

# BUILDINGENERGY NYC

Conference of the Northeast Sustainable Energy Association (NESEA)

## Proposal Planning Sheet for BuildingEnergy NYC 2023

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/benyc23-rfp](https://nesea.org/benyc23-rfp).

### Tell Us About Yourself

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

### Tell Us About Your Session Proposal

- Session Title (80 char. max)
- Description (500 char. max)  
*If your proposal is approved, this description will be posted publicly on the conference web page. You will be able to update it as you further develop your session.*
- Why is this session important?  
*What big questions or problems does it address? Why is it important right now? (Your response here will only be seen by the Content Committee)*
- 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, or has it been submitted to another upcoming conference?
- What is the level of experience of your target audience?
  - 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 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 in-depth discussion or breakout groups
  - Presentation with time for questions and answers
  - Other (please describe below)

- **Recommended 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:*

- Justice & Equity
- Design & Construction Process
- Building Envelope
- Building Systems
- Materials
- Energy Production & Storage
- Health & Comfort
- Policy
- Finance
- Business Operations & Collaboration
- Operations & Maintenance
- Training & 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 Type(s) Specifically Addressed**

*Check all that apply:*

- Single Family
- Multifamily
- Commercial
- Institutional
- New Construction
- Retrofit
- N/A - proposal does not directly address building types

## **Tell Us About Your Speakers**

*Proposals with confirmed speakers will be given priority. We highly encourage you to limit the number of speakers in your session, to give each one sufficient time to present.*

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

- **Additional comments about your speaker roster**

- **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.*

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