Call for Speakers
Submission Guide

Submission Module Opens: November 2018
Deadline for Speaker Applications: December 19, 2018
Speaker Notification and Invitation: May – August 2019

Experienced subject matter experts are essential to the delivery of compelling content at SPI and ESI and the call for speakers module provides individuals the opportunity to identify their interest in participating at SPI & ESI without developing and submitting a more complicated presentation or poster submission.

All application completed by December 19, 2018 will be considered by the SPI and ESI Core Committee and may be invited to speak at that body's discretion through August 2019.

Speakers may also be invited to speak at a regional Solar Power Event by SEIA, SEPA, or conference planning staff.

All educational content is developed by a team of subject matter experts who serve on a collaborative "Core Committee" of industry experts, including SEIA and SEPA Staff.

A notification of invitation will be sent via email May-August of 2019 on a rolling basis. No notifications of rejections will be sent. Please do not contact the conference organizers regarding the status of a speaker application.

Policies:

- Each subject matter expert accepts full responsibility for their presentation, and must retain full copyright of his/her presentation. By submitting an application, subject matter experts consent and authorize the conference organizers to publish biographical and presentation information in any conference publications.

- Once your application has been completed, you may continue to revise it until the submission deadline.

- SPI and ESI reserves the right to reject any speaker for failure to comply with submission guidelines.

- Due to the large number of applications received for these events we are unable to provide feedback or notification of the status of an application to speak at SPI, ESI, or a regional event.

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. To this end, 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.

Please notify the education team of any changes, additions, or corrections as they occur. Invited speakers 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. Speakers are eligible for a deeply discounted Full-Conference pass, and includes access to networking events (opening reception, block party) and all education sessions.

Step-by-Step Submission Guide

STEP 1:
Log in or Create an Account

If you have submitted a presentation for SPI or ESI in the past three years, please use your previous credentials. If you've forgotten, the system will send you a reminder via the forgot your password tool. 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

- Enter in a submission title as First Name Last Name and Company of the Speaker (150 character maximum) Do not use all uppercase letters

- Select submission type: Speaker/Moderator

STEP 3:
Presenter Profile

Please enter the Speaker/Moderator contact and professional information. This information will be used by organizers as it is entered.

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

If you are filling out the form on behalf of an individual please include your contact information as the administrative assistant to be automatically copied on all emails sent through our speaker system.

Additional Questions include:

LinkedIn Profile: You will be asked to include a link to your LinkedIn profile, please make sure it is up to date.

Primary Role (check all that apply): Moderator, Speaker

Membership (Check all that apply): SEIA (National), SEPA

Step 4: Subject Matter Expertise Details

You will need to answer the following questions to best identify which topics you would feel comfortable participating in.

- **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/Forecase; 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

- **Event you are interested in Speaking at** (select all that apply)**:**
    - **Solar Power Florida, Early 2019**
    - **Solar Power Puerto Rico, Early 2019**
    - **Solar Power Northeast, Boston, February 5-6, 2019**
    - **Solar Power Mexico, Mexico City, March 19-21, 2019**
    - **California Solar Power Expo, San Diego, April 25-26, 2019**
    - **Solar Power Southeast, Atlanta, Spring 2019**
    - **Solar Power Texas, Austin, June 24-25, 2019**
    - **Community Solar Power Summit, Summer 2019**
    - **Solar Power International | Energy Storage International, Salt Lake City, September 23-26, 2019**
    - **Solar Power Midwest, Chicago, Fall 2019**
    - **Solar Power New York, Brooklyn, December 2019**

- **Previous Speaking Experience:** Please list events where you have had a speaking role. (100 word maximum)

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.

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

There is no cost for your company. Accepted speakers receive a significantly discounted Full Conference pass.

What advice do you have for creating a successful application?

- **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.

- **Submit a complete application.**

What advice do you have for creating a successful application?

- **What makes you unique?** Include content in your application that separates you from other potential speakers.

- **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.

- **Submit a complete application.**

Note: While we are pleased when a speaker choses 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.

Speaker Selection Timeline	
Initial Speaker/Moderator Submission Deadline	December 19, 2018
Core Committee reviews all presentations and develops the final program including suggested speakers	January 2019
Invited speaker receive notification. *Please do not contact event organizers before this time as it will delay the process*	May – August, 2019 on a rolling basis
Speaker webinar for accepted speakers	May 2019
Conference call #1 for accepted speakers	July 2019
Conference call #2 for accepted speakers	August 2019
Conference call #3 for accepted speakers	September 2019
Final presentations due	Mid-September 2019
Solar Power International (Salt Lake City, Utah, USA)	September 23 – 26, 2019