16th Annual California Climate and Energy Forum:
Call for Session Proposal (CSFP) Guidelines
Submit by Friday, February 7, 2025 at 5:00 PM PT

The 16th Annual California Climate & Energy Forum is coming to San Jose, 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 include 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 Rosheil Ramirez at rramirez@civicwell.org.

Forum Theme

Hope in Action: *Local Leads the Way*

The 16th Annual CCEC Forum, themed *"Hope in Action: Local Leads the Way,"* will spotlight the critical role of local leadership in shaping a sustainable future amidst an uncertain climate landscape. With the urgency of the climate crisis growing and the growing clarity that it is local action that will lead the way, this two-day event will convene local and regional governments, State agencies, community-based organizations (CBOs), nonprofits, and private sector leaders to explore bold, actionable solutions. By showcasing how grassroots initiatives and regional collaborations are driving innovation and equity, the forum underscores the importance of local action as the cornerstone of climate resilience and progress.

About the Forum

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 6	February 7
Scholarship Applications	March 31	June 13
Forum Registration (early bird)	March 31	May 12
Session Selection and Notification	March 17	March 28
Hotel Booking (for group rate)	March 31	June 16
Forum Registration (regular)	May 12	June 30
Working Program Released	May 7	

Forum Registration (late fee)	June 30	Forum Start

Draft 2025 Forum Schedule

The 2025 CCEC forum will feature 3 plenary/keynote sessions, 12 breakout sessions, 4 workshops, 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
Day 1 of Forum | Wednesday, July 9th			
9:00 AM	11:00 AM	2 hrs	**State/Local Energy & Climate Coordination (State and Local Agency Reps only)**
11:30 AM	12:45 PM	1 hr 15 min	**Opening Plenary**
12:45 PM	1:45 PM	1 hr	**Lunch**
1:45 PM	3:30 PM	1 hr 4 min	**Session Block 1 (Workshops)**
3:30 PM	4:00 PM	30 min	**Break**
4:00 PM	5:15 PM	1 hr 15 min	**Session Block 2**
5:15 PM	6:30 PM	1 hr 15 min	**Reception & Poster Session**
Day 2 of Forum | Thursday, July 10th			
7:30 AM	8:30 AM	1 hr	**Breakfast**
8:30 AM	9:30 AM	1 hr	**Morning Plenary**
9:30 AM	10:00 AM	30 min	**Break**
10:00 AM	11:15 AM	1 hr 15 min	**Session Block 3**

START TIME	END TIME	DURATION	ACTIVITY
11:15 AM	11:45 AM	30 min	**Break**
11:45 AM	1:00 PM	1 hr 15 min	**Session Block 4**
1:00 PM	2:00 PM	1 hr	**Lunch**
2:00 PM	2:45 PM	45 min	**Closing Plenary**
3:00 PM	5:00 PM	2 hrs	**TBD Partner Activities**

Session Proposal Submittal Instructions

Overview & Components

Session proposals must be submitted through the formal **CCEC 2025 CFSP Form** by **Friday, February 7 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
Step 1: Proposer Contact Information	Contact Information	❖ Contact information for you
Step 2: Session Details	Title	❖ 10 Word Limit
	Description	❖ 250 Word Limit

	Connection to Theme	❖ Provide further details on how your session connects to our theme of taking action at the local level.
	Equity Integration Details	❖ Provide details on how your session meaningfully integrates equity into the content and/or speakers if at all.
Step 3: Expected Outcomes	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.
Step 4: Session Format	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
Step 5: Moderator & Speakers	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

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

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

For selected proposals, session organizers assume responsibility for meeting all deadlines established by forum organizers and serving as the liaison between forum organizers and session speakers. This includes confirming final speakers, coordinating all aspects of session logistics and flow, submitting final session details, and communicating any session changes or

requests to forum organizers in a timely manner. The session organizer is not required to have a speaking role in their session.

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

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.

A. Session Title

Provide a title for the session in <u>100 characters or less</u>.

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.

B. Session Description

Provide a description for the session in <u>1,250 characters or less</u>.

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.

C. Connection to Theme

Describe how your session connects to the theme in <u>500 characters or less</u>.

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.

D. Equity Integration Details

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

We recognize that *meaningfully* integrating equity can take many different forms based on the proposed session's format, focus, and speakers.

Careful attention should be paid to session speakers – both in terms of who to invite (e.g., prioritizing representatives of marginalized communities who can speak directly to their lived experiences) and how they are involved in shaping the proposed session (i.e., to avoid tokenism and "diversity/equity box-checking").

Session organizers could consider different methods for directly engaging participants in specific principles, frameworks, and strategies for equity-centered practices and projects, such as through exploratory dialogues, facilitated discussions, or hands-on exercises, to help participants apply learnings to their own context. Sessions could also focus on storytelling or case studies to delve into the reality of designing and realizing equity-centered projects, such as by demonstrating key principles in action and providing tangible advice based on project learnings.

Step 3: Expected Outcomes

A. Information Shared

Select <u>one to two desired outcomes and type of information shared</u> 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.

B. Learning Objective:

Share the learning objective of the session in <u>500 characters or less</u>.

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:

Select <u>one of the pre-defined options</u> that 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. <u>Breakout Sessions (75 minutes):</u> 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. <u>Breakout Sessions (Non-traditional Format) (75 minutes):</u> The 2025 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. <u>Workshop Sessions (Non-traditional Format) (105 minutes):</u> The 2025 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. <u>Poster Session:</u> 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. The proposer will be responsible for printing the poster. The poster session is currently scheduled to take place during the reception on the evening of Wednesday, July 9th; a representative will be expected to be on the premises to respond to questions and present the poster.

e. <u>Mobile Workshops (Tours):</u> 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 for Tuesday, July 8th, the morning of Wednesday, July 9th or the afternoon on Thursday, July 10th.

B. Active Engagement

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

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.

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

Provide the following information for each proposed speaker.

- » Name
- » Title
- » Affiliation
- » Phone
- » Email Address

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

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:

Provide the following information for the moderator.

- » Name
- » Title
- » Affiliation
- » Phone
- » Email Address

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

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.