Proposal Planning Sheet for BuildingEnergy Boston 2022

If you would like to work on your proposal 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/be22-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?
• Learning Objectives  
  Provide four concrete objectives that describe what attendees will be able to do as a result of attending the session, not what speakers will do in the session (guidelines here).
• Has this session been presented before? And if so, when/where?
• Session Format  
  We are always looking to maximize audience engagement, and encourage you to consider the best format for your specific content.  
  • Interview or structured conversation among panelists
  • Collaborative problem-solving session
  • Debate between opposing viewpoints
  • Workshop or skill-building session
  • Lightning Round (several brief idea pitches followed by discussion)
  • Presentation followed by facilitated discussion or breakout groups
  • Other (please describe below)
• Length  
  Check all that would be feasible for your proposal:
  • 30-minute session
  • 60-minute session
  • 90-minute session
• Areas of Focus
  Check up to 4 that best represent your area of focus:
  • Justice & Equity
  • Design Process
  • Construction Process
  • Building Envelope
  • Mechanical Systems & Lighting
  • Materials
  • Energy Production & Storage
  • Health & Comfort
  • Policies, Codes & Standards
  • Business & Finance
  • Operations & Maintenance
  • Climate Change & Resilience

• 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 sessions or 3 speakers for 90-minute sessions. It is not mandatory to have a definite roster of speakers to have your proposal accepted. For each speaker, 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 a video of one or more of your speakers. This can be as simple as a phone-recorded video pitch of the proposed session. 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 both 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?