



2019 ENERGY EXCHANGE TECHNICAL PLANNING TEAM ROLES AND RESPONSIBILITIES

About: The Energy Exchange offers training to all federal agencies that are responsible for building operations, energy management, sustainability, safety, and performance. The U.S. Department of Energy's (DOE's) Federal Energy Management Program (FEMP) and the Oak Ridge National Laboratory (ORNL) have organized this training opportunity to help meet federal and agency-specific goals, save money, increase sustainability, and support the missions of each agency. The Technical Planning Team members represent a diverse group of Federal, industry, utility, and academia viewpoints and make the event richer by sharing their own relevant experience.

TRACK LEADS are responsible for:

- Coordinating with each of their Session Leads to create a cohesive, themed technical learning track with a clear connection to the overall event theme.
- Ensuring Session Leads have recruited, invited, and confirmed session speakers.
- Coordinating with Session Leads and Energetics to fulfill all International Association for Continuing Education & Training (IACET) learning credit requirements for each session offered in their track, including:
 - Submitting five (5) quiz questions and answers for each session offered in their track.
- Assisting with marketing the event through professional networks.
- Attending three (3) planning meetings to be held in Washington, DC. *Note: Remote attendance will be considered on a case-by-case basis.*

SESSION LEADS are responsible for:

- Recruiting speakers and moderators, and serving as the main point-of-contact for their session(s).
- Completing IACET Session Planning Documents, including:
 - Submitting five (5) quiz questions and answers for each session to the Track Lead.
- Ensuring speakers have developed high-quality, engaging presentations for their session(s), including:
 - Confirming presentations reflect session learning objectives.
 - Ensuring presentations do not directly market branded products or services.
- Ensuring speakers register for the event using the unique speaker registration URL.
- Facilitating speakers' A/V requests with Energetics (i.e. requests for additional microphones, chairs, etc.)
- Ensuring moderators are fully aware of their duties and responsibilities.
- Assisting with marketing the event through professional networks.
- Attending three (3) planning meetings to be held in Washington, DC. *Note: Remote attendance will be considered on a case-by-case basis.*

Failure to meet responsibilities will result in your removal from the Technical Planning Team.