



# Proposal Guidance

Due: Monday, April 9<sup>th</sup>, 5:00 PM PST

## About the SEEC Forum

The Annual Statewide Energy Efficiency Forum (SEEC Forum) features a dynamic program to equip participants with the best practices, tools, and connections needed to reduce GHG emissions and accelerate climate response efforts. The 2018 SEEC Forum, taking place **June 20-21, 2018** at the **Sheraton Grand Sacramento** (1230 J St, Sacramento), will focus on **Scaling Up and Out** through a series of informative and interactive sessions, workshops, discussions, and networking opportunities. The Forum will feature 4 plenary sessions, 16-20 breakout sessions, 4 workshops, and a poster session during the evening networking reception, as well as additional discussion tables and networking opportunities.

## Topics of Interest

Proposals should aim to address one or more of the topics of interest below.

<b>Implementation</b>	<ul style="list-style-type: none"> <li>» Benchmarking / AB-802 Implementation</li> <li>» Building decarbonization and zero net energy</li> <li>» EE in Existing Buildings</li> <li>» EV charging infrastructure siting and pricing</li> <li>» Innovative technology solutions across multiple building systems</li> <li>» Microgrids and storage</li> <li>» Residential Zero Net Energy</li> <li>» Transportation-energy nexus</li> </ul>
<b>Policy and Planning</b>	<ul style="list-style-type: none"> <li>» Climate action planning</li> <li>» Integrating climate and energy into existing plans</li> <li>» Legislative updates and implications for local governments</li> <li>» Model ordinances on energy efficiency, zero net energy, and/or solar</li> </ul>
<b>Financing and Funding</b>	<ul style="list-style-type: none"> <li>» Innovative financing pilots</li> <li>» Federal grants and financing opportunities</li> <li>» State grants and financing opportunities</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>» Behavior change programs</li> <li>» Engaging hard-to-reach stakeholders including under-resourced communities, small businesses</li> <li>» Regional policy alignment and collaboration</li> </ul>
<b>Capacity Building</b>	<ul style="list-style-type: none"> <li>» Conducting effective community-facing workshops</li> <li>» Integrating climate and energy into existing policies and processes</li> <li>» Maintaining institutional knowledge to support long-term progress</li> </ul>

## Session Proposals

The Forum will feature 16-20 breakout sessions that appeal to a statewide audience of climate and energy practitioners and highlight the 2018 theme of *Scaling Up and Out*. We are particularly interested in proposals that feature model projects, replicable strategies, transferable lessons learned, and pathways to accelerate climate action that address the priority topics included above.

<b>Proposal Form Questions</b>	<ul style="list-style-type: none"> <li>» Proposer Contact Information</li> <li>» Content Level (All Levels, Intermediate, Advanced)</li> <li>» Cross-Cutting Track (Policy and Planning; Implementation; Financing, Funding, and Tools; Stakeholder Engagement)</li> <li>» Session Title</li> <li>» Abstract (max 250 words)</li> <li>» Learning Objectives</li> <li>» Proposal Criteria</li> <li>» Speakers and Moderator</li> </ul>
<b>Format</b>	Breakout sessions will be 75 minutes in length and should include between 1-3 presentations and interactive activities such as participant Q&A, small table discussions, design thinking or strategic planning activities, or other exercises.
<b>Special Content Considerations</b>	<ul style="list-style-type: none"> <li>» <b>Clear Purpose and Tangibility:</b> Preference will be given to sessions that have defined and meaningful goals, objectives, and expected outcomes that will help catalyze local government action on topics that participants will find relevant and valuable to their efforts to save energy and reduce greenhouse gas emissions.</li> <li>» <b>Innovation and Relevance to Forum Theme of <i>Scaling Up and Out</i>:</b> Preference will be given to sessions that highlight new, innovative, and cutting-edge best practices, approaches, strategies, tools, and ideas. We encourage presenters to highlight failures and lessons learned in addition to best practices.</li> <li>» <b>Diversity and Equity:</b> Successful proposals will feature a diverse panel (in regard to race, ethnicity, gender, regional representation, type of agency, and sector focus) and aim to incorporate equity and justice considerations, as well as speakers from underserved communities.</li> <li>» <b>Active Engagement:</b> Proposals should include interactive components and activities, such as prompted table discussions, design thinking activities, problem-solving or planning exercises, storytelling, and/or debates.</li> </ul>
<b>Handouts</b>	If you would like to copy and bring your own handouts for your session, you are welcome to. Please plan to bring 75 copies of any handouts you plan to distribute.
<b>Room Set-Up</b>	Forum organizers will aim to set up rooms in rounds of 6-8. Depending on registration, rooms may need to be set up in theatre- or classroom-style seating.
<b>Audio Visual</b>	Each room will be set with an AV cart, laptop, projector, screen and microphones.
<b>Notification</b>	Applicants will be notified of their acceptance status by April 30th.
<b>Support</b>	If you have any questions, please contact Khrystyna Platte ( <a href="mailto:kplatte@lgc.org">kplatte@lgc.org</a> )

## Poster Proposals

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The Forum will feature 20-25 posters during the hosted networking reception.

<b>Proposal Form Questions</b>	<ul style="list-style-type: none"> <li>» Proposer Contact Information</li> <li>» Cross-Cutting Track (Policy and Planning; Implementation; Financing, Funding, and Tools; Stakeholder Engagement)</li> <li>» Poster Title</li> <li>» Poster Description (max 150 words)</li> <li>» Proposal Criteria</li> </ul>
<b>Format</b>	<p>Posters should be no larger than 30"x40" and no smaller than 20"x30" - the recommended size is 24"x36". Your poster must be mounted on a foam board so that they will sit upright on an easel.</p>
<b>Special Content Considerations</b>	<ul style="list-style-type: none"> <li>» <b>Clear Purpose and Tangibility:</b> Preference will be given to sessions that have defined and meaningful goals, objectives, and expected outcomes that will help catalyze local government action on topics that participants will find relevant and valuable to their efforts to save energy and reduce greenhouse gas emissions.</li> <li>» <b>Innovation and Relevance to Forum Theme of <i>Scaling Up and Out</i>:</b> Preference will be given to session that highlight new, innovative, and cutting-edge best practices, approaches, strategies, tools, and ideas. We encourage presenters to highlight failures and lessons learned in addition to best practices.</li> </ul>
<b>Room Set-Up</b>	<p>Posters will be set up before the Wednesday (6/20) evening reception and will remain on display throughout the forum.</p>
<b>Notification</b>	<p>Applicants will be notified of their acceptance status by April 30th.</p>
<b>Support</b>	<p>If you have any questions, please contact Khrystyna Platte (<a href="mailto:kplatte@lgc.org">kplatte@lgc.org</a>)</p>