

ACI Conference Proposal Checklist

In order to make the proposal submission process as easy as possible, we've included a checklist of items that will be handy to have prior to completing your proposal.

Required Information:

Presenter and Co-presenter Information

Note: You will need to be able to complete the following information for all presenters in your proposal.

- ✓ Contact Information: Address, email address
- ✓ Organization, Title, and Personal bio (max 60 words)
- ✓ Past conferences where s/he has presented
- ✓ If s/he has not presented at an ACI event two times over the past three years, two or more references with their contact information
- ✓ Optional: photo

Proposal Information

- ✓ Title and session description (minimum of 50 words, max of 115)
- ✓ 3 learning objectives (that complete the sentence, "By attending this session, participants will...")
- ✓ Keywords (max of 15)
- ✓ Topic areas: **Technical; Business; Programs & Policy; Other**
- ✓ Subtopic areas:
 - **Leading the Way**
 - **Advanced Technical**
 - **Fundamentals**
 - **Building Envelope**
 - **Heating & Cooling**
 - **Diagnostics**
 - **Ventilation**
 - **Tools/Equipment**
 - **Retrofit Approaches**
 - **Healthy Homes/IEQ**
 - **Multifamily**
 - **Water**
 - **Emerging Technologies**
 - **Deep & Net Zero Energy**
 - **Program Best Practices**
 - **Case Studies**
 - **Research & Evaluation**
 - **Sales Strategies**
 - **Marketing Tactics**
 - **Business Operations**
 - **Engaging the Consumer**
 - **Credentialing**
 - **Standards**
 - **Policy**
 - **Market Transformation**
 - **Real Estate & Finance**
 - **Training/Workforce Development**
 - **Renewables**
 - **Other*- topics related to energy efficiency not found on this list are also encouraged*
- ✓ You will also have an opportunity to provide any additional comments about your proposal.