

Request for Detailed Proposals to hold a national or regional conferences on Sustainable Building Environment in 2016

0. Purpose

This request for proposal is intended to provide guidance in preparing a submission for a national or regional conference in 2016, for those respondents whose Expressions of Interest have been accepted by the four international co-promoters, CIB, iiSBE, UNEP-SBCI and FIDIC.

1. Background

- 1.1 For a detailed history of the development of the series, see the separate document *Background on SB Conferences*.
- 1.2 The result of this continuous period of activity has been the establishment of a series of conferences, held on a three-year cycle. The SB conference series is now recognized as the pre-eminent English-language international conference series on sustainable building and construction. The series still features a core emphasis on peer-reviewed papers, presentations of regional policy papers and displays of assessed projects. These events also provide fast-track inclusion of the best technical papers from national or regional conferences into the global event, as well as registration policies designed to encourage the attendance of students and delegates from developing countries.
- 1.3 Up to and including 2013 the series was titled the “SB” or “Sustainable Building” conference series, but the international organizers have now changed the series name to “SBE”, standing for Sustainable Built Environment series, to more clearly indicate the inclusion of issues related to local urban areas and supporting infrastructure.
- 1.4 The most recent conference cycle has included 16 national / regional events in 2013 and the next global event is the World SB2014 Conference to be held in Barcelona in October 2014. Note that our reference to national events in the rest of this RFP extends to the possibility of two or three countries in the same region working cooperatively to produce a single event.
- 1.5 The increasingly high reputation of the series has resulted in other organizations holding events concurrently with SB conferences thereby maximizing the benefit for delegates. In short, the SB-series of conferences provides delegates with an unparalleled view into regional and international sustainable building issues every three years, while providing host organizations with increased visibility and effectiveness in their own regions.

2. Relationship of the National SBE conferences to be held in 2016 with the 2017 Global SBE Conference

- 2.1 The conference series unfolds over a three-year cycle. Planning and organization takes place in Year 1, national events are held during year 2, and a Global SBE conference is held during Year 3. We are now (2014) in year 3 of the current cycle and the World SB (Barcelona) Conference will take place in October 2014. For the next cycle, 2015 will be year 1 (planning), 2016 year 2 (national events) and 2017 year 3 (a single global event).
- 2.2 We plan to select national SBE 16 conferences after the selection of the Global SBE 17 event is finalized by the end of June 2014. This will give the selected organizers of the Global SBE17 event an opportunity to influence the development of the 2016 national events thereby maximizing the possibility of a good fit between the 2016 national events and the 2017 Global SBE conference.

3. Structure and orientation of the 2016 National SBE Conferences

- 3.1 The four international co-promoters of the Global SBE17 Conference are CIB, iisBE, UNEP-SBCI and FIDIC.
- 3.2 The proposals for 2016 national conferences will be subject to an evaluation process to ensure that they meet our requirements for quality of organization and content.
- 3.3 The most recent national events were held in 2013 in Austria, Canada, Czech Republic, Egypt, Finland, Germany, Hong Kong, Korea, Philippines, Portugal, Singapore, South Africa, Sri Lanka, UAE, UK, and USA.
- 3.4 As in previous cycles, proponents will have the freedom to determine conference agendas within the general subject area of sustainable building and construction. However, the four international co-promoters suggest that programmatic proposals for 2016 national events should include some of the following broad themes, all relevant to sustainable built environment at scales of buildings and small urban scale:
 - Resource efficiency at the urban and building level;
 - Innovation in materials, products and systems;
 - Environmentally efficient materials and products, and sustainable use of materials;
 - Methods, tools and certification;
 - Relevant policies, programs regulations and standards;
 - Renovation and performance upgrading of buildings and infrastructure;
 - Issues related to zero operating emissions and nearly-zero lifecycle emission performance;
 - Cost, financing and taxation approaches for high performance;
 - Economic and social externalities;
 - Training and education to promote adoption of sustainable approaches.
 - Small urban area analysis, assessment or case studies
- 3.5 In some cases, the international co-promoters may wish to organize related side events and will ask for cooperation in arranging venues for such events.
- 3.6 The international co-promoters are prepared to provide advice on the structure and format for the conference, based on previous experience, and may in some cases be able to provide introductions to potential conference sponsors.

4. Content of Proposals for National SBE 2016 Conferences

- 4.1 Detailed electronic proposals for national SBE 16 conferences should contain the following information:
 - a. A file title and cover that clearly indicates that the submission is for a National Sustainable Building and Construction Conference in 2016;
 - b. Contact person and name of organization(s) proposing to hold the event, plus contact coordinates, and information on the relevant capability and experience of the sponsoring organization(s), CVs, roles and estimated time involvement of key people, including the Scientific Chair;
 - c. A preliminary concept outline of the structure, organization and content of the conference, bearing in mind the pre-requisite of having peer-reviewed technical papers within one or more themes that focus on aspects of sustainable building and construction as outlined in Section 3.4.
 - d. Identification of any national, regional or international events on sustainable building and construction organized previously by the proposing organization;

- e. Specification of the approximate date proposed for the event during 2016, and the rationale for this date;
- f. A statement on how the proponents propose to link the event with the global SBE conference to be organized for 2017, including initiatives for general coordination, and measures to select peer-reviewed "best papers" for insertion into a fast track review by the SBE 17 organizers;
- g. A statement on how the national event intends to strengthen the continuity of the SB Conference Series, potentially linking to WSB14, and collaboration with SBE2017;
- h. A statement on how the national SBE 16 event might support future national or regional initiatives related to sustainable building and construction;
- i. A description of the location and distances to nearest railway or airport facilities; an estimate of the potential size of market and the total environmental impacts that might be incurred by delegates traveling to the event;
- j. A brief description of the facility, including meeting spaces and exhibit facilities, where the event is intended to be held and a brief description of the number and locations of available accommodation within various price classes;
- k. A statement on how the organizers of the national SBE 16 event intend to minimize the environmental impact of the Conference itself.
- l. A description of measures that will be taken to reduce the cost of attendance for delegates who are students, early researchers or (if applicable) from developing countries;
- m. A statement that a CIB, iiSBE or FIDIC member organization in the host country is involved in or has been given an opportunity to be involved the conference;
- n. A statement on the proposed support to be provided to the international co-promoters, as outlined below (see following two sections).

4.2 CIB, iiSBE, UNEP-SBCI and FIDIC will require from each selected organizer:

- a. A payment of 1,000 Euro payable upon acceptance of the proposal (50% from developing countries);
- b. The Series Coordinator (Nils Larsson) will be available to help plan the event on a cost-recovery basis;
- c. Economy class air ticket, hotel costs, and registration for the Series Coordinator and for one representative of the four founding international organizations (two persons total up to a maximum of 2000 Euro total);
- d. A registration discount to apply to members of the four international co-promoter organizations;
- f. A discount on one exhibit booth each for the four international co-promoters, if an exhibition is planned;
- g. Agreement that the SBE 16 organizer will attend the World SBE17 conference in Hong Kong in June 2017;
- h. Agreement that a representative of the conference organizers will participate (in person or by web conference) in a first meeting of SBE16 National conferences, to be held in early 2015 and organized by the Series Coordinator in consultation with the Global SBE17 organizer;
- i. Agreement that all publicity material, whether on websites or in hard copy, should display logos and links to the websites of the four international co-promoters;

- j. An opportunity for the four international co-promoters to nominate some of the keynote speakers for the event, with selection remaining in the hands of the organizers;
- k. Agreement that, commencing no later than six months after the conference, the four international co-promoters will have non-exclusive rights to use the conference papers for non-commercial distribution, unless authors specifically assign exclusive rights to others;
- l. Agreement that the conference organizer will respond to a post-conference survey that will cover issues related to the content of papers, delegate profiles, reaction of local or regional key groups, etc.

4.3 Evaluation criteria for national SBE16 conference proposals.

Interested parties should be aware that certain criteria have been established to assist iiSBE, CIB, UNEP-SBCI and FIDIC to make their decision. These include:

- a. The strength of the title and themes (see 3.4), and its relevance for a Sustainable Built Environment;
- b. The apparent quality of the preliminary planning for the structure, management, and process of the conference;
- c. Evidence of successful past events related to sustainable building and construction organized by the same group in the region;
- d. Evidence that an established science-based organization is involved as a main scientific sponsor and will be involved in management of the peer review process;
- e. The apparent quality of preliminary plans to involve governments, organizations and the private sector; and strategies to maximize the national and regional positive impacts of the event;
- f. Evidence that one or more major and well-established local or national organizations have made commitments to sponsor the conference, and that they have the management and financial capacity to manage the organizational issues and financial risks of the event;
- g. The tangible measures proposed by which prospective National SBE 16 conferences intend to strengthen continuity of the SB Conference Series, in connection with the previous and later conference series.
- h. The apparent quality of preliminary plans to establish linkages and communications with the previous SBE 14 and the forthcoming SBE 17 conferences;
- i. The level of expense likely to be faced by delegates (including students) and the level of financial support that will be available to selected delegates from developing countries, and how these delegates may be selected.

4.4 Support to be provided by the international co-promoters to organizers of selected National SBE 16 Conference will include:

- Permitting the use of the name and logo of the SBE conference series.
- Facilitating communications with the international co-promoters by appointing a coordinator to represent the four international co-sponsors, commencing October 2014.
- Ensuring that the Series coordinator or the coordinator of the previous SB 13 series of national events is available to give advice on organization and detailed program content, on a cost-recovery basis;
- Providing lists of potential volunteers for scientific committees or on-site support,

- Assisting with links to possible sponsors,
- Providing access to mailing lists, where permitted by laws and list owners,
- Providing publicity through their own channels,
- Providing links to conference websites;
- Placing documents from previous conferences on the CIB and iiSBE information databases;
- Leadership in the development of a long-term marketing strategy for the series.

5. Submission requirements and timing

- 5.1 iiSBE, CIB, UNEP-SBCI and FIDIC invite organizations whose Expressions of Interest have been accepted to submit a **full proposal in electronic format of not more than 12 pages, plus any necessary appendices** (but, please, we do not need detailed descriptions of tourism potential in the host city...), to the SB Conference Secretariat (larsson@iisbe.org), by end of day Friday, **20 February, 2015**.

6. Submission of proposals

We look forward to receiving your detailed proposal, **in electronic format** to Mr. Nils Larsson, the Series Coordinator, at <larsson@iisbe.org>

On behalf of Wim Bakens, Secretary-General of CIB, Luis Bragaña, President of iiSBE, Curt Garrigan, coordinator of UNEP-SBCI and Francois Baillon, Commercial Director, FIDIC.

Additional information available:

Information on CIB can be found at www.cibworld.nl

Information on iiSBE can be found at www.iisbe.org

Information on UNEP / SBCI can be found at www.unep.org/sbcI

Information about FIDIC can be found at www.fidic.org

