



2019 HPC National Home Performance Conference

[Call for Session Proposals](#) Guide

Submission Deadline: Friday, August 10, 11:59pm PT

Overview & Theme

The 2019 HPC National Home Performance Conference, taking place April 1-4, 2019, in Chicago 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 2019 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.

The 2019 National Conference theme is *Building Bridges!* As our industry continues to grow and evolve, the themes of creating new connections, joining together, and *Building Bridges* are more important than ever. As we're in Chicago, surrounded by bridges, we'll aim to highlight sessions that demonstrate how you and your organization can be the bridge – whether you are fostering connections within your organization, strengthening relationships with your customers or other industries, or through workforce development or technological innovations.

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.

We invite proposals that:

- Reflect innovation and cutting edge content, particularly around the conference theme of *Building Bridges*
- Stimulate and provoke discussion and audience engagement
- Present evidence based on or supported by research
- Use innovative approaches to enhance attendee learning
- Explore issues important to attendees
- Target either new, mid-career, or seasoned home performance and/or weatherization professionals
- Demonstrate relevance of lessons through “real-life” case studies
- Provide diverse approaches for different types of learners

**Topic Areas**

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Indoor Air Quality & Healthy Homes |
| <input type="checkbox"/> Building Bridges & Collaborations | <input type="checkbox"/> Leading the Way |
| <input type="checkbox"/> Building Envelope | <input type="checkbox"/> Multifamily: Program & Technical |
| <input type="checkbox"/> Diagnostics & Audits | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> The Smart Home |
| <input type="checkbox"/> Home Performance Policy | <input type="checkbox"/> Valuing Energy Efficiency |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Water |
| <input type="checkbox"/> Home Performance Sales & Marketing | <input type="checkbox"/> Weatherization Operations |
| <input type="checkbox"/> HVAC & Mechanicals | <input type="checkbox"/> Weatherization Technical |

Tips for your Session Proposal: Plan Your Submission

We suggest you read the following instructions ([Instructions for Submitting your Proposal](#) below) before submitting your proposal. Session and workshop proposals require clear and concise titles, succinct and persuasive descriptions, and well-thought out learning objectives / take-aways.

- Pre-write your proposal in Word before entering it in the online proposal system and ensure a coherent (and spellchecked!) description. The Review and Program Committees will evaluate your proposal based solely on the information you provide. If they don't understand what you want to convey in the session, they won't score it highly.
- 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.

Review committee and attendee feedback allows us to offer these suggestions as you develop a proposal:

- Be mindful of and realistic about how much content can be delivered in a 90 minute session or in a workshop.
- Avoid show-and-tell; instead include how you did what you did and how attendees can apply the information in their daily work.
- Plan your session so that attendees will be actively engaged rather than passively receiving information.
- Avoid product pitches. Attendees do not want to feel like they're being sold on a particular product or service. All conference sessions must be educational in nature, unbiased and avoiding direct or indirect promotion of any particular product or service.
- Include multiple perspectives and presenters from different backgrounds and areas of the industry.

Proposal Review Process & Selection Criteria

HPC solicits content proposals and combines input of peers and program committee volunteers to help ensure that the members of the home performance and weatherization community have a significant voice in co-creating conference programs.

Review Committee

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

Round One, August-September: Volunteers review and rate all proposals on a quantitative scale.

Round Two, September: Proposals are reviewed and recommendations made for proposals to advance to the next round.

Round Three, October-November: HPC & Program Committees determine the final education program.

Review Timeline: Session notifications are sent by December 11, 2018.

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 Committees 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 2019 HPC National Conference agenda.

Program Committees

HPC will convene several Program Committees who will assist in the final program design. To ensure that program content is timely, relevant, and optimally targeting our attendees' needs, the committees will select submissions received during the Call for Proposals and identify gaps, if any, which will be developed through additional content development strategies. The overall program will result in a diverse array of presenters and perspectives. We receive several hundred excellent proposal submissions for conferences each year, so please understand that it is a difficult and highly selective process.



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 Submitter 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-November.
- 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 Rules

- 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.



How to submit your proposal

All proposals must be submitted online at

<https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=BQTDORKN>. 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:

Building Bridges & 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

Affordable Housing

Affordable and low-income housing (non-WAP) programs; community initiatives, pilots, and projects; program best practices and design

Building Envelope

Technical topics related to insulation, air sealing, shell, windows, basements and crawlspaces, attics and roofs

Diagnostics & Audits

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

Fundamentals

Topics related to residential energy efficiency basics at the introductory level

Home Performance Policy

Legislative and regulatory initiatives; regional and national energy efficiency policy

HVAC & Mechanicals

HVAC, duct work, heat pumps, air flow, ASHRAE 62.2 and standards, combustion, minisplits

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

Indoor Air Quality & Healthy Homes

Technical and programmatic topics related to health, indoor air quality, mold and moisture, radon; healthy housing programs; occupant health



Leading the Way

Home performance and weatherization program research, trends, and innovations; net zero; Passive House; renewable technologies

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

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 and targeting

The Smart Home

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

Water

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

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

Valuing Energy Efficiency

Home labeling and scoring; real estate and appraisals; financing; green MLS; codes



II. Session Style and Length

Education sessions at the 2019 HPC National Home Performance Conference will be 90-minutes in length; 3.5-hour or full day 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. 2019 National Home Performance Session Proposal

Select this option to submit a proposal for the conference in the categories listed above.

2. 2019 National Conference Panelist 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.

3. 2019 National Conference Local Tour or Offsite Training

Select this option if you or your organization would like to organize a tour or outing in Chicago, or offsite training on the first day of the conference. Proposals in this category will not go through the Program Committee process, but rather will be vetted by the HPC staff. HPC will contact you directly to discuss the details of your proposal and to ask any clarifying questions. HPC will then make a final decision on whether your proposal is appropriate for our audience and is feasible from a financial and logistical standpoint.

2019 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.



Instructions for Submitting Your Proposal

All proposals must be submitted online at

<https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=BQTDORKN>.


You may begin the submission process and return to your saved proposal any time up until the submission deadline. Faxed or emailed proposals will not be accepted. All complete proposals must be submitted and all presenters must login to complete their personal details **by Friday, August 10, 2018 at 11:59pm PT.**

Step 1: 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

- 2019 National Home Performance Conference Submission (see Section A for instructions)
- 2019 National Conference Panelist Submission (see Section B for instructions)
- 2019 National Conference Local Tour (see Section C for instructions)

SECTION A, Step 2: Tasks for Session Proposals

1. Proposal Presenters: Presenter and Co-presenter Information

Note: The Proposal Submitter will need to complete the following information for all presenters in the proposal. The Primary Presenter/ Session Organizer will be responsible for organizing the session and will be the main point of contact for the proposal.

To streamline proposal submissions, be sure to collect all presenters’ information in advance. 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.



*First Name _____ *Last Name _____

* Email Address _____

*Presenter role _____

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

CONTACT INFORMATION

*Address _____ *City _____ * State _____ * Zip Code _____ *
Country _____ *Telephone _____ * Email Address _____

*Administrative assistant name, phone, and email, if applicable (will be copied on all emails regarding the proposal submittal)

* Presenter Title/Position _____ * Organization _____

*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.

Name, Position, Organization, Email Address, Telephone _____

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

2. Proposal Text*

SESSION TITLE: (Max 15 words) _____

SESSION TOPIC AREA (see [topic descriptions on pages 2-3](#))

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Indoor Air Quality & Healthy Homes |
| <input type="checkbox"/> Building Bridges & Collaborations | <input type="checkbox"/> Leading the Way |
| <input type="checkbox"/> Building Envelope | <input type="checkbox"/> Multifamily: Program & Technical |
| <input type="checkbox"/> Diagnostics & Audits | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> The Smart Home |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Valuing Energy Efficiency |
| <input type="checkbox"/> Home Performance Policy | <input type="checkbox"/> Water |
| <input type="checkbox"/> Home Performance Sales & Marketing | <input type="checkbox"/> Weatherization Operations |
| <input type="checkbox"/> HVAC & Mechanicals | <input type="checkbox"/> Weatherization Technical |



INTENDED AUDIENCE

While we know that attendees from many backgrounds may gain value from your proposed session, consider the primary audience that will benefit the most from your session.

- | | |
|--|---|
| <input type="checkbox"/> Home Performance Contractor | <input type="checkbox"/> Weatherization Contractor |
| <input type="checkbox"/> Weatherization (WAP) Program Professional | <input type="checkbox"/> Home Performance Program Implementer/Administrator |
| <input type="checkbox"/> Energy Efficiency Professional | <input type="checkbox"/> Low-Income (non-WAP) Program Professional |

SESSION DESCRIPTION (minimum of 50 words, max of 150)
_____KEYWORDS (max of 15)
_____ADDITIONAL COMMENTS (optional)

**Please take the time to submit a thoughtful proposal that clearly articulates the intent of the session. Proposal reviewers will evaluate your submission based on the information provided. Spellcheck and grammar aids in readability and comprehension.*

3. Learning Objectives

(Objectives complete the sentence, "By attending this session, attendees will...")

1. _____
2. _____
3. _____

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 OR 3.5- hour workshop OR Full day 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).

CONTENT LEVEL: Beginner, Experienced, Advanced

SESSION FORMAT: Interactive Lecture; Structured Discussion; Panel: Moderated Debate:
Lightning Round; Other (for format descriptions, see [Part II on page 4](#))

ROOMSET: Theater or Roundtables

ADDITIONAL COMMENTS: (optional) _____



5. HPC Conflict of Interest Agreement

- Proposals that are based upon an advertisement, product, or service will not 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.

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

Section B. Panelist Submission Tasks

1. Panelist Information

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

* First Name _____ *Last Name _____

* Email Address _____

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

CONTACT INFORMATION

*Address _____ *City _____ * State _____ * Zip Code _____

* Country _____ *Telephone _____ * Email Address _____

* Administrative assistant name, phone, and email, if applicable (will be copied on all emails regarding the proposal submittal)

* Title/Position _____ * Organization _____

*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.

Reference Name, Position, Organization, Email Address, Telephone _____

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



2. Panel Description

*Possible Session Title

TOPIC AREA (see [topic descriptions on pages 2-3](#))

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Indoor Air Quality & Healthy Homes |
| <input type="checkbox"/> Building Bridges & Collaborations | <input type="checkbox"/> Leading the Way |
| <input type="checkbox"/> Building Envelope | <input type="checkbox"/> Multifamily: Program & Technical |
| <input type="checkbox"/> Diagnostics & Audits | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> The Smart Home |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Valuing Energy Efficiency |
| <input type="checkbox"/> Home Performance Policy | <input type="checkbox"/> Water |
| <input type="checkbox"/> Home Performance Sales & Marketing | <input type="checkbox"/> Weatherization Operations |
| <input type="checkbox"/> HVAC & Mechanicals | <input type="checkbox"/> Weatherization Technical |

ROLE: Which of the following opportunities are you interested in?

- Speaking on a panel
- Moderating a panel
- Organizing a panel

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

*Keywords (max of 15)

*Additional comments (optional)

3. Panel Options

*INTENDED AUDIENCE

While we know that attendees from many backgrounds may gain value from your proposed session, consider the primary audience that will benefit the most from your session.

- | | |
|--|---|
| <input type="checkbox"/> Home Performance Contractor | <input type="checkbox"/> Weatherization Contractor |
| <input type="checkbox"/> Weatherization (WAP) Program Professional | <input type="checkbox"/> Home Performance Program Implementer/Administrator |
| <input type="checkbox"/> Energy Efficiency Professional | <input type="checkbox"/> Low-Income (non-WAP) Program Professional |

*Ideal topics covered by other panelists

* Recommendations for other panelists (optional)

* Recommendations for session moderator (optional)

*Additional Comments (optional)



4. HPC Conflict of Interest Agreement

- Proposals that are based upon an advertisement, product, or service will not be accepted into the program

5. 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.

SECTION C, Step 2: Tasks for Tour/Off-Site Training Proposals

** Please note, your proposal should include how you will arrange for transportation to an off-site training or tour.*

1. Proposal Presenters: Presenter and Co-presenter Information

*First Name _____ *Last Name _____

* Email Address _____

*Presenter role _____

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

CONTACT INFORMATION

*Address _____ *City _____ * State _____ * Zip Code _____ *

Country _____ *Telephone _____ * Email Address _____

*Administrative assistant name, phone, and email, if applicable (will be copied on all emails regarding the proposal submittal)

* Presenter Title/Position _____ * Organization _____

*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.

Name, Position, Organization, Email Address, Telephone _____

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



2. Tour Information*

PROPOSAL TITLE: (Max 15 words) _____

TOPIC (see [topic descriptions on pages 2-3](#))

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Indoor Air Quality & Healthy Homes |
| <input type="checkbox"/> Building Bridges & Collaborations | <input type="checkbox"/> Leading the Way |
| <input type="checkbox"/> Building Envelope | <input type="checkbox"/> Multifamily: Program & Technical |
| <input type="checkbox"/> Diagnostics & Audits | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> The Smart Home |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Valuing Energy Efficiency |
| <input type="checkbox"/> Home Performance Policy | <input type="checkbox"/> Water |
| <input type="checkbox"/> Home Performance Sales & Marketing | <input type="checkbox"/> Weatherization Operations |
| <input type="checkbox"/> HVAC & Mechanicals | <input type="checkbox"/> Weatherization Technical |

* Tour/Event Length

- Full Day
- Half Day

*Will transportation be required?

Please note, HPC will not be able to provide transportation to an off-site training or tour.

- Yes (if yes, your proposal should include how you will arrange for transportation to an off-site training or tour.)
- No
- Other (if you select this option, a comment box will appear)

* Tour Description

Add a brief description of the tour or activity, and what tour attendees will learn and experience over the course of the event.

*Additional Comments (Optional)

3. HPC Conflict of Interest Agreement

- Proposals that are based upon an advertisement, product, or service will not be accepted into the program

4. 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.