

Request for Proposals to hold conferences on Sustainable Building and Construction in 2010 and 2011

Background

In 1994, the *International Council for Research and Innovation in Building and Construction* (CIB), held an international green building conference in London, UK. As a part of the international *Green Building Challenge* process, now operated by the *International Initiative for a Sustainable Built Environment* (iiSBE), an international conference on green building was held in Vancouver in 1998. Following these initial ground-breaking events, CIB and iiSBE joined forces to co-sponsor international conferences on sustainable building in Maastricht in 2000, in September 2002 in Oslo and in Tokyo in 2005. The next global event in the series is SB08, to be held in Melbourne, Australia in September of this year.

In each of these conferences one or more local organizations have taken financial and organizational responsibility, while iiSBE and CIB have been co-conveners. In this role, iiSBE and CIB have given organizational advice and have used their networks to ensure a large audience for the events. This role has been effective, as evidenced by an attendance of 600 in Vancouver, 850 in Maastricht, 1,100 in Oslo and 1,700 in Tokyo. Melbourne SB08 organizers expect more than 2,500 delegates to attend this year's global event.

In 2003 the *Division of Technology, Industry and Economics* (DTIE) of the *United Nations Environment Programme* (UNEP), became a third co-sponsor for the next round of events.

In 2004, the three co-conveners assisted in the organization of several regional sustainable building conferences, which took place in Brazil, South Africa, China, Poland, Egypt, Malaysia, and Greece. All of these regional events were designed to elucidate sustainable building issues in these regions, and to create a strong link with the global event in Tokyo in September 2005, chiefly through the tabling of regional SB strategy documents, including agendas for research and action programmes.

A similar series of regional SB conferences was sponsored in 2007, with links to the 2008 conference. In this round, even more emphasis is being placed on the careful preparation of regional papers to be featured at the global event. The series included conferences, ranging in size from 200 to 500 attendees, in the following locations (shown in sequence):

Toronto, Canada
Torino, Italy
Seoul, Korea
Lisbon, Portugal
Malmö, Sweden
Prague, Czech Republic
Kuala Lumpur, Malaysia
Taipei, Taiwan
Auckland, NZ
Hong Kong SAR, China
Athens, Greece

The result of this decade of activity has been the establishment of a series of conferences, held on a three-year cycle, that is now considered to be the pre-eminent 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 regional conferences into the global event, as well as registration policies designed to encourage the attendance of students and delegates from developing countries. In recent SB conferences, the presentation of assessed projects, operated by iiSBE and formerly called *Green Building Challenge*, is now known as the *Sustainable*

Building Challenge and is open to a wide variety of assessment methods and tools. For 2008, SB Challenge has received about 80 entries.

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.

Structure for the next round of conferences, 2010-2011

In previous rounds, requests for proposals have been issued separately for the regional and global events. For the 2010-11 round of conferences, we are issuing a single Request for Proposals to cover the regional events in 2010 and the global conference in 2011. There will therefore be a single submission date for all proposals, but the regional and global submissions will continue to be reviewed by separate panels and to be evaluated on their individual merits. Separate elections will be made for the regional events and the global conference. Please note that, although we refer to the 2010 events as *regional* they may alternatively be *national* in scope.

The last four global events have been held in Netherlands, Norway, Japan and (this year), Australia. Submissions for a global event in 2011 from other countries or regions will therefore be given a greater priority, although this prioritization does not apply to the regional events in 2010.

We also wish to emphasize that applicants for the 2010 and 2011 conferences should place emphasis in the development of their strategy and conference themes, on the need to reach very high levels of performance. Given the urgency of limiting climate change such approaches should include an emphasis on zero energy or even negative energy approaches, as well as very ambitious demands for resource conservation. In other words, the selection criteria will give precedence to those proposals that give clear indication of such an approach. For the 2010 regional or national conferences, such an approach may vary according to regional or national needs and capacities, but the emphasis on aiming high should remain.

Many of the selection criteria developed for previous conferences in this series remain in effect, as shown in the next sections of this document.

The international conveners of the SB2010-2011 events consist of CIB, iiSBE and UNEP-SBCI (the *Sustainable Building and Construction Initiative* of UNEP). In some cases, the three conveners may wish to organize related side events and will ask for cooperation in arranging venues for such events. The three international conveners are prepared to provide advice on the structure and format for conferences, based on previous experience, and may in some cases be able to provide introductions to potential conference sponsors.

Detailed criteria for selection of proponent organizations

iiSBE, CIB and UNEP now invite Expressions of Interest for organizations to be named as hosts of the next conferences in the series, with regional events to be held during the period January to December of 2010, and the global conference to be held during 2011. We invite you to submit an **electronic proposal 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, no later than 1800 Paris time, **Wednesday, 10 September, 2008**.

A decision on the selected locations for both 2010 and 2011 events will be made by a Committee consisting of representatives of the three co-conveners, plus a representative of the SB08 conference host, The decision will be announced at SB08 in Melbourne during the period 21-25 September, 2008. The Committee will subsequently issue a public rationale for its decision after the process is completed.

Expression of Interest for any of Regional or National SB2010 events

Expressions of Interest for SB2010 conferences should contain the following information:

1. A file title that clearly indicates that the submission is for a Regional or a National event in 2010;
2. Contact person and name of organization(s) proposing to hold the SB2010 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;
3. If a regional event, a description of the region that is to be served by the event;
4. A preliminary concept outline of the structure, organization and content of the conference, bearing in mind the pre-requisite of having both displays and peer-reviewed technical papers, all within a theme that focuses on environmental, economic and social aspects of sustainable construction ranging from urban scale to buildings to materials. The conference concept should emphasize a striving for very high levels of performance and will include a brief discussion of how the proposed concept is appropriate for the country or region;
5. Specification of the approximate date proposed for the event during the calendar year 2010, and the rationale for this date;
6. 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;
7. 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;
8. A description of measures that will be taken to reduce the cost of attendance for delegates from developing countries (if applicable);
9. A statement on how the Regional or National SB10 event might support future local or regional initiatives related to sustainable building;
10. A statement that a CIB member organization in the host country is involved in or has been given an opportunity to be involved in the conference.
11. A statement on the proposed support to be provided to conveners, as outlined in the section below, for the right to hold the conference under the SB-series name;

To assist in supporting SB conferences CIB, iiSBE and UNEP-SBCI require from each selected organizer of SB10 conferences:

1. A payment of 1,000 Euro due upon acceptance of the proposal.
2. Air tickets from Europe and hotel costs for a single representative of the three conveners to help prepare for and to attend the event itself;
3. A registration discount to apply to CIB and iiSBE members;
4. Discount on exhibit booths for co-conveners, if an exhibition is planned;
5. Agreement that all publicity material, whether on websites or in hard copy, should include an indication that CIB, iiSBE and UNEP-SBCI are the main international conveners.
6. An opportunity for CIB, iiSBE and UNEP-SBCI to nominate some of the keynote speakers for the event;
7. Agreement that, commencing at the latest 6 months after the conference, the three co-conveners will have non-exclusive rights to use the conference papers for non-commercial distribution, unless authors specifically assign exclusive rights to others.
8. Agreement to distribute a delegate survey that will be provided by iiSBE, to forward a selection of "best papers" to the SB2011 Secretariat and to prepare a regional or national report on the state of SB (see appendix).

Support to be provided by the Conveners to each selected SB2010 event

CIB, iiSBE and UNEP/SBCI will undertake to support the regional series by providing advice on organization and detailed program content, assisting with links to possible sponsors, providing access to mailing lists, providing publicity through their own channels, by providing links to conference websites, and by placing documents from previous conferences on the CIB and iiSBE information databases. In addition, the selection criteria for the global SB2011 event will ensure organizational support from that host organization.

Evaluation Criteria for SB10 conferences

Interested parties should be aware that certain criteria have been established to assist iiSBE, CIB and UNEP/SBCI to make their decision. It should be noted that the Conveners reserve the right to limit the number of regional/national events. Selection criteria consist of the following:

1. A proposed location that will, in conjunction with other proposed SB2010 events, provide representation from as many major regions as possible, e.g. Latin America, Middle East, Asia, Southern Africa, and so on, while minimizing duplication within a region;
2. A proposed location that is reachable by a large regional or national audience at reasonable travel costs and environmental impacts;
3. 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 organizing the event;
4. The apparent quality of the preliminary planning for the structure, management, process and content of the conference, including the emphasis on reaching very high performance levels in the strategy and thematic development, and the appropriateness of this approach for the region or country;
5. The apparent quality of preliminary plans to involve governments, organizations and the private sector; and strategies to maximize the positive impacts of the event in the region or country;
6. 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 in the region (if applicable), and how these delegates may be selected.

Expression of Interest for the Global SB11 Conference

Expressions of Interest for the Global SB2011 conference should contain the following information:

1. A file title that clearly indicates that the submission is for the Global conference in 2011;
2. Contact person and name of organization(s) proposing to hold the SB2011 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;
3. A preliminary concept outline of the structure, organization and content of the conference, bearing in mind the pre-requisite of having both technical papers and displays, all within a theme that focuses on environmental, economic and social aspects of sustainable construction ranging from urban planning to buildings to materials, all at very high levels of performance. The program should include provision for regional policy presentations and SB Challenge displays and presentations;
4. A statement on how the proponents propose to link the event with the regional SB conferences to be organized for 2010, including initiatives for general coordination, measures to fast-track peer-reviewed "best papers" and the presentation of regional policy papers prepared by the organizers of those events;
5. Specification of the approximate date proposed for the event during the third or fourth quarter of 2011, and the rationale for this date;
6. 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;
7. 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;
8. A description of measures that will be taken to reduce the cost of attendance for delegates from developing countries;
9. A statement on how SB2011 might support future national or regional initiatives related to sustainable building;
10. A statement that a CIB member organization in the host country is involved in or has been given an opportunity to be involved the conference.
11. A statement on the proposed support to be provided to Conveners, as outlined below (see following two sections);

To assist in supporting the SB2011 conference CIB, iiSBE and UNEP-SBCI will require from the selected organizer:

1. A minimum contribution of 5% on conference registration fees, to used by the Conveners to ensure high quality in the SB2010 events, with 10,000 Euro payable upon acceptance of the proposal, and the remainder payable within 30 days of the conference date;
2. Air tickets from Europe and hotel costs for one representative of CIB, iiSBE and UNEP-SBCI to help prepare for the event and for representatives of all three organizations to attend the event itself;
3. A registration discount to apply to CIB and iiSBE members;
4. One free exhibit booth each for CIB, iiSBE and UNEP-SBCI, if an exhibition is planned;
5. Agreement that all publicity material, whether on websites or in hard copy, should include an indication that CIB, iiSBE and UNEP-SBCI are the main international conveners.
6. An opportunity for CIB, iiSBE and UNEP-SBCI to nominate some of the keynote speakers for the event;
7. Agreement that, commencing at the latest 6 months after the conference, the three co-conveners will have non-exclusive rights to use the conference papers for non-commercial distribution, unless authors specifically assign exclusive rights to others.

Support to be provided by the Conveners to the SB2011 event

CIB, iiSBE and UNEP/SBCI will undertake to support the regional and global series by providing advice on organization and detailed program content, assisting with links to possible sponsors, providing access to mailing lists, providing publicity through their own channels, by providing links to conference websites, and by placing documents from previous conferences on the CIB and iiSBE information databases. To facilitate convener support, an equivalent of 1/2 person-year per year will be jointly allocated for this purpose by the three convening organizations, commencing October, 2008.

Evaluation Criteria for Global SB2011 Conference

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

1. A proposed location that is *not* in the Netherlands, Norway, Japan or Australia (sites of previous global SB events during the last decade), but is reachable by a large global audience at reasonable travel costs and environmental impacts;
2. 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;
3. The apparent quality of the preliminary planning for the structure, management, process and content of the conference, including the apparent emphasis on reaching very high performance levels in the strategy and thematic development.
4. The apparent quality of preliminary plans to involve governments, organizations and the private sector; and strategies to maximize the global positive impacts of the event;
5. The apparent quality of linkages to be established with the proposed series of regional SB conferences in 2010;
6. 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.

Appendix: SB2010 papers on the state of SB in the region or country

The section on requirements for SB2010 conferences identified the need for a national or regional paper on the state of the art in sustainable building to be prepared before the SB2011 conference. The report should cover at least the following topics:

- Status of national or regional development of performance targets for SB;
- Status of adoption of policies (tax, programs, regulations etc) that will further SB;
- Status of adoption of SB by the investor community;
- Status of education and training in SB;
- Status of adoption of new SB technologies and techniques;
- Status of adoption of SB whole-building performance rating systems.

The SB2011 conference will include a Regional session that will allow all regional coordinators to present a PPT version of their papers. The papers will be included in a separate proceedings file. Note that this paper is *NOT* intended to be a report on the conference, but rather to present an overview of the SB status, prospects and problems in the country or region.

It may be that you are able to use all or part of an existing paper already prepared on this subject. It is more likely, however, that existing information will provide only part of the material you require and that you will have to engage the cooperation of governments and associations within your area.

We suggest that, depending on the complexity and size of the area you are covering, the document might be in the range of 15 to 50 pages. CIB, iiSBE and UNEP staff will prepare a synthesis document in time for the SB2011 global conference, so we suggest that you submit a draft for comment by mid-May, 2010. Past experience indicates that it is best to make adequate budget provision for this work and to begin the work immediately after the regional event.

Submission instructions

We look forward to receiving your Expression of Interest, **in electronic format**. Kindly register your interest by sending a note to Larsson@iisbe.org expressing your interest so that we can construct a list for any future announcements concerning this RFP. Answers to requests for clarifications will be made available to all applicants on the list.

On behalf of Andrea Moro, President of iiSBE, Wim Bakens, Secretary-General of CIB, and Peter Graham, coordinator of UNEP-SBCI.

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Additional information available:

Information on CIB can be found at <http://www.cibworld.nl>

Information on iiSBE can be found at <http://www.iisbe.org>

Information on UNEP / SBCI can be found at <http://www.unepsbci.org/>

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