

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. **For complete instructions, please see the 2018 HPC Call for Proposals Document.**

Required Information:**Presenter, Co-presenter, Panelist 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/HPC 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 150)
- ✓ 3 learning objectives (that complete the sentence, "By attending this session, participants will...")
- ✓ Keywords (max of 15)
- ✓ Topic areas:

- **Fundamentals**
- **Diagnostics & Audits**
- **IAQ & Healthy Homes**
- **HVAC, Mechanicals & Ventilation**
- **Building Envelope**
- **Advanced Technical**
- **Weatherization Technical**
- **Water**
- **Home Performance Business Operations**
- **Home Performance Sales & Marketing**
- **Program Success: Operations & Updates**
- **Weatherization Operations**
- **Affordable Housing**
- **Multifamily: Program & Technical**
- **Valuing Energy Efficiency**
- **Home Performance Policy**
- **Leading the Way**
- **The Smart Home**
- **Innovations & Collaborations**

- ✓ Intended Audience:
 - Home Performance Contractor;
 - Weatherization Contractor;
 - Weatherization/Low-Income Program Professional;
 - Home Performance Program Implementer/Administrator;
 - Energy Efficiency Professional
- ✓ Session Length: 90 minute, 4-hour workshop
- ✓ Session Format: Interactive Lecture; Structured Discussion; Panel Discussion; Moderated Debate; Lightning Round; TED-style talk; Other
- ✓ Session Room Set: Theater; Roundtables
- ✓ You will also have an opportunity to provide any additional comments about your proposal.