

BUILDINGENERGY NYC

Conference of the Northeast Sustainable Energy Association (NESEA)

Proposal Planning Sheet for BuildingEnergy NYC 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/benyc22-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 (100 word limit)
- Why is this session important?
What big questions or problems does it address? Why is it important right now?
- 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)

- **Areas of Focus**

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

- *Building Envelope*
- *Business and Finance*
- *Codes and Standards*
- *Construction Process*
- *Design Process*
- *Energy and Environmental Policy*
- *Energy Production and Storage*
- *Health and Comfort*
- *Justice and Equity*
- *Materials*
- *Mechanical Systems and Lighting*
- *Operations and Maintenance*
- *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*
- *New Construction*
- *Retrofit*
- *N/A - proposal does not directly address building types*

- **How does your session address equity?**

The conference leadership team is especially interested in sessions that center diversity, equity, and inclusion, as represented by both speakers and content. Please explain if your session addresses these issues.

- **Suggested Speaker(s)**

While it is not mandatory to have confirmed speakers, it is highly recommended in order to give your proposal the best chance of being accepted. All sessions are one hour long, so please limit the number of speakers accordingly. For each speaker, please provide:

- *First Name*
- *Last Name*
- *Company/Organization*
- *Job Title*
- *Email Address*
- *Have you confirmed this speaker's availability to participate in this session?*

- **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.

- **Any additional comments about your speaker roster?**

- **Anything else you'd like to tell us about this proposed session?**