



**Lehigh Valley Association of Independent Colleges
Call for Proposals**

Campus Sustainability Conference 2018

**Hosted by Lafayette College, Easton, PA
February 17, 2018, 8:30 am – 4:00 pm**

Submissions Due: Friday, December 15, 2017, 11:59pm

The Lehigh Valley Association of Independent Colleges (LVAIC), comprised of founding members Cedar Crest College, DeSales University, Lafayette College, Lehigh University, Moravian College, and Muhlenberg College, solicits proposals for speakers at the [LVAIC Campus Sustainability Conference 2018](#).

The purpose of the conference is to explore sustainability projects, cultivate dialogue and shared learning and encourage concrete action promoting responsible stewardship of the natural environment and equitable community in the areas where we live and work.

The conference will consist of presentations, workshops and a poster session. The principal participants and target audience for the conference include students, faculty, and staff. We welcome presentation proposals on case studies, pilot programs, best practices, infusing sustainability concepts into curriculum, and research. In addition to discussing problems, the presentations should focus on lessons learned and developing solutions.

Possible topic areas for the conference may include:

- Student Initiatives
- Curriculum and Research
- Co-Curricular Activities Practicing Sustainability Concepts
- Sustainable Food and Dining
- Procurement and Business Services
- Energy Management/Conservation
- Climate Action Planning
- Built Environment and Land Use
- Transportation Alternatives
- Waste Reduction, Recycling, and Materials Management
- Water Use and Rainwater Management
- Diversity and Inclusion
- Community Engagement
- College/Community/ Business Partnerships
- Innovative Projects

Proposal Submission and Review Process

Selection Criteria

The Conference welcomes proposals linked to the previously mentioned topic areas. The presentations are expected to provide value and meet the high quality standards of the academic institutions that comprise the LVAIC consortium. We are seeking speakers who will inspire action in our audience of students, faculty, and staff to return to their own campuses and implement what they learn.

Choose a Presentation Style

Oral Presentations: Presentations will be 20 minutes in length followed by 10 minutes of questions and answers. Consider the type of information you are presenting when submitting your abstract for review.

Practiced and Proven: Presentation which describes innovative or exemplary practices or programs. This may take the form of case studies, narratives, demonstrations or technical reports.

Research Orientation: Reporting upon original research, based on the systematic collection and analysis of data

Theoretical: Presentation which is broad and generalizing in its emphasis, reflecting upon and systematically referenced against one or more bodies of literature or systems of thought.

Poster Presentations: A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Posters should be kept simple and clear and a mixture of text and graphics is recommended. Presenters will be expected to stand by their poster for the duration of the session. Poster guidelines will be sent to presenters after their poster has been accepted.

Workshops: Workshops will be 80 minutes in length and are intended to be interactive sessions which will allow facilitators and attendees to dig deeper into a particular topic area using active and participatory strategies to build skills. Workshops are intended to be interactive therefore the sole use of PowerPoint is strongly discouraged. Rooms will include flip charts and markers. The attendees must leave with a “take away” which could be an action plan, a template, a road map or process.

Develop Your Proposal

Proposals will be submitted electronically at: <https://goo.gl/forms/uOtosUpwkH2AQO8U2>

Proposals will include the following:

- Contact information:
 - Your full name
 - College/University/Organization Name
 - Position (student/undergraduate or graduate, faculty, staff, administrator)
 - Email Address
 - Daytime phone number
- Indicate the session type (oral presentation, poster presentation, workshop)
- A 250-word abstract/description of your presentation. If you are submitting a proposal for an 80-minute workshop you are required to provide details on how your session will be interactive for the attendees.

Deadlines:

- Proposals for oral presentations and workshops must be submitted by **December 15, 2017, 11:59 pm**. Decisions will be made and email notifications sent out by **January 12, 2018**.
- Proposals for poster presentations must be submitted by **January 29, 2018, 11:59 pm**. Unless space is limited, all posters that address the conference theme and topics will be accepted.

Audio Visual Equipment

Projectors and PC laptops loaded with Microsoft Office will be provided for all presentations.

Timeline

Friday, November 3, 2017 - Call for Proposals opens

Friday, December 15, 2017 - Close call for proposals for oral presentations and workshops

Friday, January 12, 2018 - Notify presenters of proposal acceptance/rejection decision

Monday January 29, 2018 - Close call for posters

Saturday, February 17, 2018 - Conference date

Saturday, February 24, 2018 - Snow date (if necessary)

For more information, please contact:

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