

13th Annual CCEC Forum: *Call for Session Proposal (CSFP)*
Guidance Document
Submit by Wednesday, April 27th, 2022 at 5:00 PM PT



Forum Theme

Accelerating Climate Action & Advancing Justice

The consequences of an extractive fossil fuel economy are here, but so are the solutions. As we work to implement climate and energy solutions, there are dual needs: an urgency to meet our goals and a need to do so in an inclusive, conscientious way without leaving anyone behind. So as we accelerate climate and energy action with new strategies and technologies, how can we create time for the tough and meaningful discussions we need to have? How do we ensure that solutions advance justice and include historically and presently disadvantaged communities? Through this forum, we are looking to engage local governments, state agencies, organizations, and any interested practitioners to facilitate sharing best practices, tools and ideas on how to approach our statewide and local goals effectively.

Session Proposal Submittal Instructions

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 **Accelerating Climate Action and Advancing Justice**. 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 limit the title to 10 words.

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- 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 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. **Interactive Workshops (120 minutes):** These workshops should be led by a facilitator and ideally include no more than 2-3 discussion leaders. Workshop leaders will present in-depth information about a specific tool, technology, strategy or resource. Examples include the use of a tool or strategy, its application to solve a particular challenge, and examples of how it has been successfully used in one or more communities. The workshops can use a combination of case study examples and tabletop or other group exercises to encourage discussion and problem solving among the participants.
 - 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 Accelerating Climate Action & Advancing Justice. 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 will take place during lunch on Thursday, September 22nd; a

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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 Wednesday morning.
- D. **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.
- a. **Beginner:** Sessions are designed to introduce participants to technologies, concepts, or skills for the first time by providing a fundamental base of knowledge; these sessions are geared to a 101 level of comprehension. The goal of these sessions is to focus on learning about the concepts and how to apply them to solve some of the challenges facing agencies and their constituents. Presentations will often feature high-level information about the basic principles of the topic being discussed.
 - b. **Intermediate:** Sessions are designed for the participant who is familiar with and has general knowledge on principles and concepts, but is hoping to gain a deeper understanding. These sessions are 201/301 levels. This level of learning is used to enhance a skill or knowledge. An individual who has completed this content can understand and discuss the application of the content and the implications of changes to processes, policies, and procedures. These sessions should have an implementation focus.
 - c. **Advanced:** Sessions are designed for the participant who is well-versed in the topic and is currently working actively to implement these principles. Attendees should have extensive experience in the field and the ability to present practical ideas and solutions and process improvements related to the topic area. An individual at this level is also capable of coaching others in the application of the concepts covered and translating those into easy to understand instructions. These are 401 and above level sessions, content is cutting-edge, complex and ideally new to the entire audience. These sessions should have a strong implementation focus.
- E. **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:

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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.

- F. **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.
- G. **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

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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.