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### Step 1: Proposer Contact Information

* First Name:
* Last Name:
* Pronouns:
* Title:
* Organization:
* Phone:
* Email:

### Step 2: Connection to Forum Theme and Purpose

Each year the CCEC Forum has a specific centralized theme that helps guide the conversation. This year’s theme is Accelerating Climate Action and Advancing Justice. Please use this space to share how your session proposal relates to the forum theme.

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### Step 3: Session Details

**Session Title:** Provide the official name of the forum session. Select a title that is evocative of your topic and that will appeal to a multi-disciplinary audience. Please refrain from using technical terms and acronyms within your title. Please limit the title to 10 words.

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**Abstract/Description:** Provide a description of your session in no more than 250 words. Please describe the session purpose, goals, and key takeaways or action items for attendees. Describe significant tools, resources, experiences, and objectives. In other words, tell us what makes your session compelling. In order to be innovative, the advisory committee needs session ideas to be as specific and detailed as possible so please provide complete thoughts and ideas. The session proposer will be responsible for developing this session according to what is described in this abstract.

**Session Format:** Select the format you wish to recommend for your session. Regardless of the session format chosen, Forum Organizers are looking for sessions that have an interactive component in them.

* Breakout Sessions (75 minutes)
* Interactive Workshops (120 minutes)
* Poster Session
* Mobile Workshops (Tours)

### Step 3: Session Details (part 2)

**Choose a Content Level:** Sessions are needed at each level of complexity - beginner, intermediate, and advanced. These levels will be advertised in forum materials, so please read through the descriptions carefully and select the level that best fits your proposal.

* Beginner
* Intermediate
* Advanced

**Equity and Diversity:** Successful proposals will feature a diverse panel in regards to race, ethnicity, ability, gender expression, age, sexual orientation, geographic representation, type of agency, and sector focus. It will incorporate at least one of the following content focuses: equity, environmental justice, embedding equity in institutional processes, and forging non-traditional partnerships. It will include speakers from disproportionately affected communities who can speak to these issues directly. Please provide a brief description of how your proposal meets these criteria.

**Funding and Financing:** Successful proposals will highlight or include a brief discussion on funding and financing options, models, and best practices for local governments and communities in California. Please provide a brief description of how your proposal meets these criteria.

**Active Engagement:** The most popular sessions each year are those that include formats and strategies to engage participants during the sessions. Forum organizers are hoping to see creativity in how sessions are put together to achieve the goal of increasing the interaction between speaker and participants, under each of the general session formats. Preference is usually given to sessions that are innovative and interactive. On the CFSP form, describe how your session will be interactive or engage participants. Please note: If your plan is for 20-30 minutes of Q&A to see how you engage the audience, please do not save this portion of your session until the end. Include the Q&A at the beginning or in the middle, so it doesn’t get lost at the end when speakers invariably run long. Please provide a brief description of how your proposal meets these criteria.

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### Step 4: Moderator and Speaker Contact Information

**Speaker 1:**

* First Name:
* Last Name:
* Pronouns:
* Title:
* Organization:
* Phone:
* Email:
* Does this speaker qualify for waived registration fees? (Yes/No)
* What perspective does this speaker provide?
  + Community
  + Local
  + Regional
  + Statewide
  + National
  + International

**Speaker 2:**

* First Name:
* Last Name:
* Pronouns:
* Title:
* Organization:
* Phone:
* Email:
* Does this speaker qualify for waived registration fees? (Yes/No)
* What perspective does this speaker provide?
  + Community
  + Local
  + Regional
  + Statewide
  + National
  + International

**Speaker 3:**

* First Name:
* Last Name:
* Pronouns:
* Title:
* Organization:
* Phone:
* Email:
* Does this speaker qualify for waived registration fees? (Yes/No)
* What perspective does this speaker provide?
  + Community
  + Local
  + Regional
  + Statewide
  + National
  + International

**Moderator:**

* First Name:
* Last Name:
* Pronouns:
* Title:
* Organization:
* Phone:
* Email:
* Does this speaker qualify for waived registration fees? (Yes/No)
* What perspective does this speaker provide?
  + Community
  + Local
  + Regional
  + Statewide
  + National
  + International