Home Performance Coalition

HPC Regional 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.

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 150 words)
- ✓ Past conferences where s/he has presented
- ✓ Photo (optional)
- ✓ 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:
    - o **Affordable Housing**
    - o **Building Envelope**
    - o **Diagnostics & Audits**
    - o **Fundamentals**
    - o **Home Performance Business Operations**
    - o **Home Performance Policy**
    - o **Home Performance Sales & Marketing**
    - o **HVAC, Mechanicals & Ventilation**
    - o **IAQ & Healthy Homes**
    - o **Leading the Way**
    - o **Multifamily: Program & Technical**
    - o **Program Operations & Updates**
    - o **The Smart Home**
    - o **Valuing Energy Efficiency**
    - o **Weatherization Operations**
    - o **Weatherization Technical**
    - o **Water**
- ✓ Session description (minimum of 50 words, max of 150)
- ✓ Keywords (max of 15)
- ✓ Optional: Additional Comments about the proposal

3. Learning objectives

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