2018 HPC National Home Performance
Conference & Trade Show
April 23-26, 2018 • Philadelphia, PA

Building Performance Institute (BPI)
Home Energy Magazine
Connecting with Consumers
Residential Energy Efficiency
Diagnostics • Financing
Advocacy • Contractors • NESP
Healthy Homes • Weatherization
Exchange of Ideas • Research
House as a System • Lead Generation

FOR THE LOVE HPC18

Efficiency First (EF)
Building Momentum
Building Science
Problem Solving
Home Performance
Education • HPXML
Coalition • Outreach
Market Transformation
Data Standards • Smart Home

2018 HPC National Home Performance Conference: Call for Session Proposals

Submission Deadline: Friday, August 11, 11:59pm PT

The HPC National Home Performance Conference is the largest meeting of home performance and weatherization professionals in the country– and the conference program is the heart of our national event. The 2018 HPC National Conference is an inclusive opportunity for all involved in the industry to engage in exceptional formal and informal learning experiences that support career development, increase individual and organizational productivity, and lead programs, businesses, and organizations to achieve superior results. The conference agenda aims to provide meaningful, engaging education and dialogue for both the entry level field staff and the seasoned professional in the residential energy efficiency, home performance, and weatherization industry.

HPC is currently seeking conference proposals in the presentation categories listed below that reflect the best thinking in the field, informed by theory, research, and practice. All complete proposals must be submitted and all speakers must login to complete their personal details by **Friday, August 11, 2017 at 11:59pm PT.**

We invite proposals that:

- o Reflect innovation and cutting edge content
- o Target either new, mid-career, or seasoned professionals
- o Stimulate and provoke discussion and audience engagement
- o Provide diverse approaches for different types of learners
- o Present evidence based on or supported by research
- o Use innovative approaches to enhance attendee learning
- o Explore issues important to attendees

Plan Your Submission

We suggest you read through the following instructions before submitting your online description- and writing your session description in Word before entering it in the online proposal system. Session and workshop proposals require clear and concise titles, succinct and persuasive descriptions, and well-thought-out learning objectives / take-aways.

- Your title should capture, in 10 words or less, the topic that will be covered and the intended audience.
- Your description should, in 150 words or less, build on your title and include what participants will take away from the session, the specific content to be delivered, and what type of delivery methods will be used to convey the information.
- Your learning objectives/take-aways should put the emphasis on new skills, strategies, and knowledge the attendees will gain as a direct result of participating in the session.
- All conference sessions must be educational in nature, unbiased and avoiding direct or indirect promotion of any particular product or service.

How to submit:

All proposals must be submitted online at www.ConferenceAbstracts.com/HPC2018.htm. You may begin the submission process and return to your saved proposal any time up until the submission deadline.
E-mailed or incomplete proposals will not be accepted

I. Preferred Presentation Topics

Potential presenters are invited to submit proposals on the following topics:

- **Fundamentals**
  Topics related to residential energy efficiency basics at the introductory level

- **Diagnostics & Audits**
  Evaluating how a home or its subsystems are performing, and making recommendations based on those findings; modeling and relevant software; data and tools; engaging the occupant; integration of testing

- **Indoor Air Quality & Healthy Homes**
  Technical and programmatic topics related to health, indoor air quality, mold and moisture, radon; healthy housing programs; occupant health

- **HVAC, Mechanicals & Ventilation**
  HVAC, duct work, heat pumps, air flow, ASHRAE 62.2 and standards, combustion, minisplits

- **Building Envelope**
  Technical topics related to insulation, air sealing, shell, windows, basements and crawlspaces, attics and roofing

- **Advanced Technical**
  Advanced technical topics and real world solutions to complex problems for more experienced attendees

- **Water**
  Technical and programmatic topics related to water conservation, heat pump water heaters, solar hot water, water heaters

- **Home Performance Business Operations**
  Running an HP business: training, supervising, work scopes, hiring, budgeting and financing, new markets and diversification, quality, day-to-day business operations

- **Home Performance Sales & Marketing**
  Sales, marketing, messaging, lead generation, engaging and communicating with the occupant

- **Weatherization Operations**
  Training, quality control, codes and regulations, planning, production schedules, tools, marketing, weatherization program research and updates

- **Weatherization Technical**
  Technical topics specific to weatherization, including tools, diagnostics and testing, challenges and solutions

- **Program Success: Operations & Updates**
  Federal, state, local, and utility home performance program successes; partnerships; new tools; relevant data; Running a home performance program: quality management/control, marketing, program planning, program design, customer identification

- **Affordable Housing**
  Affordable and low-income housing programs; community initiatives, pilots, and projects; program best practices and design

- **Multifamily: Program & Technical**
  Technical and programmatic topics related to challenges working in multifamily buildings; engaging multifamily property managers/owners; multifamily programs; multifamily building operations; multifamily building systems

- **Valuing Energy Efficiency**
  Home labeling and scoring; real estate and appraisals; financing; green MLS; codes

- **Home Performance Policy**
  Legislative and regulatory initiatives; regional and national energy efficiency policy

- **Leading the Way**
  Home performance and weatherization program research, trends, and innovations; net zero; Passive House; renewable technologies

- **The Smart Home**
  Home Energy Management systems, smart home and smart grid technology; smart, connected and learning thermostats; demand response

- **Innovations & Collaborations**
  Approaches to build connections within the home performance industry and other industries, to accelerate market growth, or to develop partnerships and collaboration; Innovative and emerging technologies contributing to market development

II. Session Style and Length

Education sessions at the 2018 HPC National Home Performance Conference will be 90-minutes in length or 4-hour workshops (held on the first day of the conference).

HPC is committed to providing engaging, cutting edge educational offerings at the conference. To reach this goal, we have provided different options for presentation styles below. You will be asked to select one of the following when submitting your proposal:

1. 2018 HPC National Home Performance Session Proposal
Select this option to submit a proposal for the conference in the categories listed above.

2. 2018 HPC National Home Performance Panel Submission
Don't have a complete session but would like to be included in or help organize a panel? Select this option and submit additional information on your topic of choice. If accepted, HPC will pair you with similar submissions to create a panel session. Think of this as a 'free agent' option.

2018 HPC National Home Performance Session Proposal categories:

- *Interactive Lecture is* a complete session including one, two, or three presenters (moderator is optional).
- *Structured Discussion* is an interactive session facilitated by the primary presenter. The presenter gives a brief 15-20 minute presentation and in the remaining time, guides attendees through discussion or activities based on the presentation topic.
- *Panel Discussion* is a session addressing multiple perspectives about a topic, project, program, or initiative, allowing for interaction and questions with the audience.
- *Moderated Debate* is a session consisting of debate between two presenters with opposing positions. Opening remarks will be made by each debater, with a moderator posing questions to each and engaging the audience in questions. Proposals must provide presenter and moderator names.
- *Lightning Round* sessions consist of four presenters giving one distinct ten-minute talk each. Submitters should include the four speakers as a pre-packaged, full 90-minute session proposal. Each 10-minute talk should be a stand-alone presentation on related topics.
- *Other:* Includes formats not listed, such as Pecha Kucha, Ignite, 'Speed Dating,' etc.

All sessions should be designed to allow the audience to participate as active learners through question and answer periods, group discussion questions, or other activities. When the audience is engaged in the session, they will learn and retain more of the information being presented.

III. Instructions for Submitting Your Proposal

All proposals must be submitted online at

www.conferenceabstracts.com/cfp2/login.asp?EventKey=AVYHAPPW

You may begin the submission process and return to your saved proposal any time up until the submission deadline. Faxed or e-mailed proposals will not be accepted. All complete proposals must be submitted and all speakers must login to complete their personal details **by Friday, August 11, 2017 at 11:59pm PT.**

Required Information:

Create an Account Profile

The information below must be added about the person submitting the proposal:

*First Name *Last Name *Address *City * State * Zip Code * Country * Email Address
*Telephone * Title/Position * Organization

Click "Create Account."

On the Homepage, select ⊕ CLICK HERE TO BEGIN A NEW PROPOSAL in the 'Proposals' section.

In the next section, ⊕ START A NEW PROPOSAL, add the following information:

Proposal Title: Select a proposed title for your session (limit 12 words)

Submission Type: Choose from the follow items on the dropdown menu

- *2018 HPC National Conference Session Proposal (see Section A for instructions)*
- *2018 HPC National Conference Panelist Submission (see Section B for instructions)*

Section A. Tasks for Session Proposals:

1. Proposal Presenters: Presenter and Co-presenter Information

Note: The primary presenter/proposal submitter will need to complete the following information for all presenters in the proposal. This person will be the main point of contact for the proposal. If you don't have co-presenter information, add the co-presenter's name and email address, then select the option (indicated by the blue dialogue icon) to automatically generate an email to these presenters to login and complete their required information.

- ✓   Presenter name, email address, presenter role

Click 'Add Presenter,' then click on the presenter's name in blue to complete the following information:

<u>Contact Information</u>
- ✓ Presenter address, phone number
- ✓ Administrative assistant email, if applicable – s/he will be copied on all emails regarding the proposal submittal
- ✓ Organization, title, and personal bio (max 100 words)
- ✓ List recent speaker engagements in the following format: Event Title, Session Title, Date
- ✓ 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

*Click '**Save Presenters'** after this information is complete to advance to the next screen.*

2. Proposal Text

- ✓ Session Title
- ✓ Session Topic Area (see topic list on pages 2-3)
- ✓ Intended Audience: Home Performance Contractor; Weatherization Contractor; Weatherization/Low-Income Program Professional; Home Performance Program Implementer/Administrator; Energy Efficiency Professional
- ✓ Session Description (minimum of 50 words, max of 150)
- ✓ Keywords (max of 15)
- ✓ Additional Comments (optional)

3. Learning Objectives

(Objectives complete the sentence, "By attending this session, participants will…")

Enter three learning objectives. A learning objective is an explicit statement that clearly expresses what the participant will learn or be able to do after attending the session. It is an observable and measurable outcome statement that attendees should be able to exhibit following instruction. These learning objectives will be used to apply for continuing education approval.

4. Proposal Options

- ✓ Session Length: 90 minute, 4- hour workshop

(Workshops occur on the first day of the conference and are one half day to one full day in length. They feature a participant-centered and highly interactive approach).

✓ Level: Beginner, Experienced, Advanced

✓ Session Format (see Part II on page 4)

✓ Additional Comments (optional)

5. HPC Conflict of Interest Agreement

- Proposals that are based upon an advertisement, product, or service <u>will not</u> be accepted into the program.

6. Acknowledgement of HPC Presenter Partnership

- Presenters at the HPC National Conference are awarded a $200 discount off of the full-conference registration price and must register by the designated deadline.

<u>** To submit your proposal, click 'Save Submission,' then 'Submit.'</u> You will receive an email confirming your proposal submission.**

<u>Section B. Panelist Submission Tasks:</u>

1. Panelist Information

Click on the Panelist's name in blue to complete the following information:

<u>Contact Information:</u>

✓ Address, phone number

✓ Administrative assistant email, if applicable – s/he will be copied on all emails regarding the proposal submittal

✓ Organization, title, and personal bio (max 100 words)

✓ List recent speaker engagements in the following format: Event Title, Session Title, Date

✓ Photo (optional)

✓ If you have not presented at an ACI/HPC event two times over the past three years, two or more references with their contact information

2. Panel Information

✓ Possible Session Title

✓ Session Topic Area (see topic list)

✓ Your role (panelists, moderator, organizer)

✓ Panel Description (minimum of 25 words, max of 150)

✓ Keywords (max of 15)

✓ Additional comments (optional)

3. Panel Options

- ✓ Audience: Home Performance Contractor, Weatherization Contractor, Weatherization/Low-Income Program Professional, Home Performance Program Implementer/Administrator, Energy Efficiency Professional
- ✓ Ideal topics covered by other panelists
- ✓ Recommendations for other panelists (optional)
- ✓ Recommendations for session moderator (optional)
- ✓ Additional Comments (optional)

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IV. Proposal Review Process

The proposal review process consists of proposal evaluations by over 100 volunteers. This process results in the final educational program:

Round One: Volunteers review and rate all proposals on a quantitative scale.

Round Two: Proposals are reviewed and recommendations made for proposals to the third round.

Round Three: HPC & Program Committee determine the final education program.

Review Timeline: Session notifications are sent by December 21, 2017.

Review Scoring System

All session proposals will be reviewed and scored by a team of volunteer reviewers using a 5-point scale. These rankings will be used by the Program Committee to select presenters and sessions for the final program. Proposals will be rated using the following criteria:

1. The proposed session provides attendees applicable and replicable content.
2. The proposal topic is clear, relevant, and useful to the HPC audience.
3. The proposed session offers inspiration, lessons, tools and new ideas that participants can bring back to their institution, organization, or community.
4. The presentation would be appropriate and timely for HPC conference attendees.
5. The proposal implies that the presenter(s) has/have an appropriate level of expertise to deliver a high quality session.
6. I would recommend this session to be included in 2018 HPC National Conference agenda.

HPC Program Policies

The review process for education session proposals is managed by the HPC Program Committee and HPC staff. The Program Committee's responsibility is to produce the strongest possible educational program for conference attendees by including new, important content and learning experiences.

Session Applicant Rules & Responsibilities

- Session submitters may not propose speakers without the knowledge and permission of the proposed speakers. All proposed speakers must be able and willing to present at the conference at the time and date assigned.
- Incomplete proposals will not be considered.
- Sessions based upon an advertisement, product, or service will NOT be accepted into the program.
- Accepted presenters must confirm their participation within two weeks of being notified in mid-December.
- Accepted presenters who are not able to attend must notify conference HPC staff immediately. Replacement presenters must be approved by staff.
- All accepted speakers must register for the HPC Conference by the registration deadline or the entire session may be cancelled and a new session will be selected from the waitlist.

Session and Presenter Regulations

- In an effort to promote new and diverse groups of presenters, session proposals that include diverse presentation teams will be a priority for the committee. The selection committee values diversity of presentation teams in terms of race, culture, gender, experience, or areas of expertise.
- Presenters at the HPC National Conference are awarded a $200 discount off of the full-conference registration price in appreciation of their contribution to the success of the HPC conference.
- The Program Committee reserves the right to develop submitted sessions using a combination of proposals and/or invited presenters.
- Presenter discounts may not be combined or transferred.
- The Program Committee may modify any submitted session by adding or removing speakers or requesting content changes or additions. Final decisions regarding these policies may be made at the discretion of the Program Committee.