## Step 1: Proposer Contact Information

Provide the following contact information for the individual submitting the proposal.

| Name   |  | | --- |   Title   |  | | --- |   Affiliation   |  | | --- | | Email Address   |  | | --- |   Phone Number   |  | | --- | |
| --- | --- | --- | --- | --- | --- | --- |

## Step 2: Session Details

The information provided in this section should help reviewers quickly understand what your session is about, and will ultimately be featured in the CCEC program.

### Session Title

Provide a title for the session in 100 characters or less.

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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.

### Session Description

Provide a description for the session in 1,250 characters or less.

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The description should reveal the session’s key topics and objectives in an accessible and concise manner, balancing high-level themes with specific content to be covered. Descriptions should also include expected takeaways for participants and any potential outcomes that could help to catalyze action beyond the session itself. Session descriptions should be provided in paragraph form (i.e., no bullet points) to align with the final program format.

### Connection to Theme

Describe how your session connects to the theme in 500 characters or less.

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Each year, the CCEC Forum has a centralized theme that helps guide the conversation. This year’s theme is ***Hope in Action:*** *Local Leads the Way*. Please use this space to share how your session proposal meets our theme of taking action at the local level.

### Equity Integration Details

Provide further details on how your session will meaningfully integrate equity as a central theme in 500 characters or less.

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Please view the CFSP Guidelines document for details.

## Step 3: Expected Outcomes

### Information Shared

Select one to two desired outcomes and type of information shared that will be shared with session attendees.

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

### Learning Objective:

Share the learning objective of the session in 500 characters or less.

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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

### **Session format:**

Select one of the pre-defined options that you wish to recommend for your session.

Review the CFSP Guidelines for further details on the format options. Regardless of the session format chosen, Forum Organizers are looking for sessions that have an interactive component in them.

* + **Breakout Sessions (75 minutes)**
  + **Breakout Sessions (Non-traditional Format) (75 minutes)**
  + **Workshop Sessions (Non-traditional Format) (105 minutes)**
  + **Poster Session**
  + **Mobile Workshops (Tours)**

### Active Engagement

Provide further details on your session format, including how it will create an engaging and interactive experience for the audience in 500 characters or less.

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Session organizers will be required to provide further details on their session format with particular attention to interactive components that can tap into the wealth of knowledge, expertise, ideas, and creativity of the participants in the room. We recommend providing a high-level agenda to help reviewers understand the session flow, particularly if there will be any major deviations to the pre-defined session format selected.

In light of the character limit, descriptions may include abbreviations, bullet points, and phrases instead of fully formed sentences.

Preference is usually given to sessions that are innovative and interactive.

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## 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.**

### Speakers

Provide the following information for each proposed speaker. *(copy this section for each of the speakers involved)*

| Name   |  | | --- |   Title   |  | | --- |   Affiliation   |  | | --- | | Email Address   |  | | --- |   Phone Number   |  | | --- | |
| --- | --- | --- | --- | --- | --- | --- |

* + Does this speaker qualify for waived registration fees? (Yes/No)
  + Is this speaker confirmed? (Yes/No)
  + What perspective does this speaker provide? (Community, Local, Regional, Statewide, National, International)

### **Moderators:**

Provide the following information for the moderator.

| Name   |  | | --- |   Title   |  | | --- |   Affiliation   |  | | --- | | Email Address   |  | | --- |   Phone Number   |  | | --- | |
| --- | --- | --- | --- | --- | --- | --- |

* + Does this speaker qualify for waived registration fees? (Yes/No)
  + Is the moderator confirmed? (Yes/No)
  + What perspective does this speaker provide? (Community, Local, Regional, Statewide, National, International)