



ACI Proposal 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:

Presenter and Co-presenter 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 60 words)
- ✓ Past conferences where s/he has presented
- ✓ If s/he has not presented at an ACI event two times over the past three years, two or more references with their contact information
- ✓ Optional: photo

Proposal Information

- ✓ Title and session description (minimum of 50 words, max of 115)
- ✓ 3 learning objectives (that complete the sentence, "By attending this session, participants will...")
- ✓ Keywords (max of 15)
- ✓ Topic areas:
 - **Advanced Technical**
 - **Building Envelope**
 - **Credentialing**
 - **Deep Energy**
 - **Diagnostics**
 - **Engaging the Consumer**
 - **Fundamentals**
 - **Healthy Homes/IEQ**
 - **Heating & Cooling**
 - **Measured Results**
 - **Multifamily**
 - **Policy**
 - **Program Best Practices**
 - **Real Estate & Finance**
 - **Research & Evaluation**
 - **Retrofit Approaches**
 - **Sales & Marketing**
 - **Standards**
 - **Tools/Equipment**
 - **Training/Workforce Development**
 - **Ventilation**
 - **Water**
 - **What's Hot?** (*technologies and techniques that are creating a buzz in our industry*)
- ✓ Audience Level
- ✓ You will also have an opportunity to provide any additional comments about your proposal.