

## *Request for Detailed Proposals to hold a global conference on Sustainable Building Environment in 2017 (Global SBE17)*

### **0. Purpose**

This request for proposal is intended to provide guidance in preparing a submission 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 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 known as the *Sustainable Building Challenge*, focuses on the use of key performance indicators (KPI) to measure performance levels.
- 1.3 The most recent conference cycle has included 16 national events in 2013 and the next global event is the World SB2014 Conference to be held in Barcelona in October 2014.
- 1.4 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 2017 Global SBE Conference with National SBE conferences to be held in 2016**

- 2.1 The SB 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 (2013) in year 2 of the current cycle and the World SB (Barcelona) Conference will take place in year 3, in October 2014. For the next cycle, 2015 will be year 1, 2016 year 2 and 2017 year 3.
- 2.2 The national SB conferences will take place during 2016, but we plan to issue an Expression of Interest document for these after the selection of the Global SBE17 event is finalized by mid-2014. This will give the selected organizers of the Global SBE17 event an opportunity to work with the Series Coordinator and the organizers of WSB14 Barcelona to support continuity of the series, and also 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 2017 Global SBE Conference**

- 3.1 The four international co-promoters of the Global SBE17 Conference are CIB, iisBE UNEP-SBCI and FIDIC.
- 3.2 The proposals for a 2017 global conference will be subject to a competitive evaluation process.
- 3.3 The most recent global events have been held in Norway, Japan, Australia, Finland and (in 2014) Spain. Selection of a global event in 2017 will therefore give a greater priority to locations in other countries and regions.
- 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 will place emphasis in their evaluations of programmatic proposals for the Global SBE17 event that include several 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.
- 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 the Global SBE 2017 Conference**

- 4.1 Detailed electronic proposals for the Global SBE17 conference should contain the following information:
  - a. A file title and cover that clearly indicates that the submission is for the Global Sustainable Building and Construction Conference in 2017 (Global SBE17);
  - b. Contact person and name of organization(s) proposing to hold the Global SBE17 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 both technical papers and displays, all within one or more themes that focus on aspects of sustainable building and construction as outlined in Section 3.4.

- d. The programme should also include provision for regional policy presentations (by the organizer or UNEP-SBCI) and SB Challenge displays and presentations (in cooperation with iiSBE);
- e. Identification of any national, regional or international events organized on sustainable building and construction organized previously by the proposing organization;
- f. Specification of the approximate date proposed for the event during the third or fourth quarter of 2017, and the rationale for this date;
- g. A statement on how the proponents propose to link the event with the national SBE conferences to be organized for 2016, including initiatives for general coordination, measures to fast-track peer-reviewed "best papers" nominated by the organizers of those events;
- h. A statement on how Global SBE17 intends to connect with WSB14 Barcelona and with Global SBE 2020, strengthening the continuity of the SB Conference Series.
- i. A statement on how Global SBE17 might support future national or regional initiatives related to sustainable building and construction;
- j. 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;
- k. 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;
- l. A statement on how the organizers of Global SBE17 intend to minimize the environmental impact of the Conference itself.
- m. A description of measures that will be taken to reduce the cost of attendance for delegates from developing countries;
- n. 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;
- o. 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 the selected organizer:

- a. A minimum contribution of 5% on conference gross registration fees, with a minimum of 5,000 Euro payable upon acceptance of the proposal, and the remainder payable within 30 days of the conference date;
- b. Economy class air tickets from Europe or equivalent, and hotel costs, for the representative appointed by the four international co-promoters ("the Series Coordinator"), (or another representative if the Series Coordinator is unable to attend) to help plan the event;
- c. Economy class air ticket, hotel costs, and registration for the Series Coordinator to attend the conference;
- d. Economy class air tickets from Europe or equivalent, hotel costs, and registration for one other representative of each of the four international co-promoters to attend the conference;
- e. A registration discount to apply to members of the four international co-promoter organizations;

- f. One free exhibit booth each for the four international co-promoters, if an exhibition is planned;
- g. Agreement that the Global SBE17 will actively participate at the WorldSB14 conference in Barcelona in October 2014;
- h. Agreement that a representative of the conference organizers will participate 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 at the latest 6 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.

#### 4.3 Evaluation Criteria for Global SBE17 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 global 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 the Global SBE17 Conference intends to strengthen continuity of the SB Conference Series, in connection with the previous and later Global Conferences.
- h. The apparent quality of preliminary plans to establish linkages and communications with the proposed series of national 2016 SBE conferences;
- i. A proposed location that is *NOT* in Norway, Japan, Australia, Finland or Spain (sites of global SBE events from 2002 to 2014), but is reachable by a large global audience at reasonable travel costs and environmental impacts;
- j. 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 the selected Global SBE 2017 Conference organizer 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 and the organizer of WSB14 are 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, by end of day Friday, **30 May, 2014**.
- 5.2 A decision on the selected 2017 Global Conference will be made by a Committee consisting of representatives of the four co-promoters, the Series Coordinator and a representative of WSB14. If your proposal is accepted, you will be informed no later than **10 July 2014**, and a public announcement will be made at WSB14 in Barcelona during the period 28-30 October 2014. The Committee will issue a public rationale for its decision after the process is completed.

## 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](http://www.cibworld.nl)

Information on iiSBE can be found at [www.iisbe.org](http://www.iisbe.org)

Information on UNEP / SBCI can be found at [www.unep.org/sbci](http://www.unep.org/sbci)

Information about FIDIC can be found at [www.fidic.org](http://www.fidic.org)

Information about the 2013-2014 SBE events can be found at [www.sbconferences.org](http://www.sbconferences.org)

[Information about WSB14 Barcelona can be found at www.wsb14barcelona.org](http://www.wsb14barcelona.org)

