

17th Annual California Climate and Energy Forum:

Call for Session Proposal (CSFP) Guidelines

Submit by Friday, February 6, 2026 at 5:00 PM PT



The 17th Annual California Climate & Energy Forum is coming to Los Angeles, 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	2
About the Forum	2
Session Proposal Submittal Instructions	4
Overview & Components	4
Step 1: Proposer Contact Information	5
Step 2: Session Details	5
Step 3: Session Information	6
Step 4: Moderator and Speaker Contact Information	9

Forum Theme

Grounded in People, Guided by Possibility: Shaping our Future in a Changing California

The 17th Annual CCEC Forum will focus on advancing climate and energy solutions that are grounded in real community needs and responsive to a rapidly changing California. As costs rise and climate impacts intensify, the forum will highlight energy efficiency and other high-impact mitigation strategies as essential tools for reducing emissions, lowering bills, and improving quality of life. Through practical case studies and candid dialogue, the program will explore people-centered approaches that prioritize affordability, accessibility, clear communication, and on-the-ground implementation, while embracing new ideas and partnerships. By centering lived experience and local leadership, the forum will illuminate pathways toward a more resilient, equitable, and energy-efficient future.

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 5	February 6
Scholarship Applications	March 28	May 29
Forum Registration (early bird)	March 30	April 27
Session Selection and Notification	March 16	March 20
Hotel Booking (for group rate)	March 30	June 2
Forum Registration (regular)	April 27	June 8

Working Program Released	April 18	
Forum Registration (late fee)	June 8	Forum Start

Draft 2026 Forum Schedule

The 2026 CCEC forum will feature 2 plenary/keynote sessions, 20 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
Day 1 of Forum Wednesday, June 24th			
9:00 AM	11:00 PM	3 hrs	Pre-forum Activities, SLECC, Mentorship Meet-and-Greet, Tours, and Workshops
11:30 PM	12:45 PM	1 hr	Opening Plenary
12:45 PM	1:45 PM	1 hr	Networking Lunch
1:45 PM	3:15 PM	1 hr 30 min	Session Block 1
3:15 PM	3:45 PM	30 min	Networking Break
3:45 PM	5:00 PM	1 hr 15 min	Session Block 2
5:00 PM	6:00 PM	1 hr	Reception & Poster Session
Day 2 of Forum Thursday, June 25th			
7:30 AM	8:30 AM	1 hr	Breakfast
8:30 AM	9:30 AM	1 hr	Plenary 2
9:30 AM	9:45 AM	30 min	Break
9:45 AM	11:00 AM	1 hr 15 min	Session Block 3
11:00 AM	11:30 AM	30 min	Break
11:30 AM	12:30 PM	1 hr	Session Block 4

START TIME	END TIME	DURATION	ACTIVITY
12:30 PM	1:30 PM	1 hr	Lunch
1:30 PM	2:45 PM	1 hr 15 min	Session Block 5

Session Proposal Submittal Instructions

Overview & Components

Session proposals must be submitted through the formal CCEC 2026 CFSP Form by Friday, February 6 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
- » Email Address
- » Title
- » Phone Number
- » Affiliation

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 100 characters or less.

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 1,250 characters or less.

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 500 characters or less.

Each year, the CCEC Forum has a centralized theme that helps guide the conversation. This year's theme is ***Grounded in People, Guided by Possibility: Shaping our Future in a Changing California.*** Please use this space to share how your session proposal meets our theme of taking action at the local level.

Step 3: Session Information

A. Session format:

Select one of the pre-defined options 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. Breakout Session (75 minutes): Breakout sessions are designed to prioritize active engagement and experimentation over traditional lecture-style presentations. Proposals are strongly encouraged to use non-traditional, participatory formats that center peer learning, problem-solving, and co-creation. Formats may include (but are not limited to) facilitated workshops,

interactive case-study labs, role-playing or scenario-planning exercises, design charrettes, fishbowl conversations, structured debates, or other innovative, hands-on approaches. Moderated panels should be used sparingly and only when they meaningfully support interaction. All proposals must clearly describe the proposed session format in the **Active Engagement Details** question. Sessions should include no more than three speakers and a moderator. If a moderated panel format is proposed, a minimum of 20–30 minutes must be dedicated to audience Q&A—no exceptions.

- b. **Workshop Session (105 minutes)**: The 2026 Forum will feature a dedicated workshop block designed to move beyond traditional panels and presentations and prioritize active learning, peer exchange, and hands-on engagement. These sessions should focus on building or practicing a specific climate or energy skill, tool, or technique using participatory formats such as facilitated working groups, skill-building labs, scenario or tabletop exercises, design sprints, or other experiential approaches. No more than 20 minutes may be used for presentation or panel-style framing to provide essential context; the majority of the session must be devoted to facilitated discussion, group work, and collaborative problem-solving. Proposals must clearly describe the proposed session format and participant engagement approach in the **Active Engagement Details** question.
- 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. 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, June 24th; a representative will be expected to be on the premises to respond to questions and present the poster. Note: For questions that are not relevant to a poster use N/A for the response.
- d. **Tour**: Tours will provide hands-on, real-world learning about specific climate and energy issues through place-based experiences. Tours will combine a traditional site visit (by public transit, bus, bicycle, and/or on foot) with a facilitated workshop component that explicitly connects local examples to broader climate and energy challenges and solutions. Mobile workshops may be held off-site. Proposals must identify all modes of transportation to be used, any accessibility considerations, and the total time required to conduct the tour, including travel time to and from the conference hotel. Mobile workshops are typically scheduled for *Tuesday, June 23*; the morning of *Wednesday, June 24*; or the

afternoon of *Thursday, June 25*. Note: For questions that are not relevant to a tour use N/A for the response.

B. Active Engagement

Select one to two activities that will be incorporated into the session:

Use the descriptions in this document as a basis for your selection. Regardless of the activities chosen, Forum Organizers are looking for sessions that encourage connections, provide take away resources, and supports skill development.

- **Facilitated Discussion:** Examples include opportunities for smaller group discussion, opportunities to brainstorm with peers on a single issue or question, "take the pulse" activities to gauge knowledge, etc.
- **Skill-Building Activities:** Examples include practical exercises or peer-assisted learning a new skill. This can come in the form of step by step tutorials or worksheets for the participants to follow along and customize.
- **Creative/ Design Activities:** Examples include visionboarding, storyboarding, or design thinking. This can include activities like identify regional priorities, designing a community outreach plan, role-play scenarios, or showcasing community education activities.
- **Structured Debates/Panels:** Examples include debates on opposing sides or expert panels with Q&A.
- **Networking/Team Building:** Examples include designated free networking time, regional roundtable activities, and connection building.
- **Demonstrations:** Large group presentation or Tech talk showcasing new tools or software.
- **Other:** Activity type not listed above - please elaborate in the section below.

C. Active Engagement Details

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.

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 from 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.

D. Equity and Diversity

Describe how your session incorporates at least one of the content focuses: equity, environmental justice, embedding equity in institutional processes, and forging non-traditional partnerships in 500 characters or less.

Successful proposals will 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.

E. Funding and Financing

Describe how your program utilized funding and financing options, models, and best practices to execute a successful program in 500 characters or less.

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.

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

Provide the following information for each proposed speaker.

» Title » Email Address
» Affiliation

- 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 » Phone
» Title » Email Address
» Affiliation

- 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.