

2023 Call for Webinar Proposals

Have you previously presented at SEEA's annual summit or are you looking for an opportunity to connect with the energy efficiency sector in the Southeast? You are invited to submit a proposal to our call for member-led webinars. Share your success stories, areas of expertise, or best practices in your field with our regional network of utilities, implementers, advocates, and other industry peers.

Important Dates

SEEA will include a call for webinar proposals in our monthly member newsletter. The [submission form](#) is open year-round. Submissions will be reviewed by SEEA staff on a quarterly basis beginning **December 2022**. Additional 2023 review dates are in **March, June** and **September**. Notifications of approval will be sent within one week of review. Webinars will be scheduled for **Wednesday mornings at 10 a.m.** Specific presentation dates will be selected based on SEEA's editorial calendar in collaboration with presenter preferences and availability.

[Submission Form](#)

Topics

Topics for webinars should be primarily educational in nature and not include pitches for specific products or services. SEEA has provided a list of recommended topics below, though we welcome additional ideas that serve our membership and organizational goals. The topic list will be refreshed on a quarterly basis.

Recommended Topics:

- Diversifying the supply chain
- Diversifying the workforce
- Utility programs in the Southeast
- Energy efficiency for small businesses and commercial buildings
- Electric fleet transitions
- Economic opportunities in electric transportation
- Energy efficiency and health
- Energy efficiency for multifamily and affordable housing

Format

Webinars should not be more than 60 minutes long and can include multiple presenters, though ideally not more than three. In a 60-minute webinar, plan to present for 40 minutes at the most and use the remaining time for introductions, discussion, and Q+A.

SEEA is committed to representing diverse viewpoints in energy efficiency. We encourage you to identify co-presenters from different backgrounds and/or organizational affiliations.

All presentations and recordings will be made publicly available on SEEA's website, promoted through email newsletters and on our social media channels.

Presenter Responsibilities

If your proposal is selected, the member will be expected to:

- Submit the webinar presenters, content outline, and any additional requests to SEEA at least two (2) weeks prior to the webinar (if not included in the original submission).
- Coordinate the recruitment and selection of presenters.
- Provide presenter bios and headshots.
- Develop the presentation content (slides, Prezi, etc...) to be used as a visual component of the webinar.
 - Final content must be submitted two (2) business days prior to the webinar.
- Participate in at least one preparatory meeting and one webinar rehearsal with SEEA staff.
- Promote the webinar to their appropriate mailing lists, social media followers, or other audiences as mutually agreed upon.

SEEA's Role

- Provide the technology and infrastructure to advertise the webinar, manage webinar registration, produce the webinar, and host the recorded webinar.
- Promote the event to our mailing lists, social media followers, or other audiences as mutually agreed upon. List all member-led webinars on SEEA's website event page.
- Support members with guidance on webinar development as needed.
- Track webinar registrations and provide participants with all the information necessary to access the webinar.
- Moderate the webinar. This includes formally introducing the presenters and facilitating any Q+A and/or live polling.

Questions? Contact [Sarah Burgher](#), senior marketing and communications manager.