

# EDspaces

The Future of Educational Facilities

Charlotte, NC | November 11-13, 2020

## EDspaces 2020 Call for Classroom Designs



The Education Market Association (EDmarket) is now accepting proposals to design and outfit EDsession classrooms at [EDspaces 2020](#), November 11-13 in Charlotte, NC.

*These future-focused environments are a highlight for attendees and for EDspaces.*

We invite you to submit a classroom design proposal that transforms traditional convention center meeting rooms into engaging spaces for learning. **Deadline: April 30, 2020**

EDspaces is the premiere event to explore how the convergence of pedagogy, environment, technology and innovation affects facility design and use and, ultimately, student outcomes. We are looking for classrooms that demonstrate these concepts and are unique, themed spaces for learning.



*“It’s incredibly worthwhile and a rare opportunity in a conference setting for mock-ups within a prototype classroom to be tested and run through the range of presentation styles. We were overwhelmed with the positive feedback and it has been a fantastic marketing and business development venture.”*

—Kristen Ambrose, AIA, LEED AP BD + C, RATIO,  
Principal/Director of Research and Development

Proposals should be submitted online by **April 30, 2020**.

**QUESTIONS?** Contact [Adrienne Dayton](#) at (800) 395-5550, ext. 1031

## 1) GENERAL INFO

<b>1.1 LOCATION</b>	Charlotte Convention Center Meeting Rooms
<b>1.2 QUANTITY</b>	Six Meeting Rooms are available for design
<b>1.3 ROOM USAGE</b>	Sessions are held throughout the day beginning Wednesday at 8:00 am (one room will be used for the pre-conference Educational Distribution Symposium) and concluding at 10 am on Friday. At least seven EDsessions will be held in each learning environment.
<b>1.4 CLASSROOM SET UP/MOVE-IN DATES AND TIMES</b>	<p><b>Sunday, November 8: 1:00 pm – 5:00 pm</b>  <b>Monday, November 9: 8:00 am – 5:00 pm</b>  <b>Tuesday, November 10: 8:00 am – 5:00 pm*</b></p> <p>Installation can begin at 1:00 pm on Sunday, November 8. Electrical should be set prior flooring installation (if under flooring).  *One room will be chosen to host the Educational Distribution Symposium (EDS) that must be set up by 12:00 noon on Tuesday. All other rooms by must set by 5:00 pm on Tuesday.</p>
<b>1.5 CLASSROOM DISMANTLE/MOVE-OUT DATES AND TIMES</b>	<p><b>Friday, November 13: 10:00 am – 8:00 pm</b>  <b>Saturday, November 14: 8:00 am – 11:59 am</b></p> <p>Dismantle of your classroom can begin at 10:00 am on Friday. All items must be removed from room by 11 am on Saturday.  <b>Note:</b> Any items remaining in the room and not labelled for transport or donation after 10 am on Saturday, November 14, will be considered trash or donated product. See section 1.6 below.</p>
<b>1.6 DONATION PROGRAM</b>	Save time and money by donating products to schools in need. Any products not claimed by the manufacturer or design team can be donated. EDmarket will facilitate the option for products to be donated to schools. Donation information/labels will be provided at a future date. Help EDmarket leave a lasting impression!
<b>1.7 PARTNER VENDORS</b>	It is most cost-effective to partner with <a href="#">EDspaces exhibitors</a> . If you are working with non-exhibitors, please see section 4.3 for more information. <b>Note:</b> Early partnerships and commitments from vendors are critical to the success of the classroom.
<b>1.8 MATERIAL HANDLING</b>	Design teams and/or their equipment providers are responsible for material handling expenses. We will have special shipping labels for each room/team.
<b>1.9 PRESENTER MEETINGS</b>	In early September, EDmarket will coordinate a conference call between the presenters assigned to each room and the design team to review the classroom features and best use of the space and technology available.

## 2) SPACE SPECS

<b>2.1 LOCATION</b>	Charlotte Convention Center Meeting Rooms
<b>2.2 QUANTITY</b>	Six Meeting Rooms are available for design
<b>2.3 DIMENSIONS</b>	<p>Each space is 3,500 – 4,500 square feet. Designs should be based on classrooms of approximately 60' x 60'.</p> <p><b>Note:</b> Once rooms have been assigned, slight design adjustments may be needed for safety, access, and egress.</p>
<b>2.4 CEILING HEIGHT</b>	16' minimum
<b>2.5 FLOORING</b> 	<p>The Charlotte Convention Center meeting rooms are carpeted; however, we encourage a flooring option to enhance the learning environment. See attached photo for current flooring in the meeting rooms.</p> <p><b>Note:</b> For safety and universal access, your flooring provider should provide professional installation that includes a subfloor underlayment. Convention center staff* must approve products and materials prior to installation. Usually low adhesive properties that leave no residue are easily approved. (*Contact information to be provided after selection.)</p>
<b>2.6 ELECTRICAL</b>	<p>All electrical expense will be covered and coordinated by EDmarket. You are responsible for providing an electrical plan, denoting location and power requirements. We will need a diagram denoting the power locations and amp requirements to order. If selected, please submit your power plan by September 30.</p> <p><b>Note:</b> We can run electric anywhere; however, flat cords will have to be either under the flooring or on the flooring and taped down. Alternatively, you can use mobile power tracks that can be incorporated or an under carpet wireway. Systems such as connectrac are preferred from a safety standpoint.</p>

### 3) PROPOSAL REQUIREMENTS

Proposals should be submitted online by **April 30, 2020**.

<b>3.1 DESIGN for PRESENTATIONS</b>	The learning environments should be designed to accommodate single speakers as well as panels of two to four participants presenting as: <ul style="list-style-type: none"><li>• facilitated delivery with high participation</li><li>• peer-to-peer components</li><li>• small group discussions</li><li>• participant brainstorming and involvement in case-study analyses</li></ul> Designs must include direct sightlines to view screens/monitors from all seating.
<b>3.2 SCHEMATIC/DRAWING</b>	Submissions must include a drawing or schematic showing the layout along with a description of the classroom outlining learning objectives of the design.
<b>3.3 SEATING</b>	Comfortable seating for a minimum of 100 adult learners. <b>Note:</b> you can visually divide the larger environment into zones/areas, but all need good site lines to the presenter and screens.
<b>3.4 AUDIO-VISUAL</b>	Incorporating a plan for audio-visual/presentation equipment is crucial to the design (screens/monitors/microphones, etc.). Preference will be given to those proposals that offer interactive technology options, including sound plans (up to 4 lavalier microphones and speakers). Outside AV equipment should include on-site tech support. <b>Note:</b> If your collaborative learning space does not include the mix of AV components to support the learning activities in your classroom, contact EDmarket for a list of potential collaboration partners.
<b>3.5 DESIGN TEAM</b>	List the team involved in your design as well as all vendors actively participating in the planning and installation.

#### 4) BENEFITS

<b>4.1 NAMING RIGHTS</b>	<p>Create a name for the education environment/learning space you have designed. This will be how your space is referred to in all promotions: print, online, and on site.</p>
<b>4.2 RECOGNITION</b>	<ul style="list-style-type: none"> <li>• Press release to announce your selection as a design winner</li> <li>• EDspaces webpage dedicated to the winning designs including links to the teams' websites</li> <li>• One (1) promotional email sent from EDmarket about the classrooms to the potential EDspaces attendee list (40,000+ decision-makers)</li> <li>• Logo and corporate name online and in the EDspaces 2020 On-Site Program</li> <li>• Branded signage on site including one (1) double-sided 1m x 8' sign displaying your design storyboard</li> <li>• The opportunity to hold a content-rich education session in the classroom on the pedagogical outcomes of your space. <b>Note:</b> This should be eligible for CEUs and not a sales presentation for any firm or products.</li> </ul>
<b>4.3 REGISTRATION</b>	<p>Up to six (6) complimentary full conference registrations for your design team <b>Note:</b> EDspaces exhibitors have full registration with their booth space. Non-exhibiting suppliers (NES) that want access to the event beyond the classroom may request a complimentary exhibit hall tour, purchase a one-day NES registration, or can register for the full conference at ½ price off the NES rate (covers two people from the company).</p>
<b>4.4 VIDEO</b>	<p>EDmarket will create a short video of the environment with interviews from the design team.</p>
<b>4.5 PHOTOGRAPHY</b>	<p>High-resolution photos of the designed space for promotional purposes (post-show)</p>
<b>4.6 EDSPACES INSIGHTS</b>	<p>Each classroom will be individually profiled in this monthly digital publication from EDmarket (40,000+ exposures to Facility and A&amp;D personnel).</p>
<b>4.7 ATTENDEE LIST</b>	<p>List of attendees who attended sessions in your space (post-show)</p>

## 5) REVIEW/SELECTION PROCESS

<b>5.1 EVALUATION CRITERIA</b>	Designs will be reviewed for: <ul style="list-style-type: none"> <li>• Aesthetics</li> <li>• Overall functionality</li> <li>• Vendor engagement</li> <li>• Relevance to the future of educational facilities</li> <li>• Flexibility of the learning space</li> </ul>
<b>5.2 CLASSROOM JUDGES</b>	Classrooms are judged by a panel of Education Advisory Group members and past winning classroom designers.

## 6) TIMELINE FOR SUCCESS

<b>APRIL 30</b>	Deadline for proposals <ul style="list-style-type: none"> <li>• Have a commitment from your vendor partners.</li> <li>• Think about power needs for the space.</li> <li>• Provide a brief overview of the CEU-accredited content you would like to present in this space.</li> </ul>
<b>MAY 11</b>	Notification of results of selection process
<b>JUNE 1</b>	<ul style="list-style-type: none"> <li>• Submit any updates to the drawing, description or partner list before it goes live on the EDspaces website.</li> <li>• Provide full description of the EDsession proposed for your classroom including title, presenters, description and four Learning Objectives.</li> </ul>
<b>AUGUST 26</b>	Printed Program Deadline <ul style="list-style-type: none"> <li>• Need final list of vendors</li> <li>• Final diagram of classroom</li> </ul>
<b>MID SEPTEMBER</b>	Presenter Meetings with design team (scheduled by EDmarket)
<b>SEPTEMBER 30</b>	<ul style="list-style-type: none"> <li>• Final A/V and power plan due to EDmarket</li> <li>• Storyboard signage due</li> </ul>

Proposals should be submitted online by **April 30, 2020**.

**QUESTIONS?** Contact [Adrienne Dayton](#) at (800) 395-5550, ext. 1031