



Greenbuild Program Working Group

Activity Start Date: January 2020
Activity End Date: December 2020

Advisory Group Position Overview

The Program Working Group oversees delivery of educational programming intended to meet the needs of attendees to the annual Greenbuild International Conference & Expo. Members will review sessions in all rounds of review for Greenbuild, nominate and collaborate with Subject Matter Experts and liaise with session presenters. Members are required to attend the in-person Working Group retreat (tentatively April 28-30, 2020) to determine the final education programming for Greenbuild 2020.

Responsibilities

PWG members will meet for bi-weekly conference calls **February – May** and are expected to complete the following tasks:

- **February 2020:** Nominate Subject Matter Experts for the second round of review “bucket teams”
- **February 25 – March 10:** Review sessions in first round of review for Greenbuild
- **March 23 – April 1:** Participate as working group liaison to 1-2 Greenbuild Bucket Teams
- **April 8 – April 27:** Review approx. 200 proposals in preparation for the Program Working Group retreat
- **April 28 – April 30:** Attend Greenbuild Program Retreat (date subject to change, location TBD)
 - Select complete sessions from those submitted through Call
 - Identify key topic area holes in program and help develop invited sessions to fill those
 - Identify commonality in accepted sessions and develop Greenbuild Tracks
- **November 3 – 6, 2020:** Attend Greenbuild 2020 in San Diego, CA

Benefits

Benefits include networking with fellow Program Working Group members, earning up to 50% of your LEED CMP continuing education hours and a complimentary 3-day conference pass to Greenbuild.

Qualifications

Required

- Able and willing to consistently dedicate time to this effort including bi-weekly calls from January through May, and independent research
- Attend one annual retreat in late-April (hotel, meals and travel covered by Greenbuild)
- Attend Greenbuild 2020 in San Diego, CA

Preferred

- Previous Greenbuild Attendance

- Educational programming/abstract review experience for Greenbuild and/or other industry conferences
- Project and/or technical publication peer-review
- LEED Professional Accreditation (or similar)
- LEED-certified project design, construction, operations and/or management experience
- Diverse industry conference, exposition and event attendance
- Demonstrated knowledge of:
 - Green building best practices and strategies
 - Cutting-edge innovation and technologies
 - International trends in educational programming
 - Adult learning theory and strategies

Time Commitment

Bi-weekly conference calls and one in-person meeting. Advisory time is estimated at 3-12 hours per month over the time of the working group.

Term Limits

Each term will be for one year. Individuals may not serve on more than one Greenbuild Advisory Group during a term year. Any one organization may not have more than one representative on any one Committee, except for federal government agencies. Additionally, individuals are limited to four consecutive years on any one Advisory Group.

How to Submit an Expression of Interest with Greenbuild

Anyone interested in serving on this committee must complete the Expressions of Interest. The deadline for submissions is Monday, January 14 at 11:59pm EST. Notifications of appointment will be sent in January. Incomplete and/or late submissions will not be considered.

Please contact program@greenbuildexpo.com if you have any questions.

Thank you for your interest in joining a Greenbuild Advisory Group!