

BUILDINGENERGY BOSTON

MARCH 13–15, 2019 • WESTIN BOSTON WATERFRONT • NESEA.ORG/BE19

Conference + Trade Show of the Northeast Sustainable Energy Association (NESEA)

Proposal Planning Sheet for BuildingEnergy Boston

If you would like to work on your proposal as a team before submitting, this document contains a list of the fields you will be asked to fill out once you are logged in to your nesea.org account.

Information About the Proposer

- Name
- Company/Organization
- Job Title
- Email
- Phone
- Any additional information about the proposer?

Information About the Proposed Session

- Session Title
- Description (50-200 words)
- Why is this session important?
What big question(s) or problem(s) does it address? How will this session change what attendees do/think/believe?
- Four Learning Objectives
Provide 4. Describe what attendees will be able to do as a result of attending the session (not what speakers will do in the session).
- Has this session been presented before? And if so, when/where?
- Level
Select one:
 - Level 1 - No prior knowledge needed.
 - Level 2 - Some prior knowledge helpful.
 - Level 3 - Prior knowledge strongly recommended.
- Session Format
(Check all that apply) We are always looking to maximize audience engagement and therefore will be limiting the number of sessions that offer a panel of speakers without a determined plan for attendee participation.
 - Presentation with slides, followed by Q&A
 - Facilitated conversation among panelists
 - Case Studies: One to three case studies followed by Q&A
 - Problem on the Spot (present problem, audience/small groups work, critique solutions)
 - Interview (speakers field questions from moderator and audience)
 - Lightning Round (very brief pitch-presentations followed by breakout groups)
 - Other (please describe below)

- Length

Check all that apply:

- 60-minute session
- 90-minute session
- 3-hour workshop

- Areas of Focus

Check all that apply:

- Single Family
- Multifamily
- Commercial
- Institutional
- New Construction
- Retrofit
- Design & Construction Process
- Building Envelope, Building Science
- Mechanical Systems & Lighting
- Resiliency
- Energy Production & Storage
- Health & Comfort
- Cities, Communities, Place
- Beyond Energy (water, carbon, materials, etc.)
- Standards in Action (e.g., LBC, Net Zero, PH)
- Codes
- Policy
- Finance
- Business Practice

- Suggested Speaker(s)

We recommend no more than 2 speakers for 60-minute session or 3 speakers for 90-minute session. It is not mandatory to have a definite roster of speakers to have your proposal accepted. For each speaker (max 4) please provide:

- First Name
- Last Name
- Company/Organization
- Job Title
- Email Address
- Have you discussed your session with this speaker?

- Video Link

(OPTIONAL) Provide a link to video of one or more of your speakers. This does not have to be a formal recording but can be as simple as a phone-recorded video pitch of the idea by a presenter. Some sense of the dynamism and presentation of the speakers will help the Content Committee evaluate your proposal.

- Additional comments about your speaker roster?
- Anything else you'd like to tell us about this proposed session?