

2024 National 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. **For complete instructions, please see the 2024 Call for Proposals Document.**

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: state, city, email address (optional: address, phone, demographic info, preferred pronouns, admin assistant)
- ✓ Organization, title, and personal bio (max 200 words)
- ✓ Past conferences where s/he/they have presented
- ✓ Optional: references and contact information (helpful if presenter has not presented at a BPA event)
- ✓ Optional: photo

2. Proposal Text & Learning Objectives: Proposal Information

- ✓ Title and session description (minimum of 50 words, max of 200)
- ✓ Session topic areas:
 - Affordable Housing
 - Building Envelope
 - Decarbonization & Electrification
 - Diagnostics & Audits
 - Diversity, Equity & Inclusion
 - Fundamentals
 - Home Performance Business Operations, Sales & Marketing
 - Home Performance Policy
 - HVAC & Mechanicals
 - IAQ & Healthy Homes
 - Multifamily Program Operations & Updates
 - SF Program Operations & Updates
 - The Smart Home
 - Valuing Energy Efficiency
 - Water
 - Weatherization Operations
 - Weatherization Technical
 - Workforce Development
- ✓ Intended Audience:
 - Home Performance Contractor;
 - Weatherization Contractor (Crew, Inspector, Auditor);
 - Weatherization (WAP) Program Professional;
 - Home Performance Program Implementer/Administrator;
 - Low-Income (non-WAP) Program Professional;
 - Energy Efficiency Professional
- ✓ Keywords (max of 15)

3. Learning Objectives

- ✓ 3 learning objectives (that complete the sentence, "By attending this session, participants will...")

4. Proposal Options

- ✓ Session Length: 60 minute, 90-minute workshop; 3.5-hour workshop; full day workshop
- ✓ Content Level: Beginner; Experienced; Advanced
- ✓ Session Format: Interactive Lecture; Panel Discussion; Roundtable/Structured Discussion; Learning Lab; Moderated Debate; Lightning Round; Other
- ✓ Session Room Set: Theater; Roundtables
- ✓ You will also have an opportunity to provide any additional comments about your proposal.

Proposals will be accepted until September 8.