



## **Call for Proposals – Educational Session Submittal Guide**

**Application Deadline: Friday, December 18, 2020**

Texas Energy Managers Association is now accepting proposals for presenters and topics for the TEMA Conference 2021. This guide details all required information for submittal of your session proposal for the following event:

**TEMA Conference 2021  
April 27 – 29, 2021  
Waco, TX**

We encourage you to use this guide to draft your submittal. Only proposals submitted through the [submittal site](#) will be accepted; we will **NOT** accept emailed, faxed, or mailed proposals under any circumstances—fields marked with an asterisk (\*) are required.

### **How to submit your TEMA Conference Educational Session proposal:**

All proposals must be submitted online through the TEMA Conference 2021 [submittal site](#). You may begin the submission process and return to your saved proposal at any time, up until the submission deadline.

**All completed proposals must be submitted, and all speakers must log in to complete their personal details by Friday, December 18, 2020.**

Proposals will be accepted in the following format:

- **50 Minute Educational Session:** the session can include one to three presenters, must be educational and not product-based.

All proposals must be complete, comprehensive, and deemed relevant and timely to the conference's audience. All presenters will automatically be contacted independently to confirm their participation.

### **\*\*Important Note on Submittal Process\*\***

Each proposed presenter will need to log in individually to the [submittal site](#) to enter their proposal details and/or confirm their participation in the proposal. **The review committee will not consider incomplete applications, and the proposal submittal will not be deemed complete without the involvement of ALL proposed presenters.**

All completed proposals must be submitted, and all speakers login to complete their personal details by **Friday, December 18, 2020.**

## TEMA Conference 2021 Presentation Topics

TEMA is committed to delivering a broad spectrum of educational topics to reach our diverse members, as represented in the list below.

- Codes
- Controls
- Data Analytics
- Energy Managers Summit
- High-Performance Buildings
- IT & Cyber Security
- Lighting
- Off-site Tours
- Procurement
- Program Overview
- Resource Management and Sustainability
- Other – Have another idea, let us know!

## Session Style and Length

All proposals must be 50-minutes in length. An education session may include one to three presenters.

TEMA is committed to providing engaging and cutting-edge educational offerings at the conference. Therefore, we offer presentation style ideas (see below) to help you think outside the box. You are not required to choose what style you plan to present, but please indicate what format(s) you think your presentation will work best:

- **Flash Charrette:** Speakers pose a design/practical problem and lead attendees through exercises to develop solutions.
- **Lecture:** A traditional presentation.
- **Structured/Panel Discussion:** A moderated panel discussion throughout the session; please note a moderator is required for this type of session and is not counted as a presenter.
- **Other:** Have another idea, let us know!

## How to Submit

All proposals must be submitted online through the TEMA Conference 2021 [submittal site](#). You may begin the process and return to your saved proposal any time up until the deadline. Proposals will not be accepted by email, fax, or mail.

All proposals must be complete, comprehensive, and deemed relevant and timely to the conference's audience. All presenters will be contacted independently to confirm their submittal.

## Scoring System

All session proposals will be reviewed and scored by the State Board and TEMA staff, using a 20-point scale. Those with the top scores will be further examined to develop the conference program and tracks. Reviewers will rate proposals using the following scoring system:

Points	Criteria
5 points	<b>Proposal Title:</b> Does the proposal title clearly describe the program as proposed?
5 points	<b>Proposal Description:</b> Does the proposal description clearly, with sufficient detail, outline the proposed presentation?
5 points	<b>Target Audience/Relevance:</b> Is the session appropriate for the conference audience, and why would this session be relevant?
5 points	<b>Timeliness/Demand:</b> Is the topic timely, new, and/or in-demand?
5 points	<b>Innovation:</b> Does the content offer fresh, innovative ideas, methods, or resources?
5 points	<b>Learning Outcomes:</b> Are learning outcomes clear, specific, observable, and actionable?
5 points	<b>Presentation/Engagement Style:</b> Is the proposed presentation style(s) likely to engage participants actively in discussion, thought, or active learning?
5 points	<b>Intrigue:</b> I would recommend this session to an attendee interested in the subject matter, or I want to hear this presentation.
5 points	<b>Meets General Requirements:</b> The proposed session aligns with the specified format and length.
5 points	<b>TEMA Mission and Goals:</b> Does the proposal support one or more of the established TEMA goals?
50 points	Highest Possible Score

### Review Process

The proposals received will be reviewed by the State Board and TEMA Staff. This process results in the final educational program. If more information is needed regarding your submittal, the TEMA staff will contact you.

### Review Timeline

DATE	ITEM
Friday, October 23, 2020	Call for Proposals Open for Submittals
Friday, December 18, 2020	Call for Proposals Closes
Friday, February 12, 2021	Notifications of Final Acceptance
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Monday, January 4, 2021	Conference Registration Opens
Friday, March 12, 2021	End of Speaker Registration Discount Period

## TEMA Conference 2021 Program Policies

The review process for education session proposals is managed by the State Board and TEMA staff. Their responsibility is to produce the strongest possible educational program for conference attendees by including new, meaningful content and learning experiences. All session and speakers will be selected based upon the below guidelines:

### Session and Presenter Regulations

- In an effort to produce a paperless conference, all presentation slides, papers, and handouts will be included in the electronic conference proceedings, with speaker permission.
- Presenters may not distribute any printed collateral during their session.
- **As an appreciation for your contribution as a presenter, all presenters will receive a 20% registration discount if you register by March 12, 2021.**
- Incomplete proposals will not be considered.

### Applicant Responsibilities

- Session submitters may not propose speakers without the knowledge and permission of the proposed speakers. All proposed speakers must be able and willing to present at the conference at the time and date assigned. Proposals submitted without the knowledge of proposed speakers are subject to immediate rejection; if the proposal is selected and it is found that all speakers did not know about the proposal or did not agree to present, the session is subject to immediate cancellation.
- Accepted presenters who are not able to attend must notify the conference staff immediately. Replacement presenters must be suggested and approved by the Program Committee. The Committee reserves the right to modify or cancel any session based on a change in a presenter.
- If a presenter's employment changes, the conference staff must be notified. The State Board reserves the right to retain or remove presenters based on the program's best interest.
- **All accepted speakers MUST register for the TEMA Conference 2021 by March 31, 2021, or the entire session may be canceled without notice to the submitter. A new session will be selected at the discretion of the State Board. TO PRESENT YOU MUST REGISTER AS A CONFERENCE ATTENDEE!**

### TEMA Program Process

- TEMA reserves the right to develop submitted sessions using a combination of proposals and/or invited presenters.
- The TEMA Speaker discounts may not be combined or transferred.
- TEMA may modify any submitted sessions by adding or removing speakers or requesting content changes or additions.

Final decisions regarding these policies may be made at the discretion of the State Board.

**Questions?** Contact Ashley Williams for assistance, [awilliams@texasema.org](mailto:awilliams@texasema.org).

**All completed proposals must be submitted, and all speakers login to complete their personal details by **Friday, December 18, 2020**, on the [submittal site](#).**