CELEBRATING 20 YEARS OF ENERGY STAR

2012 ENERGY STAR® PRODUCTS PARTNER MEETING

APPLIANCES ELECTRONICS LIGHTING WATER HEATERS

2012 ENERGY STAR Products Partner Meeting

One-on-One Networking Session Guidelines

October 22–24, 2012

The Crowne Plaza St. Paul Riverfront
St. Paul, MN

Overview

Year after year ENERGY STAR partners have consistently rated the opportunity to meet one-on-one with other ENERGY STAR stakeholders as the most beneficial aspect of the ENERGY STAR Partner Meetings. EPA is pleased to provide a limited number of private rooms for the duration of the 2012 ENERGY STAR Products Partner Meeting in St. Paul, MN for partners to organize and conduct one-on-one networking meetings.

Purpose

The networking sessions provide ENERGY STAR manufacturers, retailers, and program sponsors dedicated rooms for private meetings in which to establish and strengthen business relationships, seek out collaboration opportunities, and share best-practice approaches to program design and implementation in a more targeted manner.

Format

Networking sessions are set-up in 30 minute increments and offered on the following dates and times, beginning on the hour and half-hour.

- Monday, October 22, 9:00 AM – 6:00 PM
- Tuesday, October 23, 9:00 AM – 1:00 PM and 2:30 PM – 6:00 PM
- Wednesday, October 24, 8:00 AM – 1:00 PM and 1:30 PM – 5:00 PM

Rooms are limited and offered on a first-come, first-served basis. In order to provide all partners equal access to the rooms, reservation requests will initially be limited to two 30-minute slots per day per requestor. As we approach the meeting dates, we will offer any remaining inventory to partners already signed up for rooms; any meeting slots remaining at that point will be offered for sign-up at the registration desk during the meeting.

How To Sign Up

To sign-up for a slot, please contact Kristen Catanese, ICF International, at **kristen.catanese@icfi.com**.
You must supply the following information in your email request:

- Name
- Organization
- Contact number
- Cell phone number (for on-site contact)
- Date
- Preferred time slot. Session start times are on the hour and half-hour within the time blocks specified above.

All meeting room requests will be confirmed via email within 48 hours. If we cannot accommodate your exact request, we will provide you with alternate dates and timeslots to choose from.

Networking session rooms will be equipped with conference seating for 10-15 people. **No additional A/V equipment will be provided in the rooms, and partners are urged to provide sufficient copies of any handout materials.**

Questions

Please contact Kristen Catanese, ICF International, at **kristen.catanese@icfi.com** with any questions about the networking sessions.