent educational sessions on Wednesday and Thursday. Rehearsal time (if needed) must be scheduled with AASHE staff in advance and is subject to availability.

**PLEASE NOTE:** AASHE is unable to help cover costs associated with live performances, including the costs for any materials and the transportation, installation and removal of those materials. The use of hazardous materials of any kind, including pyrotechnics, during your performance is prohibited. Final acceptance will be based largely on financial and logistical limitations for having the performance at the conference as well as convention center rules and regulations. AASHE staff may contact you directly to inquire about logistics related to your performance.

## Topic Areas

Topic areas describe the focus of your presentation and help attendees find sessions that are relevant to their interests. They generally align with the [STARS](#) subcategories and are described in the [STARS Technical Manual](#). You will be required to select one primary topic area that best characterizes the focus of your session. You will have the option to select up to two additional topical areas.

- Air & Climate
- Buildings
- Campus Engagement & Culture
- Coordination & Planning
- Curriculum
- Diversity & Affordability
- Energy
- Food & Dining
- Grounds
- Investment & Finance
- Public Engagement
- Purchasing
- Research
- Transportation
- Waste
- Water
- Wellbeing & Work

## Session Levels

All submitters self-identify their proposals as introductory-, intermediate- or advanced-level sessions. Note that AASHE may modify the session level in the final program based on reviewer input. AASHE defines each level as follows:

- **Introductory** - Material covered is foundational in nature and sessions are designed for attendees who have no prior background or are just starting in the domain of practice presented in the session.
- **Intermediate** - Material is designed for participants who have a working knowledge of the topic and a few years of experience in the domain of practice.
- **Advanced** - Material is designed for participants who have a detailed knowledge of the topic and specific experience applying or using this knowledge in a professional capacity over a long period of time.

# Presenter Policies and Procedures

Thank you for your interest in presenting at the [2018 AASHE Conference & Expo](#). The conference would not be a success without the dedication and support from leaders and experts in the field like you. In order to ensure an exceptional conference, we have adopted the following policies and procedures, subject to change without prior notice. You must agree to these Policies and Procedures prior to submitting your proposal, so please review them carefully. Please share the policies with all presenters associated with the proposal.

1. Late or incomplete submissions will not be considered.
2. All submissions must be completed through [AASHE's Session Management Site](#). Any proposals submitted through email, paper or any other medium will not be considered for review.
3. Presenters may not participate in more than three sessions.
4. All proposed presenters must be able and willing to present at the conference between October 2-5, 2018. Do not list collaborators who are not able or planning to attend.
5. Accepted presenters who are not able to attend must notify AASHE staff immediately. Registered presenters who are not able to attend can send a substitute for their presentation at no additional charge if change is made by September 17, 2018. Canceled registrations incur cancellation fees per AASHE's registration policies.
6. **All costs to attend AASHE 2018 - including registration, travel and lodging - are the responsibility of each presenter. Presenters who are not registered by September 7, 2018 risk having their session canceled.**
7. As a thank you for contributing to AASHE 2018, non-student presenters receive a \$100 presenter discount and student presenters receive a \$50 discount if registered by August 20, 2018. The discounts apply only to full conference registration fees.
8. If a presenter's professional affiliation changes, the presenter must edit their profile in [AASHE's Session Management Site](#) to reflect this change.
9. Each session room will be equipped with a PC laptop, screen, projector podium and microphone. *Mac laptops and Mac adapters will not be provided*. Presenters must transfer their presentation to the provided laptop (e.g., with a flash drive). They may not project from their own devices.
10. Presenters are responsible for providing all supplies needed for their session, including but not limited to: pens, note paper, flip charts, markers, etc. AASHE does not provide these supplies.
11. AASHE generally discourages using printed handouts during sessions. Presenters who wish to distribute handouts are responsible for providing these materials.
12. With the exception of the Session Type, all other parts of the submission can be updated at any time before the end of the submission period. However, submitters will need to re-submit the updated proposal to be considered for review.
13. Submitters will have the opportunity to make *minor edits* to accepted sessions until September 7, 2018. Significant edits that change the content of the session are not allowed. No edits will be accepted after September 7, 2018.
14. Presenters are expected to upload their session materials to [AASHE's Session Management Site](#) so they can be shared via the conference mobile app and [AASHE's Campus Sustainability Hub](#) after the conference as an enduring resource.
15. All sessions should be educational in nature. Advertisements of a product, service or memberships to outside organizations are not allowed and will be not accepted.

# Proposal Submission Instructions

## How to Submit a Proposal

- All proposals must be submitted electronically through [AASHE's Session Management Site](#) .
- **All submitters must complete their personal details and all proposals must be submitted by the following deadlines in order for the proposal to be considered:**
  - February 16, 2018, 11:59 p.m. ET: 30-Minute Session, 60-Minute Session, Half-Day Workshop, Full-Day Workshop, Student Summit Case Study
  - March 25, 2018, 11:59 p.m. ET: Film, Live Performance, Student Summit Workshop
  - September 7, 2018: Poster, Networking Meeting

## Create an Account

If you created a profile as a submitter, presenter or reviewer for AASHE 2015, 2016 or 2017 you can use the same login information for 2018. If you forgot your username or password, click on [Get it now!](#) and provide your First Name, Last Name and Email Address you used for your previous profile. You will receive a message which includes your username and a link to reset your password.

If you are new to AASHE's Session Management Site, you must first [create a new user account and profile](#). Please be prepared to enter the following information: First Name, Last Name, Affiliation, Title and Primary Email. Please double-check that you provide the correct Primary Email. After you click "Save", you will receive a confirmation email with your username and an auto-generated password. You can change this auto-generated password by clicking on the provided link or later in your profile. Note that passwords are case sensitive and must be between 6-15 characters long and contain at least 1 uppercase letter, 1 lowercase letter and 1 number.

## Create a Proposal

When you login the first time you will be asked to update your profile, including your 1-paragraph bio and headshot (optional). Once you are redirected to the "Dashboard" page, select the Session Type for which you would like to submit your proposal and click "Submit" to get started.

**PLEASE NOTE:** *If you selected the wrong session type, withdraw the proposal in the "My Proposals" section and submit a new one with the correct type.*

Next you will be given a form with a number of different steps.

- Required steps are noted in **red** and must be completed before submitting your proposal.
- Steps highlighted in **dark purple** have already been completed.
- Steps highlighted in **light purple** are not required for submission.

You may click on any one of the steps throughout this process after you save your title. There are no Previous or Next buttons, so make sure you click on **"Save"** at the bottom of each page once you have completed a step, before moving on to a different step. Please double-check spelling and grammar prior to finalizing as errors may carry through into the final program if your proposal is accepted.

### Step one: Title

- Add the Title of your presentation. Please follow [APA guidelines](#) for capitalization of titles (capitalize the first and last word and other words with four letters or more). Limited to 100 characters.

**Step two: Presenter(s)**

- Enter information about the presenter(s). It is imperative that the email address listed for each presenter is correct. If the email address is incorrect, they will not receive important information. Co-presenters will receive an email notification that they were added to the proposal, however, the proposal will not be shown in their presenter profile until after the review period and if it is accepted.
- If you are not a presenter for this proposal, but are submitting it on someone else's behalf, you will need to specify this here.
- **Do not list collaborators who are not able to attend.**
- The system will guide you in finding the additional presenters if they already have a profile created. If a match cannot be found, click on "Add Co-Presenter" and provide the following information: First Name, Last Name, Email, Affiliation and Title. They will receive an email with login information.

**Step three: Proposal Description**

Provide a summary description of the session. If your proposal is accepted, this description will be shared with attendees via the conference website and mobile app. Limited to 2,000 characters (carriage returns count as 2 characters). Please do not include presenters' names in the description.

**Step four: Audience Engagement (not applicable to Posters)**

A conference session is an opportunity for dialogue, sharing and reflection with attendees. Describe how your session will engage the audience and foster interaction. If you are planning on using an alternative format, please describe it here. Limited to 500 characters (carriage returns count as 2 characters).

**Step five: Topic Area, Session Level, Intended Audience & Institution Type**

- Choose one primary **Topic Area** and two optional secondary Topic Areas that best encompass the focus of your proposal.
- Identify the **Level** of your proposed session. Note that reviewers may recommend changing the level. For a description of how session levels are defined, please see [page 8](#).
- Select the **Intended Audience(s)** for the proposed session (select up to three): Administrators, Businesses and Community, Faculty, Graduate Students or Above, Other Staff, Sustainability Staff, Undergraduate Students
- (optional) Does your submission have a focus on a particular **Institution Type** (select up to three): Community and Technical Colleges, Liberal Arts Colleges, Research Universities, Special Focus Institutions, Institutions outside the US, Historically Black Colleges and Universities, Tribal Colleges, Hispanic Serving Institutions, Other Minority Serving Institutions?

**Step six: Additional Information (not applicable to Posters and Networking Meetings)**

In this step, you are provided with additional questions depending on the session type.

For oral sessions (30-Minute Session, 60-Minute Session, Student Summit Case Study, Student Summit Workshop)

1. Would you like AASHE to consider this submission for an alternate session type than originally submitted? To produce the highest quality educational program possible within our time and space constraints, we may change the type of your presentation if this option is selected. If you choose "No", your submission may be declined without the option of changing the type later.
2. Are you interested in grouping your session with other similar proposals into a thematic panel? AASHE will populate the panel up to a maximum of six presenters.
3. If you expect to need any special equipment or support (beyond a PC computer, projector, screen, and microphone) for your session, please describe it here. Please do not request supplies (including but not

limited to: pens, note paper, flip charts, markers, etc.) as AASHE is unable to provide any. Note that AASHE may not be able to accommodate your requests.

For Pre- or Post-Conference Workshop:

1. Would you like AASHE to consider this submission for an alternate session type than originally submitted? To produce the highest quality educational program possible within our time and space constraints, we may change the type of your presentation if this option is selected. If you choose “No”, your submission may be declined without the option of changing the type later.
2. Would you prefer for this to be a pre-conference or post-conference workshop? We will do our best to accommodate scheduling requests.
3. If you expect to need any special equipment or support (beyond a PC computer, projector, screen, and microphone) for your session, please describe it here. Please do not request supplies (including but not limited to: pens, note paper, flip charts, markers, etc.) as AASHE is unable to provide any. Note that AASHE may not be able to accommodate your requests.

For Films and Live Performances:

1. Are you submitting for a 30- or a 60-minute session? Please note, we can only accept submissions that fit into one of these time-slots
2. If you expect to need any special equipment or support (beyond a PC computer, projector, screen, and microphone) for your session, please describe it here. Please do not request supplies (including but not limited to: pens, note paper, flip charts, markers, etc.) as AASHE is unable to provide any. Note that AASHE may not be able to accommodate your requests.

### **Step seven: Preview**

Please preview your proposal and double-check spelling and grammar prior to finalizing your submission. You can also save your proposal as a PDF from this step by clicking the Print button and then Save as PDF.

### **Step eight: Submit**

- Required steps that have not been completed will be highlighted in red. You must complete these steps to finish the submission.
- Each submitter must agree to the 2018 AASHE Conference & Expo Presenter Policies and Procedures (see [page 9](#)) in order to finalize a proposal. Please share the policies with all presenters associated with the proposal.
- Once all steps are completed, submit your proposal. You will receive an automated confirmation email for your records.

## **Change your Proposal**

To make changes to your submission before the Call for Proposals ends, simply login to the submission site using your username and password, navigate to “My Proposals,” and click on the title of the proposal you wish to update. Once you have selected the proposal, the system will guide you through the steps for that submission. With the exception of the Session Type, all other information can be updated.

**PLEASE NOTE:** You will need to re-submit the updated proposal for it to be considered.

If your proposal is accepted, you will have the opportunity to make minor edits to your submission. The submission site will reopen after proposal acceptance announcements are made, and submitters will have the opportunity to update titles and session descriptions before September 7, 2018. No changes will be accepted after September 7, 2018.

# Proposal Review Process

All complete 30-Minute Sessions, 60-Minute Sessions, Student Summit Case Studies and Workshop proposals will be reviewed by a minimum of 3 volunteer reviewers. Based on the criteria described below, reviewers rate each submission on a quantitative scale and also add comments or suggestions. Other session types (i.e., Posters, Networking Meetings, Live Performances and Films) are reviewed only by AASHE staff as the decisions about these session types tend to be more a function of logistical considerations and aren't typically competitive.

AASHE uses the reviewer ratings and comments to create the overall schedule. Our primary goal in preparing the schedule is to ensure that it includes a well-balanced mix of high-quality sessions that will meet the diverse interests of attendees. AASHE staff ultimately make final decisions about whether to accept or decline a proposal based on reviewer feedback as well as scheduling constraints.

Interested in being a reviewer? You can use the same login information you create for your proposal submission (more details on [page 10](#)) or visit <https://ww4.aievolution.com/ash1801> to sign up. Visit the "Dashboard" to fill-out the "Volunteer Reviewer Sign Up Form".

## Review Criteria

Complete proposals will be reviewed and evaluated using the following criteria:

- The proposed session presents **new, high-impact and cutting edge** research and initiatives.
- The proposed session provides attendees **broadly applicable and replicable** content.
- The proposed session offers **inspiration, lessons, tools and ideas** which participants can bring back to their institution, organization, or community.
- The proposed session includes **participatory and interactive** content and employs **audience engagement** techniques to facilitate active learning.
- The proposed session addresses **social dimensions of sustainability**.
- The presentation is **relevant** to the conference theme: "Global Goals: Rising to the Challenge".

Reviewers can leave comments and recommendations that will be shared with submitters at the conclusion of the review process. The identities of the reviewers for a specific session will remain confidential.

## Questions?

Please visit the [FAQ](#) page or email [conference@ashe.org](mailto:conference@ashe.org) with any questions regarding the Call for Proposals.

## Be the first to know!

Stay connected through [Facebook](#) and [Twitter](#)! Sign up for the [AASHE Announcements](#) newsletter to learn about specials, news and additions to the conference! You can also refer to the [2018 AASHE Conference & Expo](#) or [AASHE website](#) to learn more about the conference.

**Thank you and we look forward to your submission!**