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
  • Moderated and facilitated conversation among panelists
  • Case Studies: One to three case studies (compare or contrast) 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

• Areas of Focus
  Check all that apply:
  • Design Process
  • Integrated Systems
  • Technology
  • Operations & Maintenance
  • Workforce
  • Equity
  • Health & Comfort
  • Materials & Embodied Carbon
  • Occupant Engagement & Empowerment
  • Energy Production & Storage
  • Capital Planning
  • Policy & Codes
  • Standards in Action (ex. LBC, NZE, Passive House)
  • 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:
  Check all that apply:
  • Retrofit
  • New Construction
  • Commercial
  • Institutional
  • Multifamily/High Rise
  • Single Family/Low Rise
  • 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 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?

• Equity
  The conference leadership team is interested in sessions that include issues of equity. Please explain if your proposed session
  addresses equity, diversity, inclusion, represented by content and/or speakers.

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