

# BUILDINGENERGY NYC

THURSDAY, OCTOBER 4, 2018 • NEW YORK, NY • [NESEA.ORG/BENYC18](http://NESEA.ORG/BENYC18)

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

## Proposal Planning Sheet for BuildingEnergy NYC

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:*

- Commercial
- Institutional
- Multifamily
- Residential
- New Construction
- Retrofit
- Resiliency
- Energy Production
- Technology
- Integrated Systems
- Health & Comfort
- Building Operations
- Design Process
- Codes
- Policy
- Finance
- Standards in Action (e.g., LBC, Net Zero, Passive House)

- Strongest Area of Focus

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

- 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?

- Magazine candidate?

*If NESEA's BuildingEnergy magazine is interested in your proposal topic, would you be willing to write an article for the Fall 2018 Issue? Note: Selection for the conference and magazine are separate, and being accepted (or rejected) for one does not affect consideration by the other.*