



2024 Call for Proposals Submission Packet

Introduction

This Call for Proposals provides a streamlined way for you to share your experience, knowledge and skills in higher education sustainability at the AASHE's annual in-person conference and/or via AASHE's virtual educational programs (e.g., webinars, virtual workshops, online courses, etc). Review and acceptance of proposals will start after the submission **deadline of April 12** (deadline will not be extended). All proposals must be submitted electronically through [AASHE's Proposal Submission Form](#). We strongly recommend you review this packet, the [best practices for building your session](#) and the [submission template](#). All these resources provide you with all the information you need to submit a successful proposal. Please visit the [AASHE 2024 Conference & Expo](#), the [AASHE Education website](#) or the [FAQ page](#), or email education@ashe.org with any questions regarding this [Call for Proposals](#).

Why Present with AASHE?

- **Demonstrate thought leadership:** Gain recognition for your successes by sharing your experiences and lessons learned on the largest stage for sustainability in higher education.
- **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 enhance the community's sustainability knowledge, skills and competencies.
- **Strengthen your skills:** Each presentation is an opportunity to refine your presentation skills and to experiment with new audience engagement techniques.
- **Build community:** Sharing your work is a great way to make connections and find partners within the AASHE community. It encourages increased peer-to-peer learning, networking and collaboration to support a stronger campus sustainability community.
- **Save money:** Accepted presenters for conference sessions receive a discount applicable to the cost of a full conference registration.

Important Dates & Deadlines*

- **Call for Proposals submission period closes:** April 12, 2024
- **Proposal review:** April/May 2024
- **Acceptance/decline notifications:** June 2024
- **Presenter Registration Deadline** (and presenter discount expires): September 15, 2024
- **Conference Dates:** October 27-29, 2024

*Schedule and deadlines subject to change.

Presenter Policies

If your proposal is accepted, you will need to agree to presenter policies. These policies clarify our expectations for presenters and help us deliver an exceptional educational experience. Among other things, they specify that presenters grant AASHE an irrevocable, royalty-free, non-exclusive and perpetual license to share presentation materials. Accepted conference presenters will receive a discount off the applicable registration rate. The specific amount of the discount varies based on registration category.

Program & Submission Structure

Submitters will select a session type, topic area and session level for their submission. All proposals will go through the review process described below. **Up to four presenters may be associated with a proposal.** Please read the criteria that inform the review process as you put together your proposal.

Educational Program Formats

In-person AASHE Conference & Expo Session Formats

October 27-29 in Anaheim, CA (see [schedule-at-a-glance](#))

Field Reports (45 minutes)

Field reports provide a great way to spotlight innovative and high-impact approaches for advancing sustainability based on the real-world experiences of higher education sustainability leaders.

Learning Labs (2 hours)

Learning labs provide in-depth learning experiences focused on advancing sustainability-related competencies or skills. They allow deeper dives into specific topics than provided in a field report and should include significant opportunities for audience interaction.

Networking Meetings (45 minutes)

Networking meetings allow regional networks and other affinity groups (e.g., zero waste managers or community college representatives) to convene, network, and discuss issues relevant to the group. They are interactive and, besides a brief introduction to start the conversation, should not include a formal presentation.

Virtual Education Formats (see [current programs](#))

AASHE Webinars (1 hour)

AASHE webinars provide a great way to share innovative and high-impact approaches for advancing sustainability in higher education. These interactive presentations and discussions are offered live, typically on Wednesdays at 2-3 p.m. ET via Zoom. Free for everyone to attend, they are engaging sessions in which a speaker, or small group of speakers, delivers content to an audience that participates using [a variety of interactive tools](#). Webinars are recorded and made available to AASHE members for on-demand viewing via the [Campus Sustainability Hub](#).

AASHE Virtual Workshops (3 hours)

AASHE Workshops are one-time events typically held on Thursday at 2 p.m. ET via Zoom. These educational opportunities provide in-depth learning experiences focused on advancing sustainability-related competencies or skills. Workshops will allow deeper dives into specific topics than otherwise provided in a webinar or conference session. Workshop facilitators receive modest compensation in acknowledgement of the time and effort that goes into organizing these programs.

AASHE Online Courses (multiple sessions of 1 hour or more)

Providing in-depth learning experiences typically spread over 6-12 sessions, courses include live education sessions and may include homework between meetings. In addition to advancing sustainability-related competencies or skills, courses also develop relationships among participants. Course facilitators receive modest compensation in acknowledgement of the time and effort that goes into organizing these programs.

Alternative Formats

To propose an educational program that doesn't fit any of the formats listed above, please select this option in the submission form and describe what you have in mind.

Topic Areas

Topic areas describe the focus of your proposal and help participants find programs that are relevant to their interests. They generally align with the subcategories of the Sustainability Tracking Assessment & Rating System ([STARS](#)) version 3.0. You will be required to select one primary topic area that best characterizes the focus of your proposal.

- **Curriculum** (e.g., academic programs in sustainability; sustainability across the curriculum efforts; sustainability literacy assessment; pedagogy for sustainability; and teaching/assessing sustainability competencies)
- **Research** (e.g., sustainability research institutes; incentives for sustainability research; research partnerships; and responsible research and innovation)
- **Campus Engagement** (e.g., communications and social media; co-curricular programs; student organizations; staff engagement and training; and sustainability culture assessment)
- **Public Engagement** (e.g., civic engagement and community service; advocacy; community partnerships; and inter-campus collaboration)
- **Buildings & Grounds** (e.g., building design and construction; building operations and maintenance; water use; ecologically managed grounds; and campus biodiversity)
- **Energy & Climate** (e.g., campus decarbonization; renewable energy; energy efficiency; greenhouse gas emissions inventories; and carbon offsets)
- **Food & Dining** (e.g., plant-based dining; sustainable food; and food recovery)
- **Procurement & Waste** (e.g., supply chain sustainability; zero waste programs; reuse; ecolabels; and recycling)
- **Transportation** (e.g., electric vehicles; air travel; commuting; bike programs; alternative fuels; and fleet management)
- **Coordination & Planning** (e.g., change leadership; sustainability plans; sustainability staff and offices; and assessment and reporting)
- **Investment** (e.g., investor engagement; divestment; and sustainability funds)
- **Social Equity** (e.g., racial equity and social justice; diversity and inclusion; and affordability)
- **Wellbeing & Work** (e.g., employee compensation; worker safety; mental health; avoiding burnout; eco-anxiety; and wellness programs)

Session Levels

All submitters self-identify their proposals as introductory, intermediate or advanced. 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.

Tips for Preparing a Successful Proposal

- **Start with your audience in mind.** Consider what you can offer that is likely to be relevant and useful to attendees and structure your proposal so as to make clear what they will take away from your session or program.
- **Engage the audience.** Consider best practices for building your session as a collaborative experience which taps into the expertise of the participants and leaves them feeling energized and inspired.
- **Focus your proposal on something specific** (e.g., the findings of a particular research project; a valuable skill or competency; or an especially successful initiative). We rarely accept proposals that provide a general overview of an institution's sustainability efforts.
- **Highlight the unique or novel aspects** of your proposal while still demonstrating relevance to other institutions. For example, if you are proposing a session about your institution's green fund, be sure to describe any special features that distinguish your green fund from other green funds and that might be useful for other green fund administrators to implement.
- **Go deep!** Many of our members are seeking advanced, in-depth content.
- **Be provocative.** We appreciate proposals that thoughtfully challenge conventional wisdom.
- **Emphasize the impacts** of your research or initiative (e.g., on sustainable behaviors, carbon emissions, or operational costs). Proposals that demonstrate significant real-world impact tend to be reviewed more favorably.
- **Describe the evidence** you will be using to support your presentation. We especially value presentations that are well supported with evidence and/or empirical research.
- **Find partners** from other organizations. Proposals that offer insights from multiple institutions engaged in similar work tend to be well received. Posting a message to the [AASHE Member Community](#) can be a good way to find potential partners.
- **Avoid sales pitches.** All sessions must be educational in nature. *Proposals that sound like advertisements of a product or service will not be accepted.* If you are a supplier of products or services, be sure your proposal focuses on a relevant topic, concept, or idea – not one of your products or services. In addition, we strongly recommend including a campus representative as a presenter to help make the content applicable to participants.
- **[Become an AASHE member.](#)**
 - For the conference: We give preference to submissions featuring people associated with AASHE member organizations and *we don't accept proposals submitted by or featuring non-member businesses* (except as a benefit associated with sponsorship).
 - For virtual education programs: At least one presenter is required to be affiliated with an AASHE member organization in order to present an AASHE webinar, workshop or course. In addition, as offering a webinar is a benefit of [Business Leader membership](#), we do not accept webinars that include businesses that are not Business Leader members.
- **Review the submission fields** and prepare your text in advance. Use this [template](#) to draft your proposal and remember to use a character count to make sure you don't exceed the character limits.
- **Read the review criteria** (below). To be accepted, your proposal will need to score well on at least several of them.

Proposal Review Criteria

All complete proposals will be reviewed by AASHE staff. Our primary goal is to ensure that conference sessions include a well-balanced mix of high-quality programs that will meet the diverse interests of the AASHE community. Complete proposals will be reviewed and evaluated using the following criteria (note that we don't necessarily expect proposals to be strong on every criterion):

- The proposed session provides **broadly applicable lessons, tools and ideas**.
- The proposed session introduces **new, high-impact and solutions-oriented** research or initiatives.
- The proposed session equips attendees with **new or enhanced skills**.
- The proposed session promotes **active learning** and makes effective use of audience engagement techniques.
- The proposed session reflects and/or contributes to **racial equity and social justice**.

Create a Proposal

All proposals must be submitted electronically through [AASHE's Proposal Submission Form](#).

- Review the submission fields and prepare your text in advance by using this [template](#).
- Remember to use a character count to make sure you don't exceed the character limits.
- You can save an incomplete proposal and come back later to submit it prior to the deadline.

Changing Your Proposal

To make changes to your proposal before the submission deadline, use the link provided in the email confirmation you received when submitting the proposal. If you make any edits to your proposal, **you must re-submit the updated proposal for it to be considered**. No changes will be accepted to proposals after the deadline. If your proposal is accepted, you will be able to make **minor edits** to your session as long as they don't change the overall focus.

Thank you and we look forward to your submission!