Upper Midwest 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.

**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
   ✓ Organization, title, and personal bio (max 150 words)
   ✓ Past conferences where s/he has presented
   ✓ Photo (optional)
   ✓ Presenter References: If s/he has not presented at a BPA/HPC event two times over the past three years, two or more references with their contact information.

2. Proposal Information
   
   ✓ Title
   ✓ Topic areas:
     - Affordable Housing
     - Building Envelope
     - Diagnostics & Audits
     - Fundamentals
     - Home Performance Business Operations
     - Home Performance Policy
     - Home Performance Sales & Marketing
     - HVAC, Mechanicals & Ventilation
     - IAQ & Healthy Homes
     - Leading the Way
     - Multifamily: Program & Technical
     - Program Operations & Updates
     - The Smart Home
     - Valuing Energy Efficiency
     - Weatherization Operations
     - Weatherization Technical
     - 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
   ✓ Are you willing to participate in a virtual conference if needed?
   ✓ Optional: Comments to aid in the proposal review process.

5. Conflict of Interest Policy

6. Presenter Registration Policy

Proposals are due Friday, June 26, midnight CT.