

Call for Presentations and Posters

Submission Guide

Submission Module Opens: November 2018

Deadline for Presentations: December 19, 2018

Deadline for Posters: April 19, 2019

Presentation Notification: May 2019

Speaker Notification and Invitation: May – August 2019, on a rolling basis

Poster Notification: June 2019

On behalf of the Solar Energy Industries Association and the Smart Electric Power Alliance, we are pleased to announce that we are currently accepting submissions for presentations, speakers, posters, and technical abstracts for next year's Solar Power International, Energy Storage International, and Technical Symposium at SPI, taking place September 23-26, 2019 in Salt Lake City, Utah, USA. SPI and ESI are North America's premier education and business-to-business event for professionals in solar, energy storage, and related fields. No other event provides the opportunities for collaboration, access to experts, and innovative information needed for success.

Only the very best submissions will be considered for presentation at SPI and ESI in 2019, so please review this guide thoroughly and carefully to improve your chances of selection.

All educational content is developed through an online peer reviewed process to guarantee the delivery of timely, relevant, and compelling content for professionals in the solar, storage, and smart energy industries. Each submission will receive at least three independent reviews by subject matter experts. Following the review, content will be slotted and organized by a collaborative “Core Committee” of industry experts, including SEIA and SEPA Staff.

Notification will be sent via email, whether or not a submission was incorporated into the agenda by May of 2019. Please do not contact organizers before this date.

Session Design Best Practices:

There are many more submissions received each year than can be incorporated into our agenda, so the Core Committee will focus on incorporating the most well thought-out, articulated, and highly-rated submissions. Each submission is evaluated by how well it identifies content that is timely and applicable to both business and professional development. Think specifically about what you want attendees to walk away with and be able to implement when they return home, and incorporate this into your submission.

Additionally:

- Incorporate interactive session structures and activities that encourage group learning, including case studies and active learning formats which engage with attendees and has them engage with one another.
- Quality over quantity: We recommend that individuals limit themselves to no more than three individual submissions.
- Focus on the ideas: the Core Committee is empowered to combine submissions they feel complement each other to create inclusive panel sessions, focusing on specific and unique ideas in submissions can increase the chance you are selected to participate on a panel.
- Include no more than 50% lecture or didactic presentation.
- Submissions that are based on advertisements, products, or service WILL NOT be accepted into the program.

Presentation Submission Policies

Policies:

- The presenting author accepts full responsibility for the submission and presentation, and retain full copyright of his/her presentation, and/or full paper. By submitting a presentation, presenting authors consent and authorize the conference organizers to publish biographical and presentation information in any conference publications. The education team will seek the speaker's permission separately for authorizing the publication of the final presentation and/or paper.
- Once your submission has been completed, you may continue to revise it until the submission deadline.
- SPI and ESI reserve the right to reject any presentations for failure to comply with submission guidelines. Due to the large number of presentations received for this conference, we are unable to provide feedback on presentations not accepted for the program.

Submitter Responsibilities

Being selected as a speaker at SPI, ESI, or the Technical Symposium is a distinguished honor and opportunity to build your credibility as a thought leader in the renewable energy community. The event education staff, professionals with experience who have developed a number of resources to help develop great presentations, will work closely with invited speakers and moderators to ensure a quality educational session is delivered at this event.

- Please notify the education team of any changes, additions, or corrections as they occur. Accepted presenters who are not able to attend must notify staff immediately. Replacement presenters may be suggested; however, staff reserves the right to modify or cancel any session based on a change in the presenters.
- Participate in session planning calls. We anticipate at least three pre-planning calls between June and September.
- **Speakers must register by August 30, 2019.** Speakers may register for any pass but speakers, moderators, and poster presenters are eligible for a deeply discounted Full-Conference pass which includes access to networking events (opening reception, block party) and all education sessions.

Tips for Developing Your Submission

- Incorporate content developed by SEIA and SEPA Research. Submissions that include citations, discussions, and findings in an appropriate manner will receive additional priority from the Core Committee.
- Submissions from recognized SEIA and SEPA Committees, Task Forces, or Working Groups will receive additional priority from the Core Committee.
- Develop a well-written, concise summary of your proposed presentation submission in a Word document, proofread your submission several times, and save a copy for your reference
- Highlight your audience and design your submission accordingly.
- Focus on increasing and celebrating diversity in the solar and storage industry.
- Save your confirmation email after you submit your presentation, as it includes your Presentation ID number, login, and password.



Note: The Core Committee will combine submissions at its sole discretion to build strong presentations. Please note that rejected interactive seminar submissions will not be offered poster presentations but may be incorporated into shorter panel presentations.

Step 1: Login or Create an Account

The online submission form requires a login using a password assigned by the system. If you submitted a presentation for SPI 2014, 2015, 2016, 2017 or SPI and ESI in 2018, please use those credentials. If you've forgotten or misplaced them, the system will send you a reminder. If you are new, please create an account and then follow the instructions to set up a login and change your password.

Step 2: Start a New Submission

- **Abstract Title** (150 character maximum)
- **Submission Type** Note that the remainder of the tasks will vary based on the submission type that you select.
 - **Individual Presentation:** Select this option if you would like your submission to be considered for inclusion in a panel, focused QuickTalk, or show floor education. Only a single speaker is allowed for this submission type. *Presentations not selected for panel, QuickTalk, or show floor education sessions may be offered a poster presentation opportunity.*
 - **Group Presentation:** Select this option if you would like your submission to be considered as a unique 60-90 minute session by the Core Committee. A panel should consist of two to five speakers and a significant interactive component for audience participation. **Speakers should be confirmed.** *Warning: Very few panel submissions will be accepted and the submission module requests a detailed explanation of how the panel plans to engage the audience as well as an outline of the session's structure.*
 - **Poster:** Posters facilitate the dissemination of research and innovations, analysis of practical problem-solving efforts, and recommended best practices to the solar, storage, and smart energy community. Posters may not include marketing. The education team will print and hang all approved and uploaded posters, and will remain on display for the duration of the event. One poster representative is required to attend the event to discuss the poster during the Poster Reception and/or poster walks. *Note: There is no formal speaking role in correspondence with submitting a poster.*
 - *Posters must be uploaded to poster management system, staff are not responsible for posters that are not uploaded as explained.*

Step 3: Presenter Profile

Please enter the presenter's contact and professional information. This information will be used by staff as it is entered.

It is imperative that the email address you enter is correct, as all correspondence regarding submissions will be done via email through the online submission module.

Step 4: Presentation Details

You will need to answer the following questions to best categorize the content of your submission for review and selection and cut/paste your submission description and elevator pitch:

- **Categories** (select one): Grid Modernization; Rate Design and Valuing Distributed Energy Resources; Resilience; Electrification of Vehicles and Buildings, C&I Generation; Residential Generation; Community Solar; Utility Scale Generation; Finance and Asset Management; Energy Storage
- **Subcategories** (select one): Operation & Maintenance; International; State Policy; Federal Policy; Regulation, Codes, and Standards; Microgrids; Innovation, Emerging Technologies, and New Business Opportunities; Market and Technology Outlook/Forecast; IoT Technologies; Consumer Engagement, Acquisition, and Protection; Grid Planning; Interconnection; Software and Resource Management Systems; Low and Moderate Income Communities; Compliance; Recycling; Cyber Security; Other
- **Background, Description, and Delivery:** Should include statements that address (400 word maximum):
 - The importance of this topic;
 - The informative and relevant nature of your topic;
 - Clear and immediate application to the learner's work;
 - Who will benefit from this education (target audience).
- **Define Target Audience** (100 word maximum)

For Individual and Group Presentation submissions only:

- **Audience Interaction:** What makes this session compelling, unique, or different? Please describe what techniques the session will use to engage and interact with the audience participants. Please give specific examples and identify how this will apply to your target audience given the objective of the presentation. (300 word maximum)

For Group Presentation submissions only:

- **Group Presentation Structure and Speakers:** Please outline your group presentation structure, identify whether your proposed speakers are already confirmed or recommendations as well as the particular viewpoints your suggested speakers would bring to this session. **IMPORTANT:** SETS values diversity in its thought leadership.

Review Process

All educational content for Solar Power International is developed through a peer reviewed submission and review process to guarantee the delivery of timely, relevant and compelling content for professionals in the solar, storage, and smart energy industries. Each submission will receive at least three independent reviews by subject matter experts. Following the review, education content for SPI is slotted and organized by a collaborative 'core committee' of industry experts drawn from the membership and staff of SEIA and SEPA.

Missing or incorrect information may make the presentation ineligible for consideration.

Submissions are rated by assigning a numerical value (1-5) as to how well each submission answers following questions

- The proposed presentation provides attendees with relevant, timely, rigorous, and applicable content.
- The proposed presentation provides attendees with a strategy for profitability, an innovative process for the industry, or both.
- The learning objectives are clear, relevant to the topic presented, and appropriate to the audience.
- The proposed presentation indicates that the session will employ the specified learning format, including audience participation, in an effective manner.
- I would recommend this presentation as an attendee interested in the subject matter.

Note: While we are pleased when a speaker chooses to be a sponsor or exhibitor, a speaking slot is never guaranteed for exhibitors or sponsors. All accepted presentations are based on overall merit and/or slot availability.

Frequently Asked Questions

How long is each speaking slot?

At Solar Power International, we have many different speaking formats, including:

- QuickTalks: 15 minutes plus 10 minutes for questions by a single speaker on a narrow topic (like TEDTalks).
- Show Floor Education: Typically 30 minute cutting-edge topic presentations.
- Concurrent/Seminar Sessions: These sessions are 60 or 90 minutes. Each session could have a single speaker or up to four. Audience interaction is essential during a panel.
- Technical Symposium Oral Presentations: 15-20 minute podium presentations based off of a technical abstract

Does speaking at SPI or ESI have any cost for my company?

There is no cost for your company. Accepted speakers, moderators, and poster presenters receive a significantly discounted full conference pass.

What advice do you have for creating a successful submission?

- **Submit it on time.** The education programming timeline starts 10 months before the show, so plan ahead. Requests to speak after the deadline are rarely included in the program.
- **More is not better.** We want to give as many companies the opportunity to speak as possible, so we have a one speaker per company policy. We recommend two or three submissions and no more than five per company.
- **Quality trumps.** We're looking for the best: the most current issues, the most innovative ideas, the leaders of your company, etc. Put your best foot forward and please do not send us the same abstract you've submitted previously.
- **Focus on the audience.** The Education Committee develops sessions that are highly interactive and participatory. Sessions with four, fifteen minute lectures and a few questions at the end are no longer a part of the conference. Your abstract should reflect this shift towards adult education best practices.
- **Keep it simple.** In order to have a great, interactive session, you have to focus on a few key ideas you want to convey. Do not try to solve all grid integration issues in your 60 minute session.

Review Process Timeline

Note that some of the items in the below timeline (starting with the Speaker Webinar) only apply to the topic and panel submission types. If selected, poster representatives will receive a separate timeline and variety of poster development resources. If you have any questions, please send an email to [SPI/ESI Education](#).

Presentation Submission Deadline	December 19, 2018
Round One: Education Committee members review and rate all presentations blindly online	January 2019
Round Two: Core Committee reviews all presentations and develops the final program	January 2019
Primary presentation authors receive notification. <i>Please do not contact event organizers before this time as it will delay the process</i>	May 2019
Speaker webinar for accepted presentations	May 2019
Conference call #1 for accepted presentations	July 2019
Conference call #2 for accepted presentations	August 2019
Conference call #3 for accepted presentations	September 2019
Final presentations due	Mid-September 2019
Solar Power International (Salt Lake City, Utah, USA)	September 23 – 26, 2019