

BUILDINGENERGY BOSTON

MONDAY–WEDNESDAY, MAY 3–5, 2021 • WWW.NESEA.ORG/BE21

BuildingEnergy Boston is a Conference of the Northeast Sustainable Energy Association (NESEA)

Proposal Planning Sheet for BuildingEnergy Boston 2021

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. When you are ready to submit, visit nesea.org/be21-rfp.

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?
- Target Audience's Level of Expertise
Select one:
 - Level 1 - No prior knowledge needed.
 - Level 2 - Some prior knowledge helpful.
 - Level 3 - Prior knowledge strongly recommended.
- Session Format
We are always looking to maximize audience engagement. Check all that apply:
 - 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:

- 30-minute session
- 60-minute session
- 90-minute session

- Areas of Focus

Check all that apply:

- Climate Justice, Social Justice
- Cities, Communities, Place
- Resiliency
- Design and Construction Process
- Building Envelope, Building Science
- Mechanical Systems and Lighting
- Materials and Embodied Carbon
- Energy Production and Storage and EVs
- Health, Comfort and IAQ
- Standards in Action (e.g., LBC, Net Zero, PH)
- Codes
- Policy
- Project Financing
- Business Practice

- Strongest Area of Focus

If you picked more than one Area of Focus above, select the strongest content connection to your session.

- Building Types:

- Single Family
- Multifamily
- Commercial
- Institutional
- New Construction
- Retrofit
- N/A - proposal does not directly address building types

- 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?

- Diversity

The conference leadership team is especially interested in sessions that strengthen diversity, equity, and inclusion – represented by the speakers and session content. Please explain if your session addresses these issues. Here are examples:

- “My case study features a minority-owned engineering firm.”
- “Our speaker panel is diverse in terms of gender/race/ethnicity, etc.”
- “One of the speakers is an emerging professional.”
- “This session topic directly addresses racial and economic justice.”

- Anything else you’d like to tell us about this proposed session?