

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:

1. Proposal Presenters: 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 100 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

2. Proposal Information

- ✓ Title
- ✓ Topic areas:
 - **Fundamentals**
 - **Diagnostics & Audits**
 - **IAQ & Healthy Homes**
 - **HVAC, Mechanicals & Ventilation**
 - **Building Envelope**
 - **Advanced Technical**
 - **Affordable Housing**
 - **Multifamily: Program & Technical**
 - **Home Performance Business Operations**
 - **Home Performance Sales & Marketing**
 - **Weatherization Operations**
 - **Weatherization Technical**
 - **Program Success: Operations & Updates**
 - **Valuing Energy Efficiency**
 - **Home Performance Policy**
 - **Water**
 - **The Smart Home**
 - **Innovations & Collaborations**
- ✓ Session description (minimum of 50 words, max of 115)
- ✓ Keywords (max of 15)
- ✓ Optional: Additional Comments about the proposal

3. Learning objectives

Three objectives that complete the sentence, "By attending this session, participants will..."

4. Proposal Options:

- ✓ Content Level: Beginner; Experienced; Advanced
- ✓ Session Format: Interactive Lecture; Structured Discussion; Panel Discussion; Moderated Debate; Lightning Round; Other
- ✓ Optional: Comments to aid in the proposal review process.