

BUILDINGENERGY BOSTON

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

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?**