2019 National Conference Proposal Quick 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.

For complete instructions, please see the 2019 HPC Call for Proposals Document.

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, please provide two or more references with their contact information
- ✓ Optional: photo
- ✓ Each proposal must have one Primary Presenter/Session Organizer

2. Proposal Text & Learning Objectives: Proposal Information

- ✓ Title and session description (minimum of 50 words, max of 150)
- ✓ Session topic areas: (see *Call for Session Proposals* for more information about each topic)

o **Affordable Housing**	o **Indoor Air Quality & Healthy Homes**
o **Building Bridges & Collaborations**	o **Leading the Way**
o **Building Envelope**	o **Multifamily: Program & Technical**
o **Diagnostics & Audits**	o **Program Success: Operations & Updates**
o **Fundamentals**	o **The Smart Home**
o **Home Performance Business Operations**	o **Valuing Energy Efficiency**
o **Home Performance Policy**	o **Water**
o **Home Performance Sales & Marketing**	o **Weatherization Operations**
o **HVAC & Mechanicals**	o **Weatherization Technical**

- ✓ Intended Audience:
    - o   Home Performance Contractor;
    - o   Weatherization Contractor;
    - o   Weatherization/Low-Income Program Professional;
    - o   Home Performance Program Implementer/Administrator;
    - o   Energy Efficiency Professional
- ✓ Keywords (max of 15)

3. Learning Objectives

- ✓ Three learning objectives (that complete the sentence, "By attending this session, participants will…")

4. Proposal Options

- ✓ Session Length: 90 minute, 3.5-hour or full day workshop
- ✓ Content Level: Beginner; Experienced; Advanced
- ✓ Session Format: Interactive Lecture; Structured Discussion; Panel Discussion; Moderated Debate; Lightning Round; Other
- ✓ Session Room Set: Theater; Roundtables
- ✓ You will also have an opportunity to provide any additional comments about your proposal.