



2019 National Conference Proposal Quick Checklist for WAP Submissions

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, 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)
- ✓ Specific topics requested:

WAP Programmatic

- **Project Management: Meeting production goals, staying within budget, etc.**
- **Braided funding /Blending funds in the same house (LIHEAP and DOE, utilities and other)**
- **Checking Energy Audits – for QCI and Monitors**
- **Leadership Training**
- **WAP Training Requirements – (comprehensive vs. specific, H&S requirements, etc.) and How to Meet Them**
- **Field Guide Approvals and Lessons Learned**
- **Different Strokes for Different Folks – Various approaches to T&TA planning and budgeting, H&S plans, different approaches to Programs of various size and Complexity etc.**
- **Helping the Helper/Trauma Awareness for WAP Field Staff**

WAP Technical

- **Foundations and Under the Floor Measures – SPF, Ground Cover, etc.**
 - **Advanced Zonal Pressure Diagnostics**
 - **Field Data Collection Forms (auditing and inspecting) – Samples and Best Practices**
 - **Preparing for EA certification**
 - **What is DOE Looking for in ASHRAE 62.2 Compliance?**
 - **Why we do pressure balancing**
 - **Combustion Safety Testing 101**
 - **Doing an Energy Audit and When to Do One even if you have a Priority List**
 - **Mobile Home Weatherization Techniques**
- ✓ Intended Audience (in addition to WAP professionals, if relevant):
- Home Performance Contractor;
 - Weatherization Contractor;
 - Weatherization/Low-Income Program Professional;
 - Home Performance Program Implementer/Administrator;
 - 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

- ✓ Content Level: Beginner; Experienced; Advanced
- ✓ Session Format: Interactive Lecture; Structured Discussion; Panel Discussion; Moderated Debate; Lightning Round; Other
- ✓ You will also have an opportunity to provide any additional comments about your proposal.