

Building Technology Educators' Society (BTES) is an organization of architectural educators, passionate about teaching the technology of building design and construction. The mission of the BTES is to promote and publish the best pedagogic practices, relevant research, scholarship, and other creative activity to facilitate student learning, advance innovation, and enhance the status of our disciplines in the profession at large. BTES is a 501(c)(3) non-profit organization.

<http://btesonline.org>

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BTES 2019 CONFERENCE REQUEST FOR PROPOSALS

**DEADLINES: Phase 1, February 1, 2018
Phase 2, March 31, 2018**

OVERVIEW

The Building Technology Educators' Society announces its call for proposals to host the 2019 biennial conference. The conference is an opportunity to open your University, School, Program(s), administration, faculty, and students to educators from other universities who share a particular interest in the teaching and research of building technologies.

The BTES conference is a double-blind, peer-reviewed conference, designed to support our colleagues as they move through the tenure and promotion process. The BTES Board encourages proposals for a two-stage paper submission process—in which both abstracts and papers are peer-reviewed.

The BTES Board recommends that the conference occurs between the end of June and the first week of August and runs Thursday-Saturday. The conference should occur after the completion of the spring semester for two-semester schools and after the last quarter ends for quarter schools. The date of the conference should not coincide with conferences held by allied organizations, including:

- ICSA Conference (July 24-25, 2019)
- AIA National Conference (Dates TBD)
- SBSE Retreat (Dates TBD)

The committee is accepting proposals for venues and organizers/ conference chairs in two phases:

PHASE 1: FEBRUARY 1, 2018

This is a maximum two-page letter of intent, emailed to Contact.BTES@gmail.com. The letter should include the items listed below:

- Conference Co-Chairs, names and affiliations
- Conference Theme and Concept
- Initial statement of support from hosting institution

Schools selected in Phase 1 will be asked to participate in a phone call with the BTES Board and submit a full-length proposal for Phase 2.

PHASE 2: MARCH 31, 2018

A short list of schools identified in Phase 1 will be asked to submit a full proposal to the Board, emailed to Contact.BTES@gmail.com. There is no set format or length to the full proposal; however, the items listed below are to be explicitly addressed:

CONFERENCE CO-CHAIRS: Due to the amount of effort involved in organizing a conference it is anticipated that this is a shared effort between two or three individuals; however, if someone is enterprising enough to undertake this on their own, s/he is welcome. All chairs must be current BTES members, and it is recommended that at least one chair be a tenured faculty member.

CONFERENCE THEME: The conference theme should be in keeping with the mission statement of the BTES: “Our organization serves architectural educators, passionate about teaching the technology of building design and construction. We strive to promote the best pedagogic practices, relevant research, scholarship and other creative activities.”

The BTES conference has included a broad range of topics, including construction and material technologies, environmental design, energy conservation, project delivery, digital technologies, history, theory, and education. Past conference themes include: *Assembling Architecture* (2009), *Convergence + Confluence* (2011), *Tectonics of Teaching* (2013), *Intersections & Adjacencies* (2015), and *Poetics & Pragmatism* (2017).

COST: The BTES strives to keep the conference registration fee low to facilitate attendance from junior as well as senior faculty. The 2015 conference registration (including printed proceedings) in Salt Lake City was \$265. The 2017 conference provided a tiered early bird (\$300), regular (\$350), and late registration (\$450). We recognize that cost will be a factor of location, however in no case should it be more than \$400 inclusive of at least two lunches and one dinner. To reduce the cost of the event to attendees, past BTES conference organizers have secured sponsorships to subsidize meal(s), keynote speakers, venue charges, and similar costs.

FINANCIAL PLAN: Phase 2 proposals must include a financial plan and budget for the conference considering potential departmental and sponsorship contributions and all expected expenses. The host institution should expect to manage conference finances, including registration, though the BTES can assist with initial deposits if needed with advance notice.

LOCATION / ACCESSIBILITY / AMENITIES: Every location has a unique character. What are the special attributes about your hosting site that provide a specific draw to attendees? In line with keeping costs low and attendance up, we prefer that the site be within reasonable distance to a major airport.

What supplemental amenities does your site provide? This could include spectacular natural scenery or a world-class city—both suitable for a vacation stay prior to or after the conference. In addition, include any pre- or post-conference activities such as building tours, walking tours, or workshops in your proposal.

TRANSPORTATION: Include a list of transportation options for the host city/institution. This could public transit such as buses and subways, ride-share apps such as Uber and Lyft, walking, car rental if an expected cost of conference attendance as well as any transportation to be included in conference registration. Consider both how conference attendees will reach the location from the airport and options for transportation to/from the conference sites and around the city.

HOUSING: Include a list of hotels close to the conference site including options for low-cost housing. Previous conferences have made dormitory accommodations available when appropriate. Take care if planning for large blocks of hotel rooms as conference attendees often pursue a variety of housing options, including nearby inexpensive hotels or rentals through Airbnb or VRBO.

KEYNOTE SPEAKERS: List those who you are interested in having as keynote speaker(s), and why. We do not expect you to contact the speakers at the proposal stage, but you may want to outline personal connections on which you can capitalize.

PROCEEDINGS: The conference is to have printed and digital proceedings provided to conference participants. The BTES Board prefers that physical copies of the proceedings be available at the time of the conference and included as part of the registration cost. The proceedings may be printed through lulu.com or other self-publishing site or with a book publisher. Please indicate how you will address printed and digital proceedings in your proposal.

CONFERENCE SCHEDULE: As part of your conference theme, list any unique features of the conference schedule format such as panels, plenary sessions, interactive or roundtable discussions, mentoring sessions, or other events.

Please allocate time for the following in your schedule:

- BTES Business Meeting: one plenary session must be devoted to a business and planning meeting to address the specific concerns of the organization. This meeting will be held at a time when all conference attendees can attend.
- Awards and Presentations: presentations by the Emerging Faculty and Book Award recipients will be needed. This may take place in conjunction with a closing dinner or lunch session or as a stand-alone plenary session.
- The BTES has had a strong mentoring culture since its inception. A mentoring session, typically held during lunch, should be factored into the schedule to allow for formal and informal connections to be made among junior and senior faculty members.

SUPPORT

The 2019 conference will be BTES' seventh biennial conference. The BTES Board and Officers will make available past winning conference proposals to help with your submission as well as logistical information from past conferences to assist with hosting. Additionally, several Board members are past conference co-chairs and will be available to help in advisory roles as needed.

The Board will provide a recommended conference-planning schedule and checklist, access to the BTES listserv and members for soliciting submissions, a list of previous conference sponsors, and peer-reviewing support.

The conference financially supports BTES programs for our members. The Board requests that any financial proceeds from the conference be returned to the BTES.

Thank you for your interest in preparing a proposal. The biennial conference is both a highlight as well as one of the most important events within our organization. Your efforts are valued and provide an important contribution to the organization.

Please send questions to Contact.BTES@gmail.com

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