

# Request for Proposals: 2012 WGBA Education Offerings



Thank you for your interest in submitting a proposal for the 2012 WGBA education offerings. Please read below and complete and submit the below RFP form.

WGBA education programs advance the knowledge of LEED professionals and other interested parties about green design, construction, operational practices, and technologies and innovations that benefit green building best practices and the LEED certification process. The intent of all USGBC programs is to help those involved in LEED and green building projects better understand how green building best practices can impact the sustainability and performance of existing buildings or new developments and how to implement such practices or incorporate such technologies into a project in order to achieve the project's sustainability goals.

Proposals for education sessions should not focus on specific manufacturers, suppliers or service providers, but rather green building best practices and technologies that can be incorporated into a green building design, construction and operations. We encourage sessions to utilize a panel of experts in the topic of discussion and encourage dialogue and discourse about the subject matter between the panelists and the audience.

All courses must be at least 90 minutes. There is a \$50 fee for each course submitted.

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## Primary Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Street Address: \_\_\_\_\_

Email: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Are you a member of WGBA?:      Y      N

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## Education Program Information

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Include Keywords or Phrases: \_\_\_\_\_

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## Format

Type of instruction: \_\_\_\_\_

If Other, please describe. If Building or Case Study, please indicate project name: \_\_\_\_\_

## Rating System Relevance

Please indicate one or more LEED rating system related to this program:

LEED BD+C	LEED Homes	LEED EB O+M	LEED ID+C	LEED ND
LEED HEALTHCARE	LEED SCHOOLS	LIVING BUILDING CHALLENGE		OTHER

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**Program Location:** *Please select one or more of the WGBA area(s) you are willing to travel to present this program or case study:*

Northeast/Fox Valley  
Southwest/Madison  
Southeast/Milwaukee  
Northwest/Eau Claire

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**Proposed Program Info**

Title:

Learning Level:

100 - Awareness  
200 - Understanding  
300 - Application & Implementation  
400 - Mastery

**Program Description & Agenda:**

***Provide a brief description*** of the program to provide in marketing materials for attendees. This should include a description of the program content and program goals:

Please also ***include a brief agenda*** describing the amount of time planned for each topic covered:

***Prerequisites or Prior Knowledge*** that attendees should have before taking this program. If this is another course, please include the direct web link to the prerequisite course information. If this prerequisite knowledge is a degree, certification, or other general knowledge:

**Learning Objectives:** List at least four learning objectives for the program. Learning objectives should be written so that the learners know specifically what they should be able to do at the end of the educational program. The objectives should be:

- Achievable so that the learners can actually learn what it takes to meet the objective within the course format, time frame and content.
- Active rather than passive.
- Measurable so that the learners can easily identify if they can or cannot do the action in the objective at the end.

At the end of the course, attendees will be able to:

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**Program Activities and Assessment**

**Program Activities:** Briefly describe each of the activities that will occur during this educational program. For example: An initial show of hands question will be used to see what type of audience we have (see checkboxes above). That will help the presenters determine how to approach the content. Additionally there will be resources for participants to use for additional information:

**Learning Assessment:** Briefly describe the assessment mechanisms that will be utilized during this session. The program should have a way for the instructor and attendees to assess if the objectives were met. *For Example: The program will include a Q and A session after each speaker where participants will be able to ask questions applying what they have learned.*

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**Program Development and Instruction: *Presenters / Moderator / Panelists***

*Please include complete information for at least one speaker and/or moderator in the section below. If you do not have complete information about your additional speakers at this time, we can assist with that as needed at a later date. (Multiple speakers are not required.)*

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**Presenter 1 Name:**

Title & Organization:

List presenter's education, professional credentials, licenses or certifications:

Describe presenter's demonstrated knowledge of the course subject and content, as well as demonstrated mastery of training, speaking, facilitation and/or teaching:

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**Presenter 2 Name:**

Title & Organization:

List presenter's education, professional credentials, licenses or certifications:

Describe presenter's demonstrated knowledge of the course subject and content, as well as demonstrated mastery of training, speaking, facilitation and/or teaching:

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**Presenter 3 Name:**

Title & Organization:

List presenter's education, professional credentials, licenses or certifications:

Describe presenter's demonstrated knowledge of the course subject and content, as well as demonstrated mastery of training, speaking, facilitation and/or teaching:

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**Presenter 4 Name:**

Title & Organization:

List presenter's education, professional credentials, licenses or certifications:

Describe presenter's demonstrated knowledge of the course subject and content, as well as demonstrated mastery of training, speaking, facilitation and/or teaching:

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**Presenter 5 Name:**

Title & Organization:

List presenter's education, professional credentials, licenses or certifications:

Describe presenter's demonstrated knowledge of the course subject and content, as well as demonstrated mastery of training, speaking, facilitation and/or teaching:

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**LEED Specific Program Content**

**LEED Specific?**            Yes            No

**Target Audience:**

<b>Design</b>	Architects Engineers Interior Designers Landscape Architects Planners Residential Designers Specifiers
<b>Construction</b>	Subcontractors Contractors Residential Builders
<b>Operations &amp; Maintenance</b>	Facility Managers Maintenance Contractors Real Estate Appraisers Brokers Building Owners Developers Financiers Insurers Property Managers

<b>Government</b>	Code Officials Federal Government Local Government Military Political Decision Makers State Government
<b>Miscellaneous</b>	Building Tenants Educators Healthcare Industry Housing Agencies Product Manufacturers School Administration Students Commissioning Agents
<b>Other</b>	

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**Non-commercial content:** *(Please read and check box below)*

Materials for programs approved by USGBC are to be objective in nature and cannot contain any content that could be interpreted as a promotion or endorsement of a certain product, certification/accreditation or organization. As an exception to this rule, products or organizations can be presented in the context of illustrative examples of the current concerns, issues and regulations of the topic(s) being addressed. Within PowerPoint presentations, presenters may include their company name or logo on the first and/or last slide only. The materials for this program are objective in nature and do not promote or endorsement of a certain product, service, certification/accreditation or organization.

**I agree.**

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**Speaking Experience & References:**

Please list two references that could speak to your previous speaking experience and/or knowledge on this topic.

**Reference #1**

Name:

Company:

Email:

Phone:

**Reference #2**

Name:

Company:

Email:

Phone:

Please briefly describe your demonstrated knowledge of the proposed program content areas, previous speaking experience, and why you are interested in presenting to the WGBA members on this topic.

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**Thank you for completing the WGBA education offering RFP. There is a \$50 Application Fee.**