



2020 National Home Performance 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 2020 Call for Session 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: email address and phone number
- ✓ Organization, title, and personal bio (max 100 words)
- ✓ Past conferences where they have presented
- ✓ If s/he has not presented at an 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)
 - **Affordable Housing**
 - **Building Envelope**
 - **Diagnostics & Audits**
 - **Fundamentals**
 - **Home Performance Business Operations**
 - **Home Performance Policy**
 - **Home Performance Sales & Marketing**
 - **HVAC & Mechanicals**
 - **Indoor Air Quality & Healthy Homes**
 - **Innovations & Collaborations**
 - **Multifamily: Program & Technical**
 - **Program Success: Operations & Updates**
 - **The Smart Home**
 - **Valuing Energy Efficiency**
 - **Water**
 - **Weatherization Operations**
 - **Weatherization Technical**
 - **Workforce Development**
- ✓ Intended Audience:
 - 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

- ✓ **Session Length:**
 - **60 minute session**
 - **Workshop: 90 minute; 3.5-hour; or full day workshop (takes place on Monday, April 27)**
- ✓ 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.