



Technical Planning Team Roles & Responsibilities

Energy Exchange 2021

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 Pacific Northwest National Laboratory (PNNL) 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.

The Energy Exchange 2021 will be held the week of August 2, 2021. At this time, we are anticipating a virtual event – however, the confirmation of the nature of the event will be made in concert with new Administration leadership. If virtual, the streamlined technical program will include a combination of live streamed and pre-recorded training sessions. As a Technical Planning Team member, you will be asked to lead the development of technical content, including recruitment of speakers and moderators for one or more sessions.

SESSION LEADS are responsible for:

- Recruiting speakers and moderators, and serving as the main point-of-contact for their session(s).
- Completing International Association for Continuing Education & Training (IACET) and Federal Buildings Personnel Training Act (FBPTA) Session Planning Documents, including:
 - Submitting ten (10) quiz questions and answers for each session.
- 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' requests with Energetics (i.e., videos, polling questions, etc.)
- Ensuring moderators are fully aware of their duties and responsibilities.
- Assisting with marketing the event through professional networks.
- Attending one (1) Kickoff Webinar and attending three (3) planning meetings to be held virtually.
- Attending Track Coordination Calls organized by their Track Lead.

In addition to the responsibilities above, 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 IACET learning credit requirements and FBPTA for each session offered in their track
- Scheduling Track Coordination Calls for Session Leads.
- Attend Track Lead Calls on behalf of their Session Leads.

TPT Milestones and Key Dates:

Below is a summary of TPT milestones and key dates with anticipated meeting durations.

Please note that Track Coordination Calls will be scheduled by Track Leads as needed throughout the Technical Program development process. Additionally, there will be optional Q&A and Networking webinars will be held by PNNL/Energetics to provide time for the TPT to ask questions as well as informally network with peers.

Date	Milestones
January 5	Technical Planning Team (TPT) Applications Open
January 15	TPT Applications Close
February 3	TPT Kick-Off Webinar (30 minutes)
February 11	TPT Meeting #1 (3.5 hours)
February 24	Track Lead Call (1 hour)
March 18	TPT Meeting #2 (3 hours)
April 22	TPT Session Logistics Kick-Off Call (30 minutes)
May 13	TPT Meeting #3 (1.5 hours)
June 3	Session Planning Documents Due
Week of August 2	Energy Exchange 2021

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