Call for Thought Leaders Submission Guide

Submission Module Opens: September 2019
Deadline for Thought Leader Applications: November 29, 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 thought leaders for next year’s Solar Power International (SPI), Energy Storage International (ESI), and North America Smart Energy Week (NASEW), taking place September 14-17, 2020 in Anaheim, CA, USA. SPI, ESI, and NASEW 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.

Experienced thought leaders are essential to the delivery of compelling content at SPI, ESI, and NASEW and only the very best submissions will be considered for presentation at this year’s meeting, so please review this guide thoroughly and carefully to improve your chance for selection.

Notification will be sent via email, whether a submission was incorporated into the agenda by April of 2020. Please do not contact organizers before this date.

Step-by-Step Submission Guide

**STEP 1: Log in or Create an Account**
If you have submitted a presentation for SPI, ESI, and NASEW in the past four 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**
There are two different submission categories, individual submission and group submissions. The following information outlines what is required in each submission type.

1. **Individual Presentation**
   a. Submission Title (150 character maximum)
   b. Submission Category (pick one)
      - Solar
      - Energy Storage
      - Wind Energy
      - Microgrids
      - Hydrogen + Fuel Cells
      - Electric Vehicles and Infrastructure
      - Biomass/Biofuels
      - Geothermal
      - Water Nexus/Hydropower
2. **Group Presentation** (60 minute) - A panel should consist of one (1) moderator and three (3) to four (4) speakers. Panels are encouraged to facilitate a significant amount of interaction with the audience and the speakers. An audience response system will be provided.
   a. Submission Title (150 character maximum)
   b. Submission Category (pick one)
      - Biomass/Biofuels
      - Electric Vehicles and Infrastructure
      - Energy Storage
      - Geothermal
      - Hydrogen + Fuel Cells
      - Microgrids
      - Solar
      - Water Nexus/Hydropower
      - Wind Energy
   c. Attest the speakers you are recommending have been notified.

**Step 3: Presenter(s) Profile**
For an individual presentation, please enter the presenter’s contact information and professional designation. If you are submitting a group presentation, please be sure to enter the contact information and professional designation for all co-presenters. 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.

The following items and questions will appear:
- Are you a current SEIA or SEPA member?
- Upload Bio (required for individual speaker submissions; optional for group submissions)
- Have you presented at a professional meeting/event in the past? If yes, where?

**Step 4: Submission Details**
You will need to answer the following questions to best categorize the content of your submission for review and selection.

- **Education Category (Select One):**
  1. Regulatory Innovation and Policy Drivers
  2. Finance and Asset management
  3. Grid Integration & Generation
  4. Managing Growth

- **Keywords (Pick All That Apply):**
  1. Behind the Meter Penetration
  2. Community Solar
  3. Consumer Engagement (Protection & Acquisition)
  4. Demand Response
  5. Electric Vehicles
  6. Electrification
  7. Emerging Technologies
  8. Energy Management Solutions/Software
  9. Fire and Safety
  10. Grid Strategy
  11. In Front of the Meter Penetration
  12. Innovations in Renewable Energy
  13. Integration
  14. International
  15. Interconnection
16. IoT Technologies
17. Market and Technology
   Outlook/Forecast
18. Microgrids
19. New Business Opportunities and
    Models
20. Planning Management
21. Operations & Maintenance

- **Target Audience/Industry Segments (Pick All That Apply):**
  1. Architect
  2. Business Development
  3. Communications/Public Relations
  4. Engineer
  5. Executive
  6. Finance/Accounting
  7. Government Relations
  8. Health/Safety
  9. Human Resources
  10. Information Technology
  11. Installer
  12. Legal Counsel
  13. Marketing
  14. Operations/Maintenance
  15. Policy Adviser/Analyst
  16. Program/Project Development
  17. Research & Development
  18. Sales
  19. Supply Chain/Logistics
  20. Sustainability/Corporate Social
      Responsibility
  21. Other

- **Submission Description (250 Words Maximum)**
- **Link to Other Works (Optional)**

**Review Process**

All educational content is developed through a peer review process to guarantee the delivery of timely, relevant and compelling content for professionals in the renewable energy industries. Following the review, education content for the event is slotted and organized by the Education Committee and staff of SEIA and SEPA.

**Note:** While we are pleased when a speaker chose 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

What are the submitters responsibilities?

- 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.

How long is each speaking slot?

At SPI, ESI, and NASEW, we have many different speaking formats, including:

- Full Conference Sessions:
  - Interactive Panel Discussions: Sessions are 60 or 90 minutes in length. A panel should consist of one (1) moderator and three (3) to four (4) speakers. Panels are encouraged to facilitate a significant amount of interaction with the audience and the speakers. An audience response system will be provided.
  - QuickTalks: 15 minutes plus 10 minutes for questions by a single speaker on a narrow topic (like TEDTalks).
- Show Floor Education: 30 to 60-minute sessions cutting-edge topic presentations.

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.

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- 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.

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## 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 education@sets.solar.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Presentation Submission Deadline</td>
<td>November 29, 2019</td>
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<tr>
<td><strong>Round One:</strong> Education Committee members review and rate all presentations online</td>
<td>December 2019</td>
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<tr>
<td><strong>Round Two:</strong> Education Committee reviews all presentations and develops the final program</td>
<td>January 2020</td>
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<tr>
<td>Primary presentation authors receive notification. <em>Please do not contact event organizers before this time as it will delay the process</em></td>
<td>March 2020</td>
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<tr>
<td>Speaker webinar for accepted presentations</td>
<td>June 2020</td>
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<tr>
<td>Conference call #1 for accepted presentations</td>
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<td>Conference call #2 for accepted presentations</td>
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<tr>
<td>Conference call #3 for accepted presentations</td>
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<tr>
<td>Final presentations due</td>
<td>Early-September 2020</td>
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<tr>
<td>Solar Power International (Anaheim, California, USA)</td>
<td>September 14 – 17, 2020</td>
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