

BUILDINGENERGY BOSTON

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

Proposal Planning Sheet for BuildingEnergy Boston 2025

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 [be25-proposals](https://nesea.org/be25-proposals).

Information About the Proposer

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

Information About the Proposed Session

- Session Title
- Abstract (75 words or less)
- Full Description

Why is this session important? What big questions or problems does it address? How will it change what attendees do, think, or 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:

 - 60-minute session
 - 90-minute session

- **Areas of Focus**

Check up to 4 that best represent your area of focus:

- *Enclosure and Structure*
- *Energy Production and Storage*
- *Finance and Incentives*
- *Health and Comfort*
- *Justice and Equity*
- *Material Impacts*
- *MEP Systems*
- *Operations and Maintenance*
- *Policy, Codes and Standards*
- *Process and Practice Management*
- *Training and Workforce Development*

- **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*
- *District/Neighborhood*
- *New Construction*
- *Retrofit*
- *NA*

- **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?**