

# 14th Annual CCEC Forum: Call for Session Proposal (CSFP) Guidance Document

**Submit by Thursday, February 23rd, 2023 at 5:00 PM PT**



## Forum Theme

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***Investment, Innovation, and Inclusion: Locals Leading a Clean Energy, Climate-Stable Future for All***

The CCEC Forum brings together leaders in local energy and climate action for a two-day event featuring in-depth conversations with local and regional governments and their partners in State agencies, CBOs, NGOs, and private sector service providers. This year marks our 14th Annual Forum and a pivotal opportunity to build upon State and federal momentum to innovate and collaborate towards a clean energy, climate stable future for all. Participate in a focused agenda that builds upon the 2022 theme of Accelerating Climate Action & Advancing Justice. We will explore local practices and timely topics, such as ensuring the recent windfall of policy investments are used to foster lasting impact and help address the most pressing local emissions and energy resiliency needs in an inclusive and culturally competent way.

## Session Proposal Submittal Instructions

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### Step 1: Proposer Contact Information

As the proposer, you assume responsibility for meeting all the deadlines established by the forum organizers if your proposed session is accepted. This includes confirming the participation of speakers, providing the forum organizers with complete and accurate contact information for each of the speakers, providing the moderator, and meeting with your panelists to discuss the session and how you will proceed with the presentation. The forum organizers reserve the right to combine session proposals of similar content and topic materials and suggest changes to proposed sessions as a condition for inclusion in the final program. If your submission is impacted by these changes, you will be asked to work with the organizers to modify your submission to best fit within the program.

### 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 "**Investment, Innovation, and Inclusion: Locals Leading a Clean Energy, Climate-Stable Future for All.**" Please use this space to share how your session proposal relates to the forum theme.

### Step 3: Session Details

- A. **Session Title:** Provide the official name of the conference session. The title will be used in the program posted online and in the final printed program. 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 try to limit the title to 10 words.
- B. **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 the core audience that your session will be speaking to. Identify 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. *Please be aware that if your session is accepted as part of the program, you will then be asked to develop a very catchy and enticing 150-word-max description for the website and final conference program. In this description, you will be asked to include what your interactive component is. You might consider developing this version now to have on hand.*
- C. **Session Format:** On the CFSP form, select the format you wish to recommend for your session. Use the descriptions in this document as a basis for your selection. Regardless of the session format chosen, Forum Organizers are looking for sessions that have an interactive component in them.
  - a. Breakout Sessions (75 minutes): These are traditional sessions with presentations and/or discussions of a new or common climate and energy topic. The session can be presented in the form of a facilitated discussion, a role-play exercise, a debate between experts, a moderated panel, or might take another interactive format. Please specify your proposed session format in the Active Engagement question. Breakout sessions should consist of no more than three speakers and a moderator. No less than 20-30 minutes of each session should be devoted to Q&A if using a moderated panel format - NO EXCEPTIONS.
  - b. Breakout Sessions (Non-traditional Format) (75 minutes): The 2023 CCEC Forum hopes to feature a number of sessions that utilize new and innovative formats that have not been featured in previous years. Examples of these new types of sessions might include the “Think Tank” format where attendees focus on a single issue or question that is presented with sufficient context for participants to engage in small group discussions to explore solutions collaboratively, or the “Solution Room” format where attendees bring issues related to a similar theme or concept they are encountering and then take turns sharing their challenge and brainstorming solutions in small groups. You are not limited to the above examples. If you select this session type you are encouraged to get creative!
  - c. Poster Session: Poster presentations will allow attendees to connect directly with experts showcasing new and innovative tools, strategies, and lessons learned. The most successful posters will be informative, feature material that is impactful and

incorporate the forum theme of “**Investment, Innovation, and Inclusion:** Locals Leading a Clean Energy, Climate-Stable Future for All.” Posters should be no larger than 30"x40" and no smaller than 20"x30" - the recommended size is 24"x36", proposer will be responsible for printing the poster. The poster session is currently scheduled to take place during the reception the evening of Tuesday June 13th; a representative will be expected to be on the premises to respond to questions and present the poster. Proposers will be asked about the following proposal criteria: Equity and Diversity and Funding and Financing (see E and F below for details).

- d. **Mobile Workshops (Tours):** These mobile sessions will provide hands-on, real-world learning about specific climate and energy issues, and will take the form of a traditional tour (by public transit, bus, bicycle, and/or on foot) coordinated with a workshop format to make connections between the local experience and climate and energy issues. Mobile tours may be held off-site, so submissions should identify all modes of transportation that will be used for each tour, and the total time needed to conduct the tour (including travel time from the hotel). Mobile tours are typically scheduled in 3-4 hour blocks on the first day of the forum.
- D. **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.
- E. **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.
- F. **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.

#### **Step 4: Moderator and Speaker Contact Information**

Forum Organizers are looking for a multidisciplinary panel of strong speakers that represent various sectors, perspectives, and ethnic and gender diversity. Ideally, speakers should provide high-quality content focused on the implementation of practical tools and innovative strategies, and sessions should be designed to attract a multi-disciplinary audience. Please do not submit

session proposals that include all or most of the speakers coming from only one organization, agency, or company. **In the interest of fostering diversity and inclusion, we are waiving registration fees for presenters who identify as BIPOC, and/or any other underrepresented community. In addition, speakers are welcome to apply for a supplemental travel scholarship.**

- A. **Speakers:** Share the information for each of your speakers. As the submitter, it is your responsibility to ensure that these folks are part of the session, or a reasonable replacement is secured based on your session description. Forum Organizers will not be responsible for finding speakers to replace ones that have not committed to attending. If several speakers are not confirmed, or no speakers are confirmed by a designated date, the session will be dropped from the program.
- B. **Moderators:** Moderators play a critical role in creating successful sessions. It is important that a moderator is chosen based on their demonstrated ability to be effective in this role, their clear understanding of the expectations of them, and their understanding of the issues to be covered in the session they are participating in. Forum Organizers have the following expectation that all of the session moderators will be able to do the following:
- Briefly introduce the session and the topic, and explain the session format to participants.
  - Briefly introduce each speaker (brief biographies will be provided).
  - Keep each speaker to their allotted presentation time (e.g., 5, 10, 15, or 20 minutes).
  - Cut speakers off if they run long, so as not to intrude on the next speaker's presentation time, or the time designated for the interactive component of the session.
  - Be prepared to ask speakers pointed questions about their presentation during the interactive component of the session.
  - Facilitate the interactive component of the session, if necessary.