

2015 ACEEE INTELLIGENT EFFICIENCY CONFERENCE

December 6 – 8, 2015

INSTRUCTIONS FOR SUBMITTING TOPIC AND/OR SPEAKER IDEAS

Deadline for Submission: Friday, June 19, 2015

Note: The submission site was created for ACEEE conferences that accept abstract submissions. The Intelligent Efficiency Conference is seeking ideas on topics and/or speakers. We may choose to feature the topic but not the suggested speakers and vice versa. We may also revise topic suggestions to best fit the scope of the conference. Please print and follow these step-by-step instructions for submitting your topic and/or speaker suggestions through our website.

1. Log on to your ACEEE account through the topic submission link on the conference web page at: <http://aceee.org/conferences/2015/ie/program>.
2. In the **Topic Title** field, please type your session topic title.
3. In the **Describe Briefly** box, please describe your topic and/or speaker suggestion in no more than 2-3 sentences.
5. From the **Tracks to be considered** field, select at least one Topic Track where you feel your suggestion would best fit.
6. Once your information is entered and complete, select **Submit**. You will not be able to modify your submission once you press submit, so please be sure the information is accurate before submitting. By pressing the **Submit** button, you acknowledge that we reserve the right to edit topics and speaker suggestions as needed.
7. A new submission must be made for each topic and/or speaker suggestion.