



## REQUEST FOR PROPOSALS GUIDELINES

Dates: October 12-13, 2021  
Grand River Center, Dubuque, Iowa

**PROPOSAL DUE DATE:** 11:59 PM, Monday, March 15, 2021

Submit proposals online at: [www.gscdubuque.com](http://www.gscdubuque.com) and click on "Submit A Proposal" button.

### INTRODUCTION

You could be a presenter at the 13th Annual Growing Sustainable Communities Conference hosted by the City of Dubuque (IA) on October 12-13, 2021! The Growing Sustainable Communities Conference is a premier, interactive educational opportunity on the topic of sustainability for civic leaders in government, business, and community organizations. In 2019, 482 people attended, to learn and share how to grow our sustainable communities. We canceled our 2020 conference for health and safety concerns, and we are excited to bring back our community of professionals to talk about sustainability.

Any presentation / workshop that furthers the understanding and/or implementation of sustainable practices for municipalities, non-profit organizations, universities, or businesses will be considered.

Case studies that focus on the following topics will be given special consideration:

- Saving money by conserving energy and/or water in public or commercial buildings.
- Reducing fuel costs and greenhouse gas emissions in automotive fleets or public transit systems.
- Making communities more resilient to storms, floods, droughts, and other natural disasters.
- Implementing green infrastructure that improves the effectiveness and reduces the cost of storm water management.
- Enhancing social equity and vibrancy through development of affordable housing, public transit systems and complete streets.
- Examples of creative placemaking strategies including local food programs, arts initiatives, and neighborhood development strategies.
- Plans, projects and/or policies that aim to reduce reliance on fossil fuels; conserve energy; generate clean energy; reduce, reuse, or recycle solid waste; abate air and water pollution; reduce vehicle miles traveled; preserve natural, native habitats; or engage and educate citizens on sustainability issues.
- Organizational development, employee/resident engagement strategies to advance sustainability goals of a community or organization.

- Smart-city strategies and other examples of using technology to improve service deliveries.
- Bike and pedestrian trail best practices, including plans and safety considerations.
- Fleet electrification, including buses and public works vehicles.

## **AUDIENCE**

The conference is designed for a variety of audiences. We welcome participants of all levels including beginners, intermediates, experts, government employees, non-profits, business professionals, students, and everyone in between.

## **SESSION FORMAT**

We encourage proposals that emphasize active learning, skill-building, case studies, creative approaches and time for group discussion. Workshops should encourage dialogue and elicit active participation by attendees – not be primarily lecture format. Presentations should include case studies of sustainability- focused projects involving municipal governments, non-profit organizations, and/or high-profile commercial initiatives that significantly impact local economies, ecologies and/or address issues of social equity in communities. It's important to present a balance of practical application and big picture visioning. Selected presentations might be paired with others on a similar topic as part of a longer workshop session. Session participation could range from 10- 75 participants. Your slides will be made available to all conference participants in the form of a pdf via the conference app.

## **SESSION LENGTH**

All presentations will be 25 minutes long unless special arrangements are made, and selected presentations may be paired with others on a similar topic as part of a longer workshop session.

## **SESSION COORDINATOR**

All sessions involving more than one presenter need a designated contact person who will serve as the primary liaison to GSC Conference for matters related to conference planning and communication. Coordinators are responsible for organizing, introducing, and facilitating their sessions as well as providing GSCC with all necessary information and materials prior to the conference.

## **AUDIO-VISUAL EQUIPMENT**

It is important to indicate all audio-visual needs that you have for your presentation. A laptop, projector, microphone, and sound system are provided. If you have additional equipment needs, you will need to specify this in the RFP. Please note, large videos and files can be problem some, please avoid using if possible.

## **PRESENTER DISCOUNT**

Presenters may attend the day of their presentation for free, so long as they submit their presentation slides by no later than October 8, 2021. If presenters wish to attend the second day, they will pay a discounted rate of \$45. Up to 2 presenters per session receive this discount. For-profit companies selected to present are required to support the conference financially with a minimum \$500 sponsorship. Sponsorships come with at least two free passes to both days of the conference and other benefits.

## **PRESENTER STIPEND**

The GSCC has a limited number of small dollar stipends (max. \$400) to help presenters offset associated costs if needed. Please indicate if you would like a stipend during the application process. If chosen, you will be notified by staff. Stipends are given on a reimbursement basis after the conference is complete.

## **PRESENTER REGISTRATION**

All presenters need to register. Registration will be available approximately on or before May 14, 2021 and can be found on the [GSCC website](#).

## **SUBMISSION PROCESS AND DEADLINE**

Proposals are due March 15, 2021. Proposals will be selected based on relevance to the conference theme, and to create a diverse offering to conference participants. To submit a proposal, please complete the [electronic application here](#).

Your proposal must include all the following information. Only online applications will be accepted.

1. Presenter Information
  - Session Coordinator: If there is more than one presenter for your workshop, designate who will serve as the Session Coordinator.
  - Give the full name, official title, email, and telephone numbers for each presenter.
  - Submit a short bio for each presenter.
2. Descriptive Title, Short Session Description, and Learning Objectives
  - Provide your recommended workshop title and a description of your session (no more than 350 words). If accepted, your title and description may be used in conference materials. We may edit either the title or the description to meet session needs.
  - List of Learning Objectives – these may be bullet points of what the session will address. (limit 3)
3. Experience Level of Participants
  - Specify the level of experience that is most appropriate for participants at your session. New to the topic (for all skill levels), and Experienced (for those with advanced knowledge and experience).
4. Intended Audience
  - Government, non-profit, business, higher education, anyone, etc.
5. Sustainability Track
  - Specify in which category your presentation fits best.
    - i. Social/Cultural Vibrancy & Equity; Planning; Alternative Energy; Climate Leadership; Water; Infrastructure; Resiliency; or Other
6. First time participants
  - If you are a first time GSCC presenter, please list one reference (name, title and contact information) who knows your presentation style/skills.

## **PROPOSAL SELECTION**

Proposals will be reviewed by the GSCC Planning Committee. Proposals that align most closely with the conference themes will receive highest priority.

## **NOTIFICATION OF SELECTION**

Selected presenters will be notified via e-mail of your proposal's acceptance by May 14, 2021. In the meantime, please pencil in the conference dates on your calendar to ensure your availability upon notification of acceptance. If accepted, you will be required to electronically submit a pdf of your slides and handouts to be used in your presentation by October 8, 2021. Slides and handouts will be made available to conference participants as electronic files via the conference app. For questions or assistance, contact conference organizers at [info@sustainabledubuque.org](mailto:info@sustainabledubuque.org). On behalf of GSCC, thank you very much for your time and energy in preparing and submitting your proposal by March 15, 2021. We look forward to seeing you at the 13th Annual Growing Sustainable Communities Conference!