

## **Instructions for Submitting Content for the 2009 National Environmental Partnership Summit**

To enhance the quality of sessions this year, and to ease our process of managing up to several hundred submissions, we ask that you spend some time to prepare your ideas and complete the form thoughtfully. **Please note that we will be paying close attention to your session or presentation goal as well as your ideas about how you will stimulate and guide interaction.** Your submittal will be reviewed and selected based on the quality of substance as well as the creativity of process. The submittal form asks that you select formats and one topic area under the track in which your presentation best fits. The purpose of this portion of the form is to help us to manage and organize the proposals for review by teams of your peers.

Review teams will select sessions or papers as submitted and will not be combining sessions as part of the review process.

### **Important Notes:**

ALL submittals must be complete and **include your contact information, including phone number and email address.** Incomplete submittals or placeholders will not be considered.

Full session proposals that include multiple speakers must identify committed speakers. Assigned topics, brief bios and contact information will be needed for all proposed speakers prior to abstract acceptance. Failure to include this information in your submittal may result in it not being considered.

Moderators/facilitators must also be explicitly identified. *Our preference is that the moderator/facilitator not also be a subject matter presenter.* We will be asking for the same information about facilitators as about speakers – bios & contact information - and request that as a session designer, you select experienced facilitators.

If you have an innovative educational approach that does not fit within one of the suggested formats, but achieves a memorable educational experience for attendees, please feel free to propose it. You will be helping us set new standards for future Summits.

## **Breakout Session Proposals are due on**

**FRIDAY, DECEMBER 5, 2008**

### **WHO**

*We are looking for individuals, companies, geographic communities and communities of interest, governmental and non-governmental organizations with experience and expertise in pollution prevention, compliance assistance, superior environmental performance and sustainability to submit proposals for breakout sessions.*

### **WHY**

*Breakout sessions form the basis of the Summit. The Summit provides them in order:*

- To seek, create, and enhance environmental partnerships;
- To explore connections between local actions and global results - global trends and local responses;
- To learn how to create opportunities for integrating environmental stewardship into business activities while improving the bottom-line;
- To consider opportunities for revising requirements and policies to support performance beyond compliance;
- To exchange ideas and resources across industry, government and the NGO community;
- To generate individual and organizational commitments to actions that produce measurable results; and
- To provide useful training.

### **WHAT**

*The Summit Content will be organized around the following 18 topic areas:*

#### **1. Sustainability Projects/Production**

Enduring solutions to pressing problems systematically takes into account all dimensions of sustainability: the environment, the economy and community. Programs and organizations with a mission that focuses them primarily on one element need to at least factor in the others. All of these sessions will highlight exemplary projects and manufacturing processes that employ sustainable technologies and techniques.

#### **2. Addressing Climate Change: Successes and Case Studies**

We can mitigate the effects of climate change. This is an exciting time when our actions and our choices will make a significant difference in the future of our planet. These sessions will present success stories of how the effects of climate change and global warming have been reduced across the country and around the world. These sessions may include climate change legislation, case studies, best practices,

examples of material substitutions, and the applications of new low carbon technologies.

### **3. Sector Based Environmental Assistance**

Addressing multi-media environmental issues sector wide has the potential to yield better environmental results than facility by facility single media approaches. Environmental assistance and collaborative approaches could help address the issues identified within a sector. We want to hear from Federal, state, and local government environmental assistance providers, as well as those from non-governmental organizations, on the decision making process such as identifying the targeted sector and the environmental problem(s). We also want to hear about the implementation challenges and successes. Finally we want to hear if you used assistance resources, what were they, and how well did they help in your process.

### **4. Measuring and Communicating Sustainable Performance Results**

These sessions will showcase facility-level environmental data and methods for engaging local communities in meaningful discussion and identify best practices to measure results and develop common or compatible metrics across organizations and sectors. These sessions will also explore how results are communicated, whether we are effective at communication, and how our communication methods/techniques could be improved. If "that which gets measured gets improved," how are we measuring our progress on sustainability? These sessions will provide examples of tools – footprint calculators, indicators, reporting formats, and exchanges – designed to raise the awareness and improve the sustainable performance of communities, facilities, industry sectors and geographic-based industry groups. It is of particular interest to showcase difficult-to-measure indicators like solid waste and material use.

### **5. Life Cycle Assessment and Cost Benefit Analysis as Tools**

With reduced natural resources availability, increased costs of doing business, and increased focus on being "green", companies and organizations need to focus on life cycle assessments to maximize efficiencies and minimize the cost of doing business. Life Cycle Assessment and Cost Benefit Analysis help create informed decisions through a better understanding of the human health and environmental impacts of products, processes, and activities. The goals of these sessions are to increase awareness of these valuable tools, and to communicate how Life Cycle Assessment and Cost Benefit Analysis have led to transformational environmental change within your company or organization. These sessions may include best practices, successful case studies where life-cycle assessment has led to sustainability breakthroughs (or transformational change)

for a company, and tools to assess products, materials, and technologies, such as tools for assessing products and alternatives, for example, "Chemical and Product Assessment Tools" or something to include the many other ways of comparing chemicals, materials and products.

#### **6. Environmental Regulations Update for 2008-09**

How do recent and future environmental regulatory changes relate to sustainability goals? These sessions will include new and innovative regulations and laws from the Federal, state and local governments. What success have non-governmental organizations had in the past few years with influencing and drafting legislation? What is on the horizon for the coming year? How can government, the non-profit sector and industry collaborate to increase compliance? These sessions will provide informational updates and explore possibilities for the future.

#### **7. Green Chemistry**

Green chemistry is a new way to think about chemical design, employing a set of principles that cut or curb hazardous substances from production, use and disposal of chemical products. Businesses and state government have a role to play in support, innovation, and adoption of products of green chemistry. These sessions will highlight the main principles of green chemistry and how industry and government can work together to achieve environmentally beneficial alternatives to hazardous chemicals and processes.

#### **8. Clean Technologies; New Industry, Clean and Green , Specific Technologies and Application**

"Cleantech" is the fast-growing sector of businesses based on technologies in areas such as renewable energy (e.g., wind, solar, and biofuels), energy and resource efficiency, new chemistries and green building. Learn what opportunities exist for business, government and NGOs to move forward on these exciting new technologies.

#### **9. Greening Your Business**

Greening your business means running your operation efficiently using resource conservation and pollution prevention practices. These sessions will provide specific tools, tips and ideas on how small, medium and large businesses can save money and resources. Sessions may include presentations on case studies, cost benefit analyses on new technologies and best practices, green facilities management, and specific materials substitution for various processes. Sessions will also provide latest information on various green award programs locally and nationally.

**10. Harnessing the Power of Collaboration on the West Coast**

The National Environmental Partnership Summit is a collaboration of environmental leaders of pollution prevention practitioners and environmental leaders from government, industry and the non-profit sector. During the conference, these leaders come together to share ideas to raise the bar for environmental performance. These sessions will showcase successful examples of this collaboration from organizations on the West Coast.

**11. International Projects and Models**

In our increasingly interconnected world, we need to profit from the global experience of our environmental partners. These sessions showcase international approaches/models and projects that address environmental policy or focus on sector or media-specific environmental problems and include performance measures. There is particular interest in sessions that describe "lessons learned," collaborative experiences, or demonstrate practical take-it-home tools or approaches that could have U.S. applicability.

**12. Research and New Technology**

Ideas become real at the point of application and action. From the arena of research and new technology emerge the nuts and bolts that make environmental solutions work – the "what's and the how to's". These sessions will explore the current state of the art and future directions of research, development and industry-specific technology in the public and private sectors as well as pollution prevention updates. These sessions will also showcase how some of these practitioners measure and track their success based on the use of these new technologies.

**13. Resource Efficiency**

As the costs of raw materials, energy, and water increase, efficiency improvements are being identified and implemented at an increasing rate. Do you know of examples of leaning, new P2 practices, improved technologies, or minimization of the use of petroleum-based raw materials? Papers are requested that demonstrate greater resource efficiency toward a more sustainable economy. Topics of interest might include: How lean approaches and P2 practices can best work together; Collaborations of lean and environmental professionals and lessons learned; Best practices to integrate P2 into lean for environmental and operational results; and How using lean principles can produce green results.

**14. Engaging the Financial Sector**

The financial sector plays a key role in every aspect of our daily lives, and can affect what can be accomplished, and how. We would like to explore two areas of financial engagement – how to engage the

financial sector as an ally in addressing the challenges we face, and how to successfully finance environmental improvements. We seek to explore issues such as: Will mainstream investors ever significantly adopt environmental, social and governance criteria?; Does ROI matter for CSR initiatives to be successful?; How can we foster long term value creation when the focus is on quarterly earnings?; and to find examples of collaborative successes of industry, the financial sector, and federal, state and local governments in finding creative methods to finance environmental improvements.

**15. Environmental and Chemical Policy**

There is a great deal of activity around the world setting new environmental and chemicals policies. From the largest entities, such as the European Union and countries in Asia, to the smallest, such as individual U.S. cities and states, policies are being set to address today's and tomorrow's environmental challenges. There is a move toward increasing restrictions on toxic substances in products, and a demand for policies that take a more proactive and precautionary approach. These sessions will address issues around environmental and chemicals policy at all levels of government.

**16. Community Engagement Success Stories**

Innovation often begins on a small scale, in a single community. Community projects raise awareness and empower citizens. Examples include projects focused on small, community based businesses like dry cleaners and auto shops and local initiatives involving non-governmental organizations such as environmental and public health groups, labor organizations and municipalities.

**17. Energy Issues**

Nothing is hotter these days than energy. As gas prices rise, it is affecting everything from home heating to transportation to food prices to manufacturing. Where are we headed? These sessions will address reducing the carbon footprint through examples of employing low-carbon technologies including carbon capture and sequestration, bioenergy, biofuels, and renewable resources. These sessions will also showcase energy policy, climate legislation, and energy security.

**18. Encouraging Innovation**

Change is not always welcome, but innovation enables us to improve what we do and how we do it. Let's explore how we can encourage innovation, and look at examples of innovation that have been undertaken by companies, government, and non-governmental organizations through collaborative efforts. Topics may include but are not limited to:

- How can innovative efforts such as performance track be changed or improved to increase participation and success
- Greening customers and suppliers. Case studies about how companies succeeded in pushing green initiatives/characteristics up the supply chain or down to customers.
- Illustrations of innovative strategies and methodologies that integrate environmental programs such as compliance assistance, pollution prevention and environmental leadership across intergovernmental, environmental agency programs.
- Demonstrations of model environmental programs and management systems that result in pollution prevention practices, achieving and moving beyond compliance, and sustainability.
- Partnerships that have been developed and enhanced to achieve results, including enhancing environmental performance, improving delivery of environmental assistance and implementing pollution prevention practices.

## **HOW**

*The Summit Program will include six sets of six concurrent sessions or thirty-six 90-minute sessions including the following formats. We prefer fully designed sessions but will accept 20-minute papers for those formats that are asterisked. Examples provided are illustrative examples only.*

- **Open Dialogues**  
Open Dialogues are facilitated discussions about a defined question – a chance to share ideas and advance consensus or progress around controversial issues.  
*Example:* Open examination of the role of enforcement in a beyond compliance paradigm and whether innovative, voluntary programs are distracting environmental agencies and diverting their resources from statutory obligations.
- **Collaborative Problem-Solving**  
Collaborative problem-solving sessions are outcome-oriented sessions designed to attract diverse Summit attendees to work together to solve a specific common problem.  
*Example:* Session for environmental agency staff, industry EHS directors/facility managers and community-based organization representatives to explore how environmental monitoring, measuring and reporting activities/methodologies could provide results that accurately inform EPA's goals and priorities and determine supporting activities.
- **Workshops & Demonstrations**  
Workshops & demonstrations are abbreviated training sessions that focus in on a specific methodology for managing or delivering environmental programs. Attendees will leave

sessions equipped to return to their jobs and apply the knowledge gained.

*Example:* Brief hands on ecological foot-printing session that walks attendees through measuring their own agency, company or individual footprint. Participants walk away with knowledge and outcomes that they can apply back at home.

- **\*Tools**

This area includes introductory, informational presentations about practical tools & methodologies to use and take home. These differ from workshops in the lower level of detail.

*Example:* Session devoted to several processes and technologies available to minimize environmental impact of common industry process such as cleaning.

- **\*Case Studies**

Case Studies are real world examples of successfully applied and systematically measured environmental solutions.

*Example:* Session that integrates public and private case studies: laying out a sector approach fully implemented and measured by an environmental state agency as well as featuring reports from industry partners about their activities and environmental results creating an opportunity for replication across facilities or industries.

- **\*Panel Presentations with Discussion**

These are theme-oriented sessions that coordinate individuals who briefly present diverse perspectives about a single subject and then feature follow on discussions by all session attendees.

*Example:* Session that features representatives from a U.S. city, National Trade Association and Europe to discuss current developments and future directions in electronic waste.

*Please note that the Summit will also feature longer half and full day training opportunities that are not considered with the concurrent session proposals. [Click Here](#) more information and a different application form required from those who want to offer a training session. The deadline for submitting those applications is Wednesday, November 26, 2008.*

*\*Should you submit a single 20-minute paper, and your paper is selected, it will be combined with the most compatible papers available. You will be asked by a facilitator to work with your co-presenters in advance, possibly to adjust your original concept, in order to achieve a coherent session.*

## **PROCESS**

*The Submittal and Selection Committee will build the agenda to take advantage of content synergies. We want to expand upon the energy and variety of the past. Interactive formats will be more favorably reviewed. Without exception, only complete submittals will be considered. You are expected to have commitments from all named participants. For all proposals, you are asked to consider and specifically provide the following in the submission form:*

- The desired outcome your session or framed question is intended to address.
- A brief description of the process or agenda you will use for achieving that outcome, e.g. specific session flow or agenda – topics and times.
- The target audience you wish to reach.
- If there are multiple speakers - identify the length of each presentation, all presenters by name with contact info and brief bios. Speakers must be committed to attend prior to submittal for the proposal to be accepted.
- All moderators will be coached to work with their speakers and to be facilitators of the sessions they are moderating to ensure that sessions are interactive. If you are proposing a session and moderating it, we will ask that you work with us in advance.
- **Again, you must include all of your contact information.**