



**DEADLINE EXTENDED TO FEB. 14**

THE HEATING & ENERGIZING AMERICA TRADE SHOW

**JUNE 20-22 2023**

THE MASSMUTUAL CENTER  
SPRINGFIELD, MASSACHUSETTS

# request for presentations

Are you interested in sharing your expertise with those who are responsible for providing energy and home comfort services? We're looking for speakers for the **2023 Heating & Energizing America Trade Show (HEAT)**. If you would like to be considered for participating as a **Full Track** presenter, please fill out the form below. If your topic is selected, NEFI management will assign dates and times for your presentation. If for travel reasons there are dates/times you are not available, please let us know. **DEADLINE FOR RETURN RFP IS FEB 14, 2023.**

## FULL TRACK EDUCATIONAL SESSIONS

PLEASE SUBMIT A DIFFERENT RFP FOR EACH PRESENTATION TITLE

Please indicate which sessions apply to your presentation. We will assign your time slot.

- Business/Management**
- Service Managers/Technicians**
- Biofuels**
- Propane**
- Other** \_\_\_\_\_

## FULL TRACK EDU PRESENTER CONTACT INFORMATION

Contact person: \_\_\_\_\_ PRESENTER: \_\_\_\_\_

Company Name: \_\_\_\_\_ BIO (relevant to our industry): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Notes: Full track presentations in general should focus on the heating industry, including heating oil, propane, biofuels and technology (plus on/off-road diesel topics). Business/Management and Service Managers/Technicians tracks should focus on owners and business managers, finance, productivity, sales and marketing, service, drivers/delivery, safety, employees, risk management, industry policy and regulations, tank monitors, software, equipment technology, fuel purchasing, succession planning, managing employees. Biofuels should focus on fuel quality, purchasing, supply, infrastructure handling, drivers/delivery, safety, employees, sales and marketing. Propane should focus on, purchasing, supply, infrastructure handling, drivers/delivery, safety, employees, sales and marketing.*



If additional space is needed for your proposal, attach separate pages as needed. Please email this form and attachments to [Jessica@nefi.com](mailto:Jessica@nefi.com) or call Jessica Levaggi, NEFI Events Coordinator 617-804-2222 for more info.



The MassMutual Center, Springfield MA  
June 20-23, 2023

# Request for Presentations

## FULL TRACK EDUCATIONAL PRESENTATION INFORMATION

Title of Presentation: \_\_\_\_\_

Description of Presentation: \_\_\_\_\_

Learning Objectives: *By attending, the audience will learn...* \_\_\_\_\_

Length of Presentation (Includes Time for Q&A):  60 MIN (Stand Alone Presenter)  75 MIN (Presenter With Panel)

### Full Track Presentation Guidelines:

Full Track presentations have to be educational in nature, not a sales pitch, though products/software can be demonstrated for illustrative purposes only. Audience has to leave with actionable items they can implement or that gives them a better understanding of the issues presented. Presenters can give their company name and say what the company does in the presentation but cannot otherwise attempt to market or sell their products and services. You can leave behind or hand out business cards and flyers, and put contact info in your Powerpoint, for reference and potential follow-up by attendees, but cannot otherwise discuss such marketing flyers. Note also that we may combine presentations with multiple presenters if we receive more than one RFP on the same topic. Presenters may be asked to give multiple presentations or to repeat a presentation in more than one time slot.

### HEAT SHOW PowerPoint Template:

HEAT Show event organizers will provide all webinar presenters with a HEAT Show 2023 PowerPoint template, including a "title" slide and sponsored "thank you" slides. The presenter is responsible for creating their PowerPoint presentation (including time for Q&A session) that will be book-ended by the "title" and "thank you" slides. **All presentations must be submitted for review one week prior to the show. The HEAT Show event organizers will review content and insure inclusion of "title" slides and sponsored "thank you" slides.**

### Audio Visual:

The conference will provide a projector, screen/monitor and microphone for the presenter to use. If doing a Powerpoint presentation, the presenter will need to bring their own laptop. If using a Mac laptop, presenter needs to bring an HDMI converter cable. Please describe any additional AV requirements (audio for a video presentation, internet connection, etc).

### Expenses:

The conference does not pay an honorarium or T & E expenses to presenters who are also vendors to the industry. Such costs should be viewed as marketing expense by the presenter to gain a unique chance to speak before an industry audience. We will consider paying such fees and expenses to professional presenters who otherwise have no products/services to sell to our industry.

Please describe any other value-added services/products you may be able to give to your audience, if any.

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