

## **New England Home Performance Regional Education Series: 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**
  - **Innovations & Collaborations**
  - **Multifamily: Program & Technical**
  - **Program Operations & Updates**
  - **The Smart Home**
  - **Valuing Energy Efficiency**
  - **Weatherization Operations**
  - **Weatherization Technical**
  - **Water**
  - **Workforce Development**
- ✓ 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
- ✓ Optional: Comments to aid in the proposal review process.

#### **5. Conflict of Interest Policy**

**Proposals are due Monday, August 24, midnight ET.**