

# GREEN BUILDING SHOWCASE

## SUBMISSION GUIDELINES

This guide will help you better understand the submission process for Green Building Showcase, particularly with submission requirements, showboard information, and important deadlines. Once you feel confident about the submission requirements, please register and pay for your showboard(s) through Eventbrite and submit the project's information to our Google Form. Links to these can be found at [builtenvironmentplus.org/gbs21](http://builtenvironmentplus.org/gbs21).

### BASIC RULES FOR THE AWARDS GALLERY

In order for your submission to be eligible for entry into the **Awards Gallery**, your submission...

- must be **registered through Eventbrite by October 7th, 2021, by 4:00 PM**
- must **complete our project submission form by October 7th, 2021, by 4:00 PM.**
- all boards must also be created as a 24" x 36" PDF poster. Built Environment Plus will be printing and mounting the showboard for you and it is included in the price. You save on labor, supplies, and the courier to get your board on site.

### BASIC RULES FOR THE GENERAL GALLERY

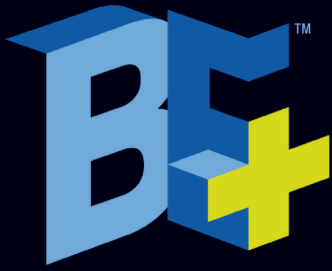
If you are just submitting a **General Submission**, your submission...

- cannot be an advertisement.
- must be **registered through Eventbrite by October 7th, 2021, by 4:00 PM**
- must **complete our project submission form by October 7th, 2021, by 4:00 PM.**
- must also be created as a 24" x 36" PDF poster. Built Environment Plus will be printing and mounting the showboard for you and it is included in the price. You save on labor, supplies, and the courier to get your board on site.

## SUBMISSION INFORMATION FORM

When filling out our submission form for any project, regardless of the submission category you are entering into, you will need to provide the following information about your project:

- The submission's Eventbrite order number (this can be found at the bottom of your digital Eventbrite receipt)
- The submitter's...
  - > first and last name
  - > email address
  - > phone number
  - > company (must be the same answer listed on the Eventbrite)
- The submission's project title (must be the same answer listed on the Eventbrite order)
- The project's team.
- The project's full address (may be the company's address)
- A description of the project (300 words max)
- A link to the project page (if available)
- The project's completion date
- Any energy and water savings data



# GREEN BUILDING SHOWCASE

## ALL SHOWBOARDS

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### REQUIREMENTS

- Entries will be presented on a single 24" x 36" PDF board.
- Boards must be in portrait orientation.
- Content may be in text, diagrams, photos, or other graphic format.
- Must include the following:
  - > Name and location of the project/product
  - > The basic green/sustainability features
  - > Project team
  - > Other recognition(s) earned
  - > Information on LEED, WELL, Passive House, LBC, etc.

### BOARD PICK-UP POLICIES

Showboards can be taken or left at the event. If left behind, the showboards will be disposed of. Please note that if your project wins an awards, BE+ wishes to hold onto your showboard to display next year.

### FREQUENTLY ASKED QUESTIONS

#### **Do General Submissions need to be registered through Eventbrite on the Award Series deadline?**

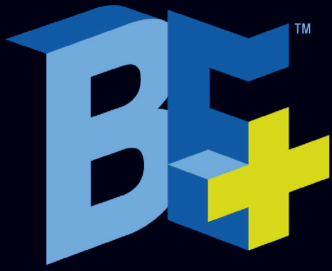
Yes, unlike previous years, General submissions do need to follow that deadline as we will be sending the files to be printed onto showboards.

#### **Why are PDF files for the Award Series required so early?**

Our Judges need time to review all submissions, and we need time to print.

#### **Does my project need LEED, Passive House, etc. in order to be eligible for an award?**

No, projects are not required to have certification in order to be eligible (though certification does look pretty good!)



# GREEN BUILDING SHOWCASE

## AWARD SERIES

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### RULES

All submissions for the Award Series MUST be registered through Eventbrite and the PDF of the poster must be uploaded to our submission form by **October 7th, 2021 by 4:00 PM**. The specific rules for the Award Series is as follows:

#### Category Leaders

You may only apply to one category per submission:

- > Student Project of the Year
- > Carbon and Energy
- > Equity and Inclusion
- > Health and Wellness
- > Site and Landscape / Water
- > Sustainable Construction Innovation
- > Sustainable Building Operations

Submitted projects can be partially completed or completed projects, innovative products, designs, and programs.

- Submissions can also be submitted to the Green Building of the Year, however, a new application and corresponding fee will need to be completed.

#### Green Building of the Year / Green Home of the Year

- Must be a completed project.
- Must be built within the last 5 years.
- Must be designed or built by a Massachusetts company.
- Cannot re-submit a submission that won in any previous Green Building Showcases.
- Submissions may also be submitted to the Market Leader Award Series, but a new application with a corresponding fee will need to be completed.

### JUDGING CRITERIA

Both series require answers to the following questions on the submission form:

- How innovative is your entry – does it break new ground?
- What is the significance of the entry's positive impact on the environment, social equity, and the economy? How much good does it do?
- How replicable is your project? Is the entry something that can be used as a model for others?
- Please name recognition and awards earned for this project.

Have any questions or run into any problems?

Please reach out to [communications@bultenvironmentplus.org](mailto:communications@bultenvironmentplus.org) or call the office at 617-752-2422.