

BUILDINGENERGY NYC

Conference of the Northeast Sustainable Energy Association (NESEA)

Proposal Planning Sheet for BuildingEnergy NYC 2024

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/benyc24-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)
- Abstract (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.
- Full Description
What big questions or problems does your session 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)

- **Areas of Focus**

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

- Justice & Equity
- Design & Construction Process
- Building Envelope
- MEP Systems
- Materials
- Energy Production & Storage
- Health & Comfort
- Policy
- Finance
- Business Operations & Collaboration
- Operations & Maintenance
- Training & Workforce Development

- **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?**