

BTES

BUILDING TECHNOLOGY EDUCATORS' SOCIETY

The 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. The BTES is a 501(c)(3) non-profit organization

<https://www.btes.org>

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BTES 2025 CONFERENCE REQUEST FOR PROPOSALS

DEADLINES: Phase 1–October 30, 2023; Phase 2–January 29, 2024

OVERVIEW

The Building Technology Educators' Society is pleased to announce its call for proposals to host the 2025 Biennial Conference. The conference provides an opportunity for you to showcase your University, School, Program(s), 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 processes. The BTES Board encourages proposals that include a two-stage paper submission process in which both abstracts and papers are peer-reviewed.

The BTES Board requires that the conference occurs between mid-June and the first week of August and runs from Thursday to 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 event should not coincide with meetings held by allied organizations, including:

- ACSA Annual Conference (Date TBD)
- AIA National Conference (Date TBD)
- ARCC Annual Conference (Date TD)
- ASEE Annual Conference and Exposition (Date TBD)
- SBSE Retreat (Date TBD)
- ICSA Conference (July 8-11, 2025)

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

Phase 1: Submittal due October 30, 2023

This submittal consists of a maximum two-page letter of intent, emailed to secretary@BTES.org. The letter should include the items listed below:

- Conference co-Chairs, names, titles, and affiliations
- Conference theme and concept
- Initial statement of support from hosting institution

Phase 2: Submittal due January 29, 2024

The teams with proposals selected to continue forward based on their Phase 1 submittals will be asked to participate in a Zoom call with the BTES Board and submit a full-length proposal for Phase 2, emailed to secretary@BTES.org. There is no set format or length for 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 more individuals. 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:

The Building Technology Educators' Society serves the community of academics and professionals who are involved most directly with the construction and structure of the built environment. The mission of 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 building technology disciplines in the profession at large.

In the past, 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), Poetics & Pragmatism (2017), Integration and Innovation (2019), Out of Bounds: Crossing Disciplines in Teaching Technology (2021), and Beyond the Artifact: Constructability, Complexity & Constraints (2023).

Modality: Historically, the conference has been organized solely as an in-person event, offering like-minded technology educators the opportunity to come together for stimulating discussions, exchange of ideas, and informal conversations.

Cost: The BTES strives to keep the conference registration fee low to facilitate attendance from junior and senior faculty. The 2023 conference registration for current members in Arcosanti/Cosanti, AZ provided a tiered early bird (\$375), regular (\$425), late (\$475), and student (\$175) rate. Field trips were an added cost and there was an additional \$50 charge at each tier for non-members that is intended to cover the cost of a 2-year membership. The in-person conference at Amherst, MA in 2019 provided tiered early bird (\$300), regular (\$350), and late registration (\$450). Similarly, there was an additional \$50 charge at each tier for non-members. We recognize that cost will be a function of location. However, in no case should regular registration for a member be more than \$450 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 meals, keynote speakers, venue charges, and similar expenses.

Financial Plan: Phase 2 proposals must include a rough financial plan and budget for the conference considering potential departmental and sponsorship contributions and all expected expenses. The host institution should manage conference finances, including registration (making every effort to avoid running into deficit), though the BTES Board can assist with initial deposits if needed with advance notice. The Board requests that any financial proceeds from the conference be returned to the BTES and that scholarship recipients' registration fees are absorbed from these proceeds. A financial report produced by the host institution should be provided to the BTES for information purposes and future conference mentorship.

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 is within reasonable distance to a major airport.

What additional amenities does your site provide? This could include spectacular natural scenery or a world-class city—both suitable for a vacation or research stay before or after the conference. In addition, include any pre- or post-conference activities such as building tours, walking tours, or workshops in your proposal. This information should be provided well in advance of the conference dates so that attendees can make travel arrangements with these activities in mind.

Transportation: Include a list of transportation options for the host city/institution. This can include 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), and any transportation 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. This information should be provided well in advance of the conference dates so that attendees can plan ahead.

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 various housing options, including nearby

inexpensive hotels or rentals through Airbnb or VRBO.

Keynote Speakers: List those whom 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. If more than one keynote, these should be effectively spaced over the schedule to ensure best attendance.

Proceedings: The conference is to have digital proceedings provided to conference participants. In 2019, a digital repository was established using ScholarWorks to host the proceedings and index the individual papers for optimal discoverability. The Board recommends that future conferences maintain and build on this process and will provide any necessary support.

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. Carefully consider the pace of the conference schedule, recognizing the intensity of many sessions in a row - providing refreshments or a means to take even a small break between events is critical. In addition to the unique branding that your conference proposal will provide, three organizational events must occur during the conference. 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 organization's specific concerns. This meeting will be held at a time when all conference attendees can attend.
- **Awards and Presentations:** presentations by a representative of the BTES Board of the Emerging Faculty Award, Book Award, and Student Award recipients will be needed. This event may occur in conjunction with a closing dinner or lunch session or a stand-alone plenary session.
- **Mentoring 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 formal and informal connections to be made among junior and senior faculty members.

SUPPORT

The 2025 conference will be BTES' tenth biennial conference. The BTES Board and Officers will make available past winning conference proposals (Phase 1 and Phase 2) to help with your submission, as well as logistical information from past conferences to assist with both application and hosting. Additionally, past conference co-chairs will be available to help in advisory roles as needed - we strongly encourage this mentoring process to ensure a successful final event. The Board will provide a recommended conference-planning schedule and checklist, a list of previous conference sponsors, and peer-reviewing support.

Thank you for your interest in preparing a proposal. The biennial conference is both a highlight and 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 secretary@BTES.org