

**2023 National Home Performance Conference**  
**[Call for Session Proposals Guide](#)**  
**Submission Deadline: September 1, 11:59pm PT**

## Overview

The 2023 National Home Performance Conference, taking place April 17-20 at the Hyatt Regency in Seattle, WA is the largest meeting of home performance and weatherization professionals in the country. After a great event in Nashville in 2022, we look forward to continuing the discussions in Seattle!

The 2023 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 Building Performance Association 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 **Thursday, September 1, 2022 at 11:59pm PT.**

Conference sessions at the 2023 National Home Performance Conference will be 60 minutes long. Workshops, which will take place on the first day of the conference, will be 90 minutes, 3.5 hours, or full day (7 hours) in length. Please be realistic of how much content will fit in a 60-minute session. **If you have more session content than will fit in a 60-minute time frame, we encourage you to select the ‘workshop’ option or submit a session in 2 parts.**

We invite proposals that:

- Reflect innovation and cutting-edge content
- Stimulate and provoke discussion and audience engagement
- Are evidence-based 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 and perspectives

## Topic Areas

As you reflect on your proposal, please consider the following topics, which are focus areas for the conference program. While proposals may address more than one area, you must select one that is the best fit. [Descriptions of each area can be found below by clicking here.](#)

- |   |  |
|---|--|
| <input type="checkbox"/> Affordable Housing                           | <input type="checkbox"/> IAQ & Healthy Homes                   |
| <input type="checkbox"/> Building Envelope                            | <input type="checkbox"/> Leading the Way                       |
| <input type="checkbox"/> Decarbonization & Beneficial Electrification | <input type="checkbox"/> Multifamily: Program & Technical      |
| <input type="checkbox"/> Diagnostics & Audits                         | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Diversity, Equity & Inclusion                | <input type="checkbox"/> The Smart Home                        |
| <input type="checkbox"/> Fundamentals                                 | <input type="checkbox"/> Valuing Energy Efficiency             |
| <input type="checkbox"/> Home Performance Policy                      | <input type="checkbox"/> Water                                 |
| <input type="checkbox"/> Home Performance Business Operations         | <input type="checkbox"/> Weatherization: Operations            |
| <input type="checkbox"/> Home Performance Sales & Marketing           | <input type="checkbox"/> Weatherization: Technical             |
| <input type="checkbox"/> HVAC & Mechanicals                           | <input type="checkbox"/> Workforce Development                 |

### Tips for your Session Proposal: **Plan Your Submission**

The Proposal Submission System requires submitters to complete several tasks in order to provide Building Performance Association with information to evaluate the proposed presentation. Submitters may save and edit incomplete submissions before submitting the completed proposal.

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 about 10 words or less, the topic that will be covered and the intended audience.
- Your description should, in 200 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 60-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 avoid direct or indirect promotion of any particular product or service.
- Include multiple perspectives and presenters from different backgrounds and areas of the industry.
- Special consideration will be given to session proposals that offer new material, not previously presented at past BPA conference or other venues.
- Conference attendees give lower evaluation scores to presentations that do not match their description. Be sure to submit a description that accurately reflects the information you will be able to provide.

#### *BPA Presentation Policy*

*It is BPA policy to present the most accurate and practical information in our conference sessions, workshops, and other sessions. Therefore, information based on field experience related to equipment, products, materials, or services is encouraged.*

*Statements made in sessions that are intended to increase sales of specific equipment, products, materials, or services, especially by persons who have a financial interest in these increased sales, are considered to be a conflict of interest and are expressly prohibited. Conference presenters are solely responsible for the accuracy of the statements, opinions, and interpretations made in sessions and contained in presentation materials.*

*It is of utmost importance to BPA that each and every person attending our conferences has a positive and rewarding experience and to that end, we ask all presenters to create a safe, respectful, and positive learning experience. Presenters are expected to create an inclusive environment in session rooms and be respectful to all participants. Any intimidating, discriminatory, derogatory, or lewd speech, conduct, jokes, or insults related to gender, sexual orientation, race, religion, or disability are expressly prohibited.*

## **Proposal Review Process & Selection Criteria**

The Building Performance Association 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.

### *1. Review Committee*

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

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

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

*Round Three, October- November:* Topic area working groups meet to discuss and make recommendations for proposals to include in draft agenda for the Program Committee

*Round Four, November - December:* Program Committee determines the final education program.

*Review Timeline:* Session notifications are sent by January 6.

### *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, unique, and useful to the Building Performance Association audience.
3. The proposed session offers original content, 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 Building Performance Association 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 2023 National Conference agenda.

**The review committee submits feedback based on the information that is provided in the proposal system. If your proposal description lacks details, is unclear, or is missing information, they will not be able to score your session proposal highly.**

## 2. Program Committees

The Building Performance Association will convene several Working Groups and a Program Committees that 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 competitive process.

### Program Policies

The review process for education session proposals is managed by Building Performance Association staff and Program Committee. 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 presenters without the knowledge and permission of the proposed speakers. All proposed presenters 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 staff immediately. Replacement presenters must be approved by staff.
- All accepted presenters must register for the Conference by the registration deadline, or the entire session may be cancelled and a new session will be selected from the waitlist.
- A Primary Presenter/ Session Organizer will need to be designated for each proposal. This person will be responsible for organizing the session and will be the main point of contact for the proposal. Building Performance Association will send emails with notifications and deadlines, which must be shared as needed with co-leaders/panelists.

### **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 National Conference are awarded a discount off the full-conference registration price in appreciation of their contribution to the success of the 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.
- Presenters agree to help with publicity. Sample announcements for various media (such as Facebook and Twitter posts) will be available.

\* BPA is committed to advancing the values of diversity, equity, and inclusion. Our volunteer working groups and committees strive to develop a program that truly represents our diverse industry. We encourage you to consider how your proposal reflects or addresses diversity, equity, and inclusion of presenters and attendees, including demographic backgrounds, age, race, and gender identities. Similarly, we are eager to expand our community of presenters by encouraging and supporting new voices to the conference and encourage first-time presenters to submit a proposal and share their ideas and experiences.

## How to submit your proposal

All proposals must be submitted online at

<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=NAFDQGEL>. 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:

**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*

**Decarbonization & Beneficial Electrification**

*Technical challenges and solutions to electrification, heat pumps, renewables, ZNE; related federal, state, and local policy*

**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*

**Diversity, Equity & Inclusion**

*Best practices to include and support equity, inclusion and diversity into the workforce, businesses, programs, training, and hiring, and increase access to EE in the community.*

**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*

**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 geared toward market rate home performance contractors, staff and business owners*

**HVAC & Mechanicals**

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

**IAQ & 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 trends and innovations; net zero; Passive House; renewable technologies. 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*

**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 market-rate 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 and other technologies; data management, demand response*

**Valuing Energy Efficiency**

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

**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*

**Workforce Development**

*Strategies, programs, and examples to attract, train, and retain new home performance and weatherization professionals; growing the industry; apprenticeships; pilot programs*



## **II. Session Style and Length**

Education sessions at the 2023 National Home Performance Conference will be **60-minutes** in length. Workshops are 90 minutes, 3.5-hours, or 7 hours and are held on the first day of the conference.

The Building Performance Association 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. 2023 National Home Performance Session or Workshop Proposal**

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

### **2. 2023 National Conference Panelist Submission**

*Don't have a complete panel 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, BPA will pair you with similar submissions to create a panel session. Think of this as a 'free agent' option. **\*Please note, if you already have a panel and panelists organized, select Option #1\****

### **3. 2023 National Conference Local Tour or Offsite Training**

*Select this option if you or your organization would like to organize a tour or outing in Nashville, 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 staff. BPA will contact you directly to discuss the details of your proposal, ask any clarifying questions, and make a final decision on whether your proposal is appropriate for our audience and is feasible from a financial and logistical standpoint.*

## **2023 National Home Performance Session Proposal categories:**

- Interactive Lecture** is a complete session including one, two, or three presenters (moderator is optional) with time for attendee questions.
- Panel Discussion** is a session addressing multiple perspectives about a topic, project, program, or initiative, allowing for interaction and questions with the audience.
- Roundtable/Structured Discussion** is an interactive session facilitated by the primary presenter. The presenter/facilitator gives a brief presentation/introduction and in the remaining time, guides attendees through discussion based on the presentation topic, allowing attendees to discuss and share ideas with each other.
- Learning Labs** are facilitated experiences designed to immerse attendees in interactive exercises, such as role-playing scenarios, and discussions. These sessions are generally smaller in size to assure that every person has an opportunity to engage with the facilitator and get the most out of the experience.
- 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 60-minute session proposal. Each 10-minute talk should be a stand-alone presentation on related topics.
- Other sessions** include formats such as Pecha Kucha, 'Speed Dating,' and Story Slam, in which storytellers have 8 minutes to tell a story without notes or slides.

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.abstractscorecard.com/cfp/submit/login.asp?EventKey=NAFDQGEL>.

You may begin the submission process and return to your saved proposal any time up until the submission deadline. Emailed proposals will not be accepted. All complete proposals must be submitted and all presenters must login to complete their personal details **by Thursday, September 1, 2022 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 \_\_\_\_\_

\*City \_\_\_\_\_ \* State \_\_\_\_\_

\* Email Address \_\_\_\_\_ \*Telephone \_\_\_\_\_

\* Title/Position \_\_\_\_\_ \* Organization \_\_\_\_\_

\*Create an Access Key (password) between 6 and 10 characters long and contain at least one letter and one number.

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)

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

- *2023 National Home Performance Conference Submission ([see Section A for instructions](#))*
- *2023 National Conference Panelist Submission ([see Section B for instructions](#))*
- *2023 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 ("Invite [Presenter's Name]") to automatically generate an email to these presenters to login and complete their required information.*

\*First Name \_\_\_\_\_ \*Last Name \_\_\_\_\_

\* Email Address \_\_\_\_\_

\*Presenter role: Primary Presenter/Session Organizer; Presenter; Panelist; Moderator

*Click 'Edit [Presenter's] Profile' to complete the following information:*

#### CONTACT INFORMATION

\*Phone Number \_\_\_\_\_ \*City \_\_\_\_\_ \* State \_\_\_\_\_

\*Demographic Information (Optional): Gender (Female; Male; Non-binary; Transgender)

Race & Ethnicity: (American Indian or Alaska Native; Asian; Black or African American; Hispanic, Latino, or Spanish; Middle Eastern or North African; Native Hawaiian or Other Pacific Islander; White or European Descent; Other)

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

\_\_\_\_\_

\* Presenter Title/Position \_\_\_\_\_ \* Organization \_\_\_\_\_

Social Media Information (Optional: Twitter, LinkedIn) \_\_\_\_\_

\*Personal bio (max 150 words)

\_\_\_\_\_

List recent speaker engagements in the following format:

Event Title \_\_\_\_\_ Session Title \_\_\_\_\_ Date \_\_\_\_\_

\*Photo (optional)

\* If presenter has not presented at a BPA event 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 12 words) \_\_\_\_\_

SESSION TOPIC AREA (see [topic descriptions on pages 7-8](#))

- |   |  |
|---|--|
| <input type="checkbox"/> Affordable Housing                   | <input type="checkbox"/> IAQ & Healthy Homes                   |
| <input type="checkbox"/> Building Envelope                    | <input type="checkbox"/> Leading the Way                       |
| <input type="checkbox"/> Decarbonization & Electrification    | <input type="checkbox"/> Multifamily: Program & Technical      |
| <input type="checkbox"/> Diagnostics & Audits                 | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Diversity, Equity & Inclusion        | <input type="checkbox"/> The Smart Home                        |
| <input type="checkbox"/> Fundamentals                         | <input type="checkbox"/> Valuing Energy Efficiency             |
| <input type="checkbox"/> Home Performance Policy              | <input type="checkbox"/> Water                                 |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Weatherization Operations             |
| <input type="checkbox"/> Home Performance Sales & Marketing   | <input type="checkbox"/> Workforce Development                 |
| <input type="checkbox"/> HVAC & Mechanicals                   |  |

## 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 (Crew, Inspector, Auditor, etc.) |
| <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 200)

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KEYWORDS (max of 15)

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ADDITIONAL COMMENTS (optional)

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*\*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:

- 60 minute session
- Workshop:
  - 90 minute
  - 3.5 hour
  - Full day (7 hours)

*(Workshops occur on the first day of the conference and are partial 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; Panel; Roundtable/ Structured Discussion; Learning Lab; Moderated Debate; Lightning Round; Other (for format descriptions, see [Part II on page 9](#))

ROOMSET: Theater or Roundtables

ADDITIONAL COMMENTS: (optional) \_\_\_\_\_

### 5. Presenter Conflict of Interest Agreement

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

### 6. Acknowledgement of Presenter Partnership

- Presenters at the National Conference are awarded a discount off 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

\*Phone Number \_\_\_\_\_ \*City \_\_\_\_\_ \* State \_\_\_\_\_

\*Demographic Information (Optional): Gender (Female; Male; Non-binary; Transgender)

Race & Ethnicity: (American Indian or Alaska Native; Asian; Black or African American; Hispanic, Latino, or Spanish; Middle Eastern or North African; Native Hawaiian or Other Pacific Islander; White or European Descent; Other)

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

\_\_\_\_\_

\* Title/Position \_\_\_\_\_ \* Organization \_\_\_\_\_

\*Personal bio (max 150 words)

\_\_\_\_\_

List recent speaker engagements in the following format:

Event Title \_\_\_\_\_ Session Title \_\_\_\_\_ Date \_\_\_\_\_

\*Photo (optional)

\* If presenter has not presented at a BPA event 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

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TOPIC AREA (see [topic descriptions on pages 7-8](#))

- |   |  |
|---|--|
| <input type="checkbox"/> Affordable Housing                   | <input type="checkbox"/> IAQ & Healthy Homes                   |
| <input type="checkbox"/> Building Envelope                    | <input type="checkbox"/> Leading the Way                       |
| <input type="checkbox"/> Decarbonization & Electrification    | <input type="checkbox"/> Multifamily: Program & Technical      |
| <input type="checkbox"/> Diagnostics & Audits                 | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Diversity, Equity & Inclusion        | <input type="checkbox"/> The Smart Home                        |
| <input type="checkbox"/> Fundamentals                         | <input type="checkbox"/> Valuing Energy Efficiency             |
| <input type="checkbox"/> Home Performance Policy              | <input type="checkbox"/> Water                                 |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Weatherization Operations             |
| <input type="checkbox"/> Home Performance Sales & Marketing   | <input type="checkbox"/> Workforce Development                 |
| <input type="checkbox"/> HVAC & Mechanicals                   |  |

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)

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\*Keywords (max of 15)

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\*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 (Crew, Inspector, Auditor, etc.) |
| <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

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\* Recommendations for other panelists (optional)

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\* Recommendations for session moderator (optional)

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\*Additional Comments (optional)

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#### 4. Presenter Conflict of Interest Agreement

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

#### 5. Acknowledgement of Presenter Partnership

- Presenters at the National Conference are awarded a discount off 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

\*Phone Number \_\_\_\_\_ \*City \_\_\_\_\_ \* State \_\_\_\_\_

\*Demographic Information (Optional): Gender (Female; Male; Non-binary; Transgender)

Race & Ethnicity: (American Indian or Alaska Native; Asian; Black or African American; Hispanic, Latino, or Spanish; Middle Eastern or North African; Native Hawaiian or Other Pacific Islander; White or European Descent; Other)

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

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\* Presenter Title/Position \_\_\_\_\_ \* Organization \_\_\_\_\_

\*Personal bio (max 150 words)

---

List recent speaker engagements in the following format:

Event Title \_\_\_\_\_ Session Title \_\_\_\_\_ Date \_\_\_\_\_

\*Photo (optional)

\* If presenter has not presented at a BPA 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 12 words) \_\_\_\_\_

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

- |   |  |
|---|--|
| <input type="checkbox"/> Affordable Housing                   | <input type="checkbox"/> IAQ & Healthy Homes                   |
| <input type="checkbox"/> Building Envelope                    | <input type="checkbox"/> Leading the Way                       |
| <input type="checkbox"/> Decarbonization & Electrification    | <input type="checkbox"/> Multifamily: Program & Technical      |
| <input type="checkbox"/> Diagnostics & Audits                 | <input type="checkbox"/> Program Success: Operations & Updates |
| <input type="checkbox"/> Diversity, Equity & Inclusion        | <input type="checkbox"/> The Smart Home                        |
| <input type="checkbox"/> Fundamentals                         | <input type="checkbox"/> Valuing Energy Efficiency             |
| <input type="checkbox"/> Home Performance Policy              | <input type="checkbox"/> Water                                 |
| <input type="checkbox"/> Home Performance Business Operations | <input type="checkbox"/> Weatherization Operations             |
| <input type="checkbox"/> Home Performance Sales & Marketing   | <input type="checkbox"/> Workforce Development                 |
| <input type="checkbox"/> HVAC & Mechanicals                   |  |

\* Tour/Event Length

- Full Day
- Half Day

\*Will transportation be required?

- 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.

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\*Additional Comments (Optional)

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### **3. Presenter Conflict of Interest Agreement**

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

### **4. Acknowledgement of Presenter Partnership**

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