2025 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 2025 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 <u>all</u> 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	☐ IAQ & Healthy Homes
☐ Building Envelope	☐ Multifamily Program Operations & Updates
☐ Decarbonization & Electrification	☐ SF Program Operations & Updates
☐ Diagnostics & Audits	☐ The Smart Home
☐ Diversity, Equity & Inclusion	☐ Valuing Energy Efficiency
☐ Fundamentals	☐ Water
☐ Home Performance Business Operations, Sales & Marketing	☐ Weatherization Operations
☐ Home Performance Policy	☐ Weatherization Technical
☐ HVAC & Mechanicals	☐ Workforce Development

- ✓ Intended Audience:
    - o Home Performance Contractor;
    - o Weatherization Crew/ Inspector/ Auditor;
    - o Weatherization (WAP) Program Professional;
    - o Home Performance Program Implementer/Administrator;
    - o Low-Income (non-WAP) Program Professional;
    - o Energy Efficiency Professional
    - o HUD Grantee
- ✓ 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; or 90-minute session; 3.5-hour 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 13.