

## 2024 Call for Webinar Proposals

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*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 **January 2024**. Additional 2024 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.