

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. Sessions should not be primarily lecture format. Presentations may 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. Presentations generally last 30 minutes. Selected presentations may 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 30 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. If your proposal includes multiple presenters, you all must present within this time allotment. Time for questions also needs to be included in that time limit.

PRIMARY PRESENTER/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 providing GSCC with all necessary information and materials prior to the conference. The primary presenter/coordinators receive discounted admission to the conference.

AUDIO-VISUAL EQUIPMENT

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

PRESENTER DISCOUNT

One presenter (usually the primary presenter) from each session may attend the conference at a discounted rate, so long as they submit their presentation slides by no later than April 15, 2024. One additional presenter per session may receive a discount on their registration (\$100 discount). For-profit companies selected to present are required to support the conference financially with a minimum \$600 workshop sponsorship. Workshop sponsorships come with two complimentary registrations to the conference and other benefits.

PRESENTER STIPEND

The GSCC has a limited number of small dollar stipends (max. \$500) to help presenters offset associated costs on an as needed basis. We don't want cost to prohibit great presentations from being shared. Please indicate if you would like to be considered for 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 November 15, 2023, and can be found on the [GSCC website](#).

SUBMISSION PROCESS AND DEADLINE

Proposals are due August 31, 2023. 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
 - Primary Presenter: If there is more than one presenter for your workshop, designate who will serve as the primary contact/session coordinator.
 - Give the full name, title, affiliation, telephone number, and email for each presenter.
 - Indicate if presenters represent a for-profit entity (and if yes, agree to sponsorship terms).
 - 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 participants will learn. (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 (check all that apply)
 - Government, non-profit, business, higher education, anyone, etc.
5. Sustainability Track (choose one)
 - Specify in which category your presentation fits best (Buildings + Energy, Transportation + Land Use, Solid Waste, Water + Wastewater + Flooding, Food + Health + Housing + Greenspace, and Equity + Resiliency + Capacity)
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 November 15, 2023. 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 April 15, 2024. 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. On behalf of GSCC, thank you very much for your time and energy in preparing and submitting your proposal by August 31, 2023. We look forward to seeing you at the 2024 Growing Sustainable Communities Conference!