

**2022 Call for Proposals**

**Submission Template**

**Full information is available at:** [**https://www.aashe.org/events-education/call-for-proposals/**](https://www.aashe.org/events-education/call-for-proposals/)

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## Create a Proposal Submission Template

* Required steps are noted with a red asterisk (\*) and must be completed before submitting your proposal.
* Steps or answer choices highlighted in light green include a logic option, meaning that the answer will impact the fields you are asked to complete.
* Word and character limits are highlighted in light blue.
* Help text is marked in *italics*.



You can save your incomplete proposal at any time by clicking on . You will be emailed a link to access your saved proposal. Please double-check spelling and grammar prior to finalizing as errors may carry through into the final program if your proposal is accepted.

### Submitter Information

1. \*First Name
2. \*Last Name
3. \*Primary Email
4. \*Best Phone Number
5. \*Position/Role
6. \*Organization
7. \*Are you or any of your co-presenters affiliated with an AASHE member organization? We give preference to submissions featuring people associated with AASHE member organizations but it is not a requirement to propose a conference session, workshop, or course. However, we do require that at least one presenter be affiliated with an AASHE member organization in order to propose an AASHE webinar. *For questions regarding membership please contact Heather Lynch, Membership Development Manager at heather@aashe.org or (888) 347-9997 ext. 133 to get started. See* [*membership directory*](https://customer2597942ba.portal.membersuite.com/directory/SearchDirectory_Criteria.aspx)*.*
   1. Yes
   2. No
   3. I am not sure
8. \*Are you a presenter for the educational program you are proposing? *Please note, up to four presenters can be associated with a session (or one submitter and four presenters).*
   1. Yes, I am
   2. No, I am submitting on behalf of the presenter(s) (please add their information on the next page)
9. \*How many presenters are associated with this session? (answer options depend on Q8)
   1. 1 / Just me
   2. 2 / Myself and another presenter
   3. 3 / Myself and two more presenters
   4. 4 / Myself and three more presenters
10. \*What experience or expertise do you bring to this session? Include relevant academic or professional qualifications, years of experience, etc. Limited to 200 words.(show if one presenter)

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### Proposal Details

1. \*Select the **type of the educational program** you wish to propose. (Pick 1)
   1. GCSHE Live Educational Session (45 minutes)
   2. GCSHE Live Lightning Talk (15 minutes)
   3. GCSHE Pre-Recorded Educational Session (45 minutes)
   4. GCSHE Pre-Recorded Lightning Talk (15 minutes)
   5. GCSHE Live Networking & Discussion Session (60 minutes) (skip Page 3)
   6. Webinar (60 minutes)
   7. Virtual Workshop (3 hours)
   8. Online Course (6 to 12 weeks)
   9. Alternative Format (show question 2)
2. Please describe the **alternative format** you have in mind. Provide enough detail for us to get a good understanding of what it would take to support this program.
3. \*For which of the following types of program would you be willing to have your proposal considered if we are unable to offer it in your preferred program type? We are only able to offer a certain number of each type of educational program so letting us consider your proposal for other program types will increase the chance that your proposal is accepted. If you choose “None”, your submission may be declined without the option of changing the type later. (Pick multiple)
   1. None, I only want to be considered for the format selected above
   2. GCSHE Live Educational Session (45 minutes)
   3. GCSHE Live Lightning Talk (15 minutes)
   4. GCSHE Pre-Recorded Educational Session (45 minutes)
   5. GCSHE Pre-Recorded Lightning Talk (15 minutes)
   6. GCSHE Live Networking & Discussion Session (60 minutes)
   7. Webinar (60 minutes)
   8. Virtual Workshop (3 hours)
   9. Online Course (6 to 12 weeks)
4. \***Title** - Limited to 65 characters.

Please follow [APA guidelines](http://blog.apastyle.org/apastyle/2012/03/title-case-and-sentence-case-capitalization-in-apa-style.html) for capitalization of titles (i.e., capitalize the first and last word and other words with four letters or more). Each proposal must have a short and specific presentation title that indicates the nature of the presentation.

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1. \***Description** - Limited to 400 words.   
   Please provide a summary description of your proposal. If your proposal is accepted, this description will be shared with attendees and used for marketing purposes. Be sure to double-check spelling and grammar as errors may not be corrected prior to publication.

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1. \*Provide a **one-sentence summary** - Limited to 120 characters.

This summary will appear in search engine results and should start with “This session/webinar/virtual workshop/online course…”. For example: "This session introduces ways higher education can advance climate policies through education and civic engagement."

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1. \*Which of the following **labels** best describes the format of your proposed program? (Pick 1)
   1. How To
   2. Panel Discussion
   3. Deep Dive
   4. Case Study
   5. Other
2. \*How will you make the proposed educational program **engaging and connect** to the work of the AASHE community? Limited to 200 words.

*How will you organize your session to ensure that attendees take away meaningful insights and information that is readily applicable to their institution? Describe any interactive elements (beyond the standard Q&A) that will help accomplish this goal.*

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1. \*Choose one **primary Topic Area** (Pick 1)

*Select the topic area that best characterizes the focus of your proposed session. Topic areas help attendees find sessions that are relevant to their interests. They generally align with STARS subcategories and are described in the* [*STARS Technical Manual*](https://stars.aashe.org/pages/about/technical-manual.html)*.*

* 1. Air & Climate
  2. Buildings
  3. Campus Engagement & Culture
  4. Coordination & Planning
  5. Curriculum
  6. Diversity & Affordability
  7. Energy
  8. Food & Dining
  9. Grounds
  10. Investment & Finance
  11. Public Engagement
  12. Purchasing
  13. Research
  14. Transportation
  15. Waste
  16. Water
  17. Wellbeing & Work

1. \*Intended **Audience(s)** (Pick multiple): Undergraduate Students, Graduate Students or Above, Sustainability Staff, Other Staff, Faculty, Administrators, Businesses and Community.
2. \*Has this **content been presented previously**? If so, in what context?

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### Additional Proposal Details

(skip for GCSHE Live Networking & Discussion Session)

1. \*What is **new, innovative, unique or special** about the proposed educational program that will meaningfully advance the conversation about its subject and capture the interest of attendees with experience and expertise on this subject?? Limited to 200 words.

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1. \*Which **key competency areas** will the proposed educational program help attendees develop? [View definitions of these key competencies](https://docs.google.com/document/d/e/2PACX-1vRCbi1WoF_Y5-E1PAmxjVOxQQfqPQXrpx960c4-h8wCWO7hA5RbRYQr14iIBqqYTSEUvlqBhse5iSbi/pub) (Pick multiple)
   1. Systems-thinking competency
   2. Strategic-thinking competency
   3. Values-thinking competency
   4. Futures-thinking competency
   5. Implementation competency
   6. Interpersonal competency
   7. Intrapersonal competency
   8. Integration competency
2. \*Identify the **Level** of your proposed session. (Pick 1) 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.

1. \*What, if any, is the maximum number of people the proposed program can accommodate? *If there is no limit, type 300 (current limit of Zoom meetings).* (Show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)

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### Presenter Information

Enter information about your co-presenter(s) or, if you are submitting on behalf of others, the presenter(s). **Please do not enter your own information again on this page.** Note that up to four presenters may be associated with a proposal (or one submitter and four presenters). Please double check that the email addresses provided are correct. If an email address is incorrect, they will not receive important information.

*The presenters added on this page will receive an email notifying them that they were included on this proposal.*

1. \*Presenter 1 - First Name
2. \*Presenter 1 - Last Name
3. \*Presenter 1 - Primary Email
4. \*Presenter 1 - Best Phone Number
5. \*Presenter 1 - Position/Role
6. \*Presenter 1 - Organization
7. (Please include the full name of the institution or organization rather than abbreviations or divisions of the organization.)
8. \*Presenter 1 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
9. \*Presenter 1 - Please upload a headshot. *This image will be used for promotional purposes on the event's webpage.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
10. Presenter 2 - First Name
11. Presenter 2 - Last Name
12. Presenter 2 - Primary Email
13. Presenter 2 - Best Phone Number
14. Presenter 2 - Position/Role
15. Presenter 2 - Organization
16. \*Presenter 2 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
17. \*Presenter 2 - Please upload a headshot. *This image will be used for promotional purposes on the event's webpage.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
18. Presenter 3 - First Name
19. Presenter 3 - Last Name
20. Presenter 3 - Primary Email
21. Presenter 3 - Best Phone Number
22. Presenter 3 - Position/Role
23. Presenter 3 - Organization
24. \*Presenter 3 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
25. \*Presenter 3 - Please upload a headshot. *This image will be used for promotional purposes on the event's webpage.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
26. Presenter 4 - First Name
27. Presenter 4 - Last Name
28. Presenter 4 - Primary Email
29. Presenter 4 - Best Phone Number
30. Presenter 4 - Position/Role
31. Presenter 4 - Organization
32. \*Presenter 4 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
33. \*Presenter 4 - Please upload a headshot. *This image will be used for promotional purposes on the event's webpage.* (Only show for Webinar (60 minutes), Virtual Workshop (3 hours), Online Course (6 to 12 weeks), Alternative Format)
34. \*What experience or expertise do the presenters bring to this session? Include relevant academic or professional qualifications, years of experience, etc. Limited to 200 words.

### Preferred Dates

(skip for GCSHE Pre-recorded sessions, Online Course or Alternative Format)

If your proposal is accepted, AASHE will assign it a date and time. To help us schedule your proposal on a date and time that works with your availability, please let us know your first three preferences. Please note, all times listed are in the U.S. Eastern (ET) timezone. Find your time with this converter: <https://www.timeanddate.com/worldclock/converter.html>.

*Conference dates are Tuesday - Oct. 18, Wednesday - Oct. 26, Thursday - Nov. 3*

*Webinars will be scheduled on a Wednesday at 3 p.m. ET.*

*Workshops will be scheduled on a Thursday at 2 p.m. ET.*

* (show if type chosen was GCSHE Live Educational Session, GCSHE Live Lightning Talk or GCSHE Live Networking & Discussion Session)
  + Tuesday, Oct. 18 - Morning (ET)
  + Tuesday, Oct. 18 - Afternoon (ET)
  + Wednesday, Oct. 26 - Morning (ET)
  + Wednesday, Oct. 26 - Afternoon (ET)
  + Thursday, Nov. 3 - Morning (ET)
  + Thursday, Nov. 3 - Afternoon (ET)
* (show if session type chosen was Webinar)
  + No preference
  + Jun. 8, 2022
  + Jun. 22, 2022
  + Jul. 6, 2022
  + Jul. 13, 2022
  + Jul. 20, 2022
  + Jul. 27, 2022
  + Aug. 3, 2022
  + Aug. 10, 2022
  + Aug. 17, 2022
  + Aug. 24, 2022
  + Aug. 31, 2022
  + Sep. 7, 2022
  + Sep. 14, 2022
  + Sep. 28, 2022
  + Oct. 5, 2022
  + Oct. 26, 2022
  + Nov. 2, 2022
  + Nov. 9, 2022
  + Nov. 16, 2022
  + Nov. 30, 2022
  + Dec. 7, 2022
  + Dec. 14, 2022
  + Jan. 11, 2023
  + Jan. 18, 2023
  + Jan. 25, 2023
  + Feb. 1, 2023
  + Feb. 8, 2023
  + Feb. 15, 2023
  + Feb. 22, 2023
  + Mar. 1, 2023
  + Mar. 8, 2023
  + Mar. 15, 2023
  + Mar. 22, 2023
  + Mar. 29, 2023
  + Apr. 5, 2023
  + Apr. 12, 2023
  + Apr. 26, 2023
  + May 3, 2023
  + May 10, 2023
  + May 17, 2023
  + May 24, 2023
  + May. 31, 2023
* (show if session type chosen was Virtual Workshop)
  + No preference
  + Apr. 28, 2022
  + May 5, 2022
  + May 12, 2022
  + May 26, 2022
  + Jun. 2, 2022
  + Jun. 9, 2022
  + Jun. 16, 2022
  + Jun. 23, 2022
  + Jul. 7, 2022
  + Jul. 14, 2022
  + Jul. 21, 2022
  + Aug. 4, 2022
  + Aug. 11, 2022
  + Aug. 18, 2022
  + Aug. 25, 2022
  + Sep. 15, 2022
  + Sep. 22, 2022
  + Nov. 3, 2022
  + Nov. 10, 2022
  + Nov. 17, 2022
  + Jan. 26, 2023
  + Feb. 2, 2023
  + Feb. 9, 2023
  + Feb. 16, 2023
  + Feb. 23, 2023
  + Mar. 2, 2023
  + Mar. 9, 2023
  + Mar. 16, 2023
  + Mar. 23, 2023
  + Mar. 30, 2023
  + Apr. 6, 2023
  + Apr. 13, 2023
  + Apr. 20, 2023
  + Apr. 27, 2023
  + May 4, 2023
  + May 11, 2023
  + May 18, 2023
  + May 25, 2023

Please let us know if there is anything else we should take into account in scheduling your proposed program if accepted.

### Submit

* Once all steps are completed, submit your proposal. You (and co-presenters, if any) will receive an automated confirmation email for your records.
* Your confirmation email will also include a link to change your proposal. You can make any edits to the proposal **before the deadline and you must re-submit** the updated proposal for it to be considered.
* Review and acceptance of these proposals will start after the submission deadline of March 25. Please note that this deadline will not be extended. Acceptance/decline notifications will be sent starting in June. All accepted presenters will need to confirm their participation by July 15, 2022. **Be sure to check your email over the summer.**
* By submitting this form, you agree to receive emails related to [events and educational programs](https://www.aashe.org/education)) from AASHE.

# Questions?

Please visit the [2022 Global Conference on Sustainability in Higher Education](https://www.aashe.org/conference/) or [AASHE Education website](http://www.aashe.org/education) or email [education@aashe.org](mailto:education@aashe.org) with any questions regarding the [Call for Proposal](https://www.aashe.org/events-education/call-for-content/). Stay connected through [Facebook](https://www.facebook.com/aasheorg) and [Twitter](https://twitter.com/aashenews) and sign up for the [AASHE's newsletters](https://www.aashe.org/get-involved/connect/) to learn about specials, news and additions to the AASHE programs!

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