

# 15th Annual CCEC Forum: Call for Session Proposal (CSFP) Guidance Document

**Submit by Wednesday, February 21, 2024 at 5:00 PM PT**



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## About the Forum and Call for Session Proposals

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The 15th Annual California Climate & Energy Forum is coming to Palm Springs, CA! The CCEC Forum brings together several hundred local government staff, elected officials, and community organizations, to collaborate and learn from each other as they work to advance fair and equitable climate change and energy practices.

This call for session proposals will help ensure that the forum will feature engaging sessions and new innovative activities to help climate and energy leaders and practitioners connect to learn about innovative projects and strategies, share best practices, and troubleshoot challenges. Those interested in submitting a proposal are encouraged to first review these CFSP Guidelines, which includes pertinent information and guidance for shaping successful proposals, once the guidelines are reviewed you can submit your proposal [here](#).

**If you have any questions** after reviewing the CFSP Guidelines, please do not hesitate to reach out to Tiela Combs at [tcombs@civicwell.org](mailto:tcombs@civicwell.org).

## Forum Theme

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### **Collective Innovation: Cultivating Collaboration for Equitable Climate Action**

The 15th Annual CCEC Forum will bring together local leaders in energy and climate action for 2-days for in-depth conversations between local and regional governments, and their partners in State agencies, CBOs, NGOs, and private sector service providers. As we celebrate the 15th year of the CCEC Forum, we see that the strong connections and partnerships we've fostered together have provided us with the pivotal opportunity to cultivate our climate action toward its full potential right now. Building off our 2023 theme of "Investment, Innovation, and Inclusion: Locals Leading a Clean Energy, Climate Stable Future for All", in this forum we will explore innovative ideas and best practices for collaboration, increasing accessibility for disadvantaged communities, and implementing climate action across sectors.

## Key Planning Milestones

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### **Tuesday June 25th - Wednesday June 26th**



Tuesday will feature partner-led workshops, networking meetings, and off-site tours. We kick-off our formal forum program with an opening plenary, with breakout sessions and a networking reception closing our first day. Wednesday continues the breakout schedule, and closes with our third and final plenary.

### **Margaritaville Resort in Palm Springs, CA**



All items in the formal program agenda, as well as the partner-led workshops and networking meetings, will be held at the Margaritaville Resort. Tours will be hosted off-site in nearby areas with walking/transit available, or transportation provided.

### **Key Planning Milestones**

*Please note that these dates and times are subject to change as planning activities continue.*

Key Forum Dates	Launch	Deadline
Call for Session Proposals	January 3	February 21
Scholarship Applications	March 18	June 7
Forum Registration (early bird)	March 18	April 28
Session Selection and Notification	March 18	March 29
Hotel Booking (for group rate)	March 18	June 3
Forum Registration (regular)	April 29	June 16
Working Program Released	April 29	
Forum Registration (late fee)	June 17	Forum Start

# Draft 2024 Forum Schedule

The 2024 CCEC forum will feature 3 plenary/keynote sessions, 16 breakout sessions, special events led by partners, and numerous networking opportunities. Please note that this draft schedule is subject to change as planning continues.

START TIME	END TIME	DURATION	ACTIVITY
<b>Day 1 of Forum   Tuesday, June 25th</b>			
9:00 AM	12:00 PM	3 hrs	Pre-forum Activities, SLECC, Mentorship Meet-and-Greet, Tours, and Workshops
12:00 PM	1:00 PM	1 hr	Lunch
1:00 PM	2:15 PM	1 hr 15 min	Opening Plenary
2:15 PM	2:45 PM	30 min	Break
2:45 PM	4:00 PM	1 hr 15 min	Session Block 1
4:00 PM	4:30 PM	30 min	Break
4:30 PM	5:45 PM	1 hr 15 min	Session Block 2
5:45 PM	7:00 PM	1 hr 15 min	Break
7:00 PM	8:00 PM	1 hr	Reception & Poster Session
<b>Day 2 of Forum   Wednesday, June 26th</b>			
7:45 AM	8:45 AM	1 hr	Breakfast
8:45 AM	9:45 AM	1 hr	Plenary 2
9:45 AM	10:15 AM	30 min	Break
10:15 AM	12:00 PM	1 hr 45 min	Workshop Block 3
12:00 PM	1:15 PM	1 hr 15 min	Lunch
1:15 PM	2:30 PM	1 hr 15 min	Session Block 4
2:30 PM	2:45 PM	15 min	Break
2:45 PM	4:00 PM	1 hr 15 min	Plenary 3

## Session Proposal Submittal Instructions

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### Overview & Components

Session proposals must be submitted through the formal **CCEC 2024 CFSP Form** by **Wednesday, February 21st at 5:00 PM PST**. Please note that forum organizers reserve the right to select session proposals on a contingent basis, combine session proposals featuring similar or related content, and request changes to sessions up until the program is finalized.

CFSP STEP	CFSP SECTION	REQUIRED INFORMATION
<b>Step 1: Proposer Contact Information</b>	Contact Information	❖ Contact information for you
<b>Step 2: Session Details</b>	Title	❖ 10 Word Limit
	Description	❖ 250 Word Limit
	Connection to Theme	❖ Provide further details how your session connects to our theme of collaboration and equity
<b>Step 3: Session Tracks and Expected Outcomes</b>	Tracks	❖ Pre-set options, select one (1)
	Information Shared	❖ Pre-set options, select one (1) to two (2)
	Learning Objectives	❖ Provide further details on what your session attendees will be able to walk away from the session with.
<b>Step 4: Session Format</b>	Format	❖ Pre-set options, select one (1)
	Active Engagement	❖ Provide further details on your session format, including how it will create an engaging and interactive experience for the audience. 500 character limit
<b>Step 5: Moderator &amp; Speakers</b>	Moderator	❖ Contact information ❖ Demographics. Pre-set options, select all that apply
	Speakers	❖ Contact information ❖ Demographics. Pre-set options, select all that apply

## Step 1: Proposer Contact Information

If your proposed session is accepted, as the proposer, you assume responsibility for meeting all the deadlines established by the forum organizers. 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: 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's 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. **Connection to Theme:** Each year, the CCEC Forum has a centralized theme that helps guide the conversation. This year's theme is **Collective Innovation: Cultivating Collaboration for Equitable Climate Action**. Successful proposals must both meet this theme and feature a diverse panel in regard 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 use this space to share how your session proposal meets our theme of collaboration and equity.

### Step 3: Session Tracks and Expected Outcomes

- A. **Session Tracks:** Proposals should address one or more of the topics listed below, which have been identified as priorities by CCEC participants through the pre-forum survey, and the Advisory Committee. While proposals should seek to meet participant interests and needs, there may be additional topics that would be beneficial to address for a local government audience that are not included in this list.

<b>Track A: People Power</b>	Capacity building, community empowerment, and workforce development
<b>Track B: Intersecting Movements</b>	Nexus of cross-sector collaboration on climate movements
<b>Track C: Nuts &amp; Bolts</b>	Policies, tools, data, and <i>how</i> to implement energy and climate action
<b>Track D: Systems Change</b>	Changing up the status quo in our structures and policies

- B. **Information Shared:** In an effort to ensure that attendees can plan their forum agenda based on their needs, proposals should also select **one (1) to two (2)** of the following desired outcomes and type of information shared to session attendees:

<b>Brainstorming Conversation</b>	Information shared between both session speakers and attendees.
<b>Case Study</b>	A zoomed-in look at a specific project and how it was achieved.
<b>Knowledge Needed for Beginners</b>	Information shared provides the necessary context to the issues we are facing, particularly useful for those new to the field.
<b>Best Practices &amp; Tool Sharing</b>	Actionable strategies and tools that can be taken home and utilized right away.
<b>Technical Knowledge</b>	A more in-depth look at a climate and energy issue that expands beyond the context and explores the weeds.
<b>Policy Implications</b>	Likely effects and potential barriers and opportunities that may result from proposed & new policies.
<b>High-Level knowledge</b>	Landscape view of an advanced topic with broad but comprehensive, in-depth conversations and examples.

- C. **Learning Objective:** Successful sessions that have attendees walking away with met expectations and useful information are planned with a learning objective. On the CFSP form, please detail what attendees will walk away from your session with. Ex: additional knowledge on equitable building decarbonization, ready-to-use strategies for workforce development, etc.

#### Step 4: Session Format

- A. **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 2024 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 "Fishbowl" format where a small group of attendees are isolated to discuss a single issue, while the rest of the attendees look on and observe the conversation. You are not limited to the above examples. If you select this session type you are encouraged to get creative!
  - c. **Workshop Sessions (Non-traditional Format) (105 minutes):** The 2024 Forum will include one longer session block for Workshop-style sessions meant to foster more intensive discussion and active learning. These sessions will narrow in on a skill, tool, or technique on a climate and energy topic. These sessions should not have more than 20 minutes of presentation or panel discussion time to provide necessary context, with the majority of the time reserved for active discussion.
  - d. **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 "**Collective Innovation: Cultivating Collaboration for Equitable Climate Action.**" Posters should be no larger than 30"x40" and no smaller than 20"x30" - the recommended size is 24"x36". The 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 25th; a representative will be expected to be on the premises to respond to questions and present the poster.

- e. **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.

- B. **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 5: 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 who 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.