

FEDERAL UTILITY PARTNERSHIP WORKING GROUP
Purpose, Policies and Operations
Draft – For Review and Comment Only

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I. Introduction

The Federal Utility Partnership Working Group (FUPWG or Working Group) was initiated by the Department of Energy (DOE), Office of the Federal Energy Management Program (FEMP), in the spring of 1994 to establish partnerships, encourage communication between, and provide educational opportunities for Federal agencies, public utilities, and other energy related companies. The purpose for conducting these meetings is to develop strategies and procedures for the implementation of cost-effective energy efficiency, water conservation, and renewable projects at Federal sites. The objectives of the Working Group include outreach, training, and education on current (time critical) issues as described:

- Provide training on Federal procurement practices and energy efficiency and renewable energy technologies to enable identification, development, and implementation of all cost-effective energy efficiency, water conservation, and renewable energy projects at Federal sites;
- To enhance existing and foster new partnerships between Federal agencies and their servicing public utilities.
- To identify how public utilities can work with Federal agencies at specific sites to achieve mandated energy savings set forth in the Energy Policy Act of 1992, Executive Order 12123, Energy Policy Act (EPACT) of 2005, Executive Order 13423 of 2007, Energy Independence and Security Act (EISA) of 2007, and Executive Order 13514.
- To stimulate and expand the communication infrastructure between Federal agencies and public utilities regarding all aspects of energy management at Federal sites;
- To document, record, and report successfully implemented utility related projects;
- To prepare agencies for upcoming changes in the electric utility industry; and
- To provide information and training regarding recent developments in the areas of energy efficiency, water conservation, and renewable technologies.

The Working Group meets two times a year to exchange information on recent utility incentive program success stories, current Federal energy management programs and products, individual agency energy management programs.

The overall vision statement for the Working Group is provided as Appendix 1. This vision statement identifies what the Working Group is trying to achieve and how it will operate. Another important foundation of the Working Group is the Commitment Statement developed by the Edison Electric Institute regarding a pledge by the electric utility industry members to assist Federal customers in meeting mandated energy savings goals. This commitment is listed as Appendix 2.

II. Membership

The Working Group is comprised of members from Federal agencies, natural gas and electric public utilities, affiliates of the public utilities and other energy related organizations.

Member organizations include:

Public Utilities

- Investor Owned
- Municipalities
- Electric Cooperatives
- Gas
- Water

Regulated Affiliates

Federal Agencies

- Agency Headquarters staff
- Agency Regional Office staff
- Contracting Officers
- Agency Energy Coordinators
- Site Energy and Facility Managers
- Agency Technical Representatives

Department of Energy National Laboratories

- PNNL
- LBNL
- NREL
- ORNL
- SNL

Trade Associations

- Edison Electric Institute
- Electric Power Research Institute
- American Gas Association
- American Public Power Association
- National Rural Electric Cooperative

Miscellaneous, including

- Financiers
- Private engineering firms
- Equipment manufacturers
- Technology development companies
- Other energy related companies

III. Steering Committee Membership and Responsibilities (see Appendix 3 for list of members)

1. Purpose

The Steering Committee (SC), comprised of selected members of the Working Group, provides guidance for FUPWG activities, including participation in the process for agenda setting, encouraging participation in FUPWG meetings, and determining the location of future meetings.

2. Membership Criteria

Steering Committee membership is intended to allow for adequate representation of Federal and public utility working group participants. Membership should include 8 utilities, 8 agencies (including DOE and GSA - permanent memberships) and no more than 5 others as designated by the DOE Utility Program manager and agreed to by the SC. All Federal agencies and public utilities currently represented are grandfathered into Steering Committee membership. Members are expected to represent the views of the FUPWG membership. Each Steering Committee member shall be nominated by a FUPWG member. The following Federal Agencies will maintain permanent seats:

- Department of Energy (DOE)
- DOE National Laboratories (PNNL, NREL, ORNL)
- General Services Administration (GSA)
- Department of Defense (DoD)

3. Roles and Responsibilities

Steering Committee members are representatives of the FUPWG membership and ideally serve in either the positions of Federal energy manager or Federal account representative. An alternate shall be designated to serve when the primary representative is not available to Steering Committee meetings or participate in on-going FUPWG activities.

Each Steering Committee member or the designated alternate is expected to participate in all FUPWG Steering Committee meetings. Meetings will be conducted either via teleconference and actual physical meeting. Steering Committee members are also expected to perform activities necessary to the success of FUPWG meetings, such as recruiting speakers, encouraging meeting attendance, participating in subcommittees, and planning social events in conjunction with Working Group meetings.

The FEMP Utility Program Manager will chair the Steering Committee and is responsible for coordinating all activities associated with the conduct of FUPWG. These responsibilities include:

- Scheduling meetings
- Obtaining input from Steering Committee members to develop meeting agendas
- Coordinating the conduct of meetings and preparing discussion and reference materials and meeting notes for distribution to Steering Committee members
- Providing overall direction to the FEMP subcontractor used to support the various logistical aspects of the Working Group activities.

It is critical that the Steering Committee take into account the following items:

- What are the foreseeable changes to the electric and gas industry?
- How will the steering committee respond to the changes in the industry and the needs of Working Group members as the industry changes?
- Do the changes necessitate continuing to operate the Federal Utility Partnership Working Group or should it be disbanded?
- In what ways can the Working Group respond to various proposed and actual legislative, procurement, or technical changes related to energy management?
- How does the Steering Committee know that it is meeting the needs of the Working Group members, or that additional needs are not being met?
- Are opportunities available for public utilities to assist agencies in reducing both mobility and industrial energy use?
- Are there benefits associated with utility projects at Federal sites that need to be identified, quantified, and publicized?

4. Term Length

Current Policy: Federal agency and public utilities representatives determine the rotation of their seats according to changes in the representatives' job responsibilities. Current Steering Committee members are free to serve as long as they wish provided they are able to actively participate.

IV. Meetings

Since 1994, the Working Group has met on 41 separate occasions. The last meeting was held on April 14-15, 2010 in Providence, Rhode Island. See Appendix 4 for a complete list of meetings.

Meeting Frequency: In FY 2001, the Steering Committee discussed whether or not to reduce Working Group meetings from three per year to two, or possibly one meeting per year. Reduced travel budgets were the principle driving force. As a result, the Steering Committee recommended to the members at large that the frequency of meeting be scaled back from three to two per fiscal year. Reasons supporting this decision include:

1. Due to the dynamic nature of energy markets, the importance of cycle times in energy project procurements and the problem solving nature of the Working Group in addressing these issues, one meeting per year was not considered to be sufficient;
2. The Working Group is the only organization that assembles to focus on Federal utility related procurement issues providing training and solutions in a timely manner.

The change to two meetings was implemented in FY 2002 and was widely supported by the membership.

Meeting Hosts: The Working Group was formed to address the following issues: changes in electricity and natural gas markets; energy costs and availability in regulated markets; energy efficiency measures implemented through the authority granted to public utilities; privatization of public utility services; Federal government policy with regard to regulated utility services; and procurement of regulated utility services as defined in the FAR, the Section 152(f) of the Energy Policy Act 1992, the June 22,1999 DOE legal opinion on the relationship of the Anti-Deficiency Act to the UESC authority, and other relevant documents. It is expected that either public utilities or Federal agencies will act as meeting hosts for Working Group meetings. Affiliates working for the regulated affiliate and only within the service territory of the regulated utility may also be considered to host FUPWG meetings, if approved by the Steering Committee.

Acceptance of Public Utility hospitality: FEMP has determined Working Group meetings qualify as widely attended gathering as defined in 5 CFR Chapter 16, Subpart B, section 2635.204. Widely attended gathering are expected to have an attendance of more than 100 persons and the gift of free attendance has a market value of \$260 or less. Those attending shall be members from the interested industry or profession or represent a range of persons interested in a given matter. Free attendance may include waiver of all or part of a conference other fee or the provision of food, refreshment, entertainment, instruction and materials furnished to all attendees as an integral part of the event. However, this guidance can be independently interpreted by each respective agency Ethics Officer.

V. Meeting Content (Topics)

The Working Group strives to continually establish and maintain open and effective dialogue between the public utilities, energy service providers and Federal agencies. This is accomplished by keeping pace with the ever-changing utility environment, and focusing on improving existing partnerships. The Working Group serves as an energy information consortium to constantly educate its members about Federal procurement best practices, energy efficient technologies, changes in the power industry and natural gas markets, and the effects those factors have on Federal/utility partnerships. Some of the issues that have been addressed by the Working Group over the years are listed in the Appendix 6.

VI. Future Direction

The utility environment is constantly changing. States are deregulating their public utility industries. New technologies are being developed to increase energy efficiency and advance the use of renewable energy sources. New policies and procedures are being mandated to streamline procurement of utility energy services contracts. Subcommittees have addressed these and other changes. We continue to seek creative ways for the organization to best serve Federal and utility representatives in this dynamic environment.

Appendix 1: Vision Statement

The Federal Utility Partnership Working Group (FUPWG or Working Group) will provide training, education and networking opportunities for public utilities, Federal utility customers and other energy related organizations on issues related to the identification, design, and implementation of cost-effective energy efficiency, water conservation, and renewable energy projects. In the restructuring area, we will focus on providing education and technical assistance on energy-efficiency projects, utility services, renewable energy project opportunities, and other value added services. Other topics related to energy efficiency and of interest to the membership, such as privatization, will also be addressed. The Working Group is committed to the highest standards of quality and objectivity in all its activities. All activities are in direct support of the mission of the Federal Energy Management Program to assist Federal agencies in reducing their energy-related cost of doing business.

The program vision is founded on continual establishment and maintenance of an open and effective dialogue between utilities and their Federal customers and energy service providers. This will allow all parties to identify the best opportunities that serve the site needs, and work together to design and implement both energy and cost efficient activities in a rapid and effective manner.

The Working Group will be flexible due to the dynamic nature of the utility environment and will *focus on* continuous improvement and education that will strengthen existing partnerships and create a positive environment for the establishment of new ones.

Appendix 2: Edison Electric Institute (EEI) Utility Commitment

Electric Utility Industry Members pledge to assist Federal customers, as requested to:

- Provide Federal customers with alternative financing and support services to implement at least \$2.0 billion in life cycle cost-effective facility improvement projects to achieve 2010 energy efficiency and renewable energy goals.
- Assist Federal customers in achieving the appropriate level of energy use at the lowest life-cycle cost through integrated energy management techniques including fuel neutral analysis of the full range of opportunities for energy efficiency, renewable energy supply, and education regarding the competitive purchase of electricity commodity where such service is available.
- Assist Federal customers in the deployment of life-cycle cost-effective energy projects in support of National goals, through the use of programs including but not limited to the following:
 - Million Solar Roofs
 - New Technology Demonstration Program
 - Procurement of Energy-Efficient Products
 - Geothermal Heat Pump Initiative
- Assist Federal customers in facilitating access to green power for Federal facilities, in support of Federal policy and Federal customer requirements and targets.
- Assist agencies in using savings realized as a result of energy efficiency measures and load management opportunities to purchase renewable power to the extent that it is cost-effective relative to implementing other energy efficiency measures on site.
- Assist in the design of Federal retrofit and new construction facilities projects through fuel neutral analysis of energy efficiency opportunities to assure the best value to the Federal customer.
- Participate in partnerships with Federal agencies, equipment manufacturers, and the renewable industry to demonstrate energy efficiency and renewable energy technologies.
- Select contractors to execute work under utility energy services contracts using a competitive process that is acceptable to the Federal agency and the appropriate regulatory body.
- Offer monitoring and verification, operation and maintenance and performance guarantees, if desired by the Federal customer and available from the utility under its regulatory environment.

- Conduct processes and accounting activities related to the specific Federal projects in an open book manner, as require by Federal law.
- Assist in the education of Federal customers regarding the applicable utility programs and rate schedules and tariffs.
- Assist Federal agencies in the implementation of the DOD/EEI model agreement and the DOE/EEI civilian model agreement for energy conservation and demand side management services.

Appendix 3: Past Working Group Participants

Federal:

Federal Energy Regulatory Commission
National Aeronautics and Space
Administration
U.S. Department of Energy
-Federal Energy Management Program
-Pacific Northwest National Laboratory
-National Renewable Energy Laboratory
-Lawrence Berkeley National Laboratory
-Oak Ridge National Laboratory
-DOE Regional Support Offices
-Bonneville Power Administration
U.S. Department of Defense
-Defense Energy Service Center (DESC)
-Defense Logistics Agency
-U.S. Air Force
-U.S. Army
-U.S. Army National Guard
-U.S. Coast Guard
-U.S. Navy
General Services Administration
U.S. Department of State
U.S. Department of Health and Human
Services
U.S. Department of Homeland Security
U.S. Mint
U.S. Postal Service
U.S. Treasury
U.S. Department of Veterans Administration
U.S. Department of Health and Human
Services
U.S. Department of the Interior
-National Park Service
-Bureau of Land Management
U.S. Environmental Protection Agency

Trade Associations:

American Gas Association
Edison Electric Institute
Electric Power Research Institute

Other Energy Related Companies:

2rw Consultants, Inc.
Ameresco, Inc.
American Operations Corporation
BBS Consulting
Biomass Energy
Bostonia Partners LLC
BSI Engineering
Capstone / E-Finity Distributed Generation
Chevron
ChevronTexaco
CH2M HILL
CMS Viron Energy Services
CoBank
Combined Energies
ConEdison Solutions
Consolidated Edison Solutions
Constellation Energy
Cutler-Hammer
Daylight Technology
Dynamic Energy Concepts, Inc.
Electrotek, Inc.
Energetics, Inc.
Energy Management Solutions, Inc.
Energy Systems Group, LLC
Enervision, Inc.
Exelon Solutions
First Security Leasing
First Solar
GE Capital
Greening America
Guggenheim Capital Markets
Hannon Armstrong Capital, LLC
Honeywell Inc.
Interface Incorporated
Johnson Controls, Incorporated
Leftwich & Ludaway, LLC
Lithonia Lighting Group
Merit Energy Systems
Metal Optics
Nicor Solutions

NORESCO
Northrop Grumman
Pepco Energy Services
PJM Interconnection LLC
Planergy International
The PMA Group
Profile Systems LLC
RAND Corporation
Richard Chais & Associates
Schneider Electric
Science Applications International
Corporation
Sebesta Blomberg & Assoc., Inc.
Siemens
Southern Company - Energy Solutions
SPC Consulting Services
TAC Americas
TECO Solutions
Tetra Tech EM Inc.
Tinsley Mullen Engineers Energy Services
TRC Energy Services
United Financial of Illinois, Inc.
Washington Group
Willdan Energy Solutions
World Energy Solutions

Public Utilities:

Alabama Power
Alabama Gas
Ameren

American Electric Power
American States Utility Services, Inc.
Atlanta Gas Light
Baltimore Gas and Electric
Central Maine Power
Commonwealth Edison
Consolidated Edison of New York
Davis H. Elliot Company Inc.
Duke Energy
Entergy - Arkansas
Florida Power & Light
Georgia Power
Gulf Power Company
Hawaiian Electric Company
Kansas City Power & Light
KeySpan
Mississippi Power
Oklahoma Gas & Electric
Pacific Gas & Electric
Potomac Electric Power Company
Progress Energy
San Diego Gas & Electric
Sandhills Utility Services, LLC
South Carolina Electric & Gas
Southern California Edison
Southern California Gas
Southern Company
Tampa Electric
Vectren / ESG
Virginia Natural Gas
Washington Gas
Xcel

Appendix 4: List of Steering Committee Members

Gene Beck	Florida Power and Light Company	gene.beck@exchange.fpl.com
Steve Buchanan	Oklahoma Gas & Electric Corporation	buchansd@oge.com
Nancy Coleal	U.S. Air Force Engineer Support Agency	Nancy.Coleal@tyndall.af.mil
Linda Collins	GSA	lindal.collins@gsa.gov
Phil Consiglio	Southern California Edison	phillip.consiglio@sce.com
David Dykes	Southern Company	dgdykes@southernco.com
Bill Eisele	South Carolina Electric & Gas	beisele@scana.com
Rea Estrella	Navy	rea.estrella@navy.mil
Christopher Gillis	Pacific Gas & Electric	CXGL@pge.com
Kevin Johnson	Vectren	kjohnson@energysystemsgroup.com
Steve Kiesner	Edison Electric Institute	SKiesner@eei.org
Stan Knobbe	Southern California Gas Company/SDG&E	Sknobbe@semprautilities.com
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Oahn Tran	Washington Gas	otran@washgas.com
Steve White	DHS	steven.white@hq.dhs.gov
Technical Support		
Deb Beattie	NREL	deb_beattie@nrel.gov
Doug Dixon	PNNL	doug.dixon@pnl.gov
Julia Kelley	ORNL	kelleyjs@ornl.gov
Sarah Mabbitt	Energetics	smabbitt@energetics.com

Leslie Nicholls	Energetics	lnicholls@energetics.com
Bill Sandusky	PNNL	bill.sandusky@pnl.gov
Karen Thomas	NREL	karen_thomas@nrel.gov

Appendix 5: List of Working Group Meetings

Number	Location	Date	Host	Attendees
1	Washington DC	February 1994	FEMP	14
2	Denver, CO	September 1994	Public Service of Colorado	33
3	Irwindale, CA	March 2-3, 1995	Southern California Edison	40
4	Dallas, TX	June 27, 1995	Texas Electric Utilities	50
5	Glen Falls, NY	September 13-14, 1995	Niagara Mohawk	42
6	Atlanta, GA	November 6-7, 1995	Georgia Power	67
7	San Diego, CA	March 7, 1996	San Diego Gas & Electric	77
8	New York, NY	June 28, 1996	Consolidated Edison	59
9	Atlanta, GA	November 4-5, 1996	Georgia Power	71
10	Park City, UT	March 20-21, 1997	Pacificorp	68
11	Charleston, SC	August 7-8, 1997	South Carolina Gas & Electric	98
12	Atlanta, GA	November 17-18, 1997	The Southern Company	71
13	Albuquerque, NM	February 19-20, 1998	Public Service Company of New Mexico	152
14	Chicago, IL	July 9-10, 1998	Commonwealth Edison	118
15	Atlanta, GA	November 2-3, 1998	The Southern Company	97
16	New Orleans, LA	April 28-29, 1999	Entergy	166
17	Portland, ME	July 10-11, 1999	Central Maine Power	86
18	Atlanta, GA	October 18-19, 1999	Georgia Power	77
19	New Orleans, LA	April 18, 2000	Edison Electric Institute	100
20	Pittsburgh, PA	August 23, 2000	N/A -Energy 2000	91
21	Miami, FL	Nov 30-Dec 1, 2000	Florida Power & Light	137
22	San Diego, CA	March 7-8, 2001	San Diego Gas & Electric	142
23	Kansas City, KS	June 4, 2001	Kansas City Power & Light/Ameren	n/a
24	Oklahoma City, OK	October 10-11, 2001	Oklahoma Gas & Electric	96
25	Omaha, NE	April 16-17 2002	Omaha Public Power	106
26	Tampa, FL	November 18-20 2002	TECO	118
27	Portland, OR	April 22-23 2003	No Host	94
28	Washington, DC	October 23-24, 2003	GSA	120
29	Brooklyn, NY	April 22-23, 2004	Keyspan	89
30	Downey, CA	October 14-15, 2004	Southern California Gas	58
31	Oklahoma City, OK	May 12-23, 2005	Oklahoma Gas and Electric	75
32	Rapid City, SD	October 18-19, 2005	Montana-Dakota Utilities	70
33	Atlanta, GA	May 3-4, 2006	AGL Resources	89
34	San Francisco, CA	November 1-2, 2006	Pacific Gas and Electric Company	80
35	Cape Canaveral, FL	May 1-2, 2007	Florida Power and Light Company	87
36	San Diego, CA	November 28-29, 2007	San Diego Gas & Electric	124
37	Destin, FL	April 15-16, 2008	Gulf Power	135
38	Williamsburg, VA	November 19-20, 2008	Virginia Natural Gas in partnership with Energy Systems Group	159
39	Biloxi, MS	May 5-6, 2009	Mississippi Power	165
40	Ontario, CA	November 18-19, 2010	Southern California Edison	153
41	Providence, RI	April 14-15, 2010	National Grid	175

Appendix 6: List of Topics Addressed

Contracting

- Measurement & Verification
- Metering & Billing
- Utility Contracting Issues

Project Financing/Alternative Financing

- BPA Interagency Agreements
- Civilian Model Agreement
- GSA Areawide Contracts
- Power Purchase Agreements

Policy

- Anti-Deficiency
- Congressional Request
- CPUC Restructuring Proposals
- Deregulation/Restructuring – National and Regional Activities
- DOD Energy Policy
- Executive Order 13123
- FAR Part 41
- Federal Acquisition Regulation
- Federal requirements for energy audits
- OMB Memorandum
- Standard Market Design
- Status of Proposed Changes to EPCAct
- USPS Energy Policy
- White House Climate Change Task Force

Resources

- FEMP Resource Centers
- DOE's Climate Challenge Program
- Energy Resource Accounting Project
- EPRI's Public Facilities Program
- FEMP Services Network (FSN)
- FEMP's Utility Service Program
- Utility Photovoltaic Group

- UESC Project Data Collection

Renewable/Efficiency Technologies

- Building Technologies
- Distributed Generation/CHP/Fuel Cells/Microturbines/COGEN
- Emerging Technologies
- Energy Efficiency Products List
- EV Fleet Introduction
- GreenPower/Renewable Energy/ Net Metering)
- Showcase facilities
- Water Conservation projects

Procurement

- Power Procurement Policies

Other

- Case Studies/Success Stories
- Critical Updates
- Definition of a Public Utility
- Demand Response Programs
- Gas Supply
- Impacts of retail wheeling on Federal facility managers
- Interconnection Issues
- Power Exchanges and Independent System Operators
- Power Quality/Reliability
- Power Shortages
- Privatization
- Quantification of Services
- Security
- Trained Energy Manager Requirements
- Training Opportunities (E99 & E98)
- Y2K Readiness

Appendix 7: Speaker Guidelines

Thank you for volunteering to share your insights with the working group. We anticipate that approximately 150 or more participants, including Federal employees, utilities and consultants, will be attending the Working Group meeting.

Presentation Specifics

Note your presentation time and length on the attached agenda. It is mandatory that presenters adhere to their time limit. Please also use the PowerPoint Presentation Template that will be provided to you. We recommend that you gauge your presentation time by speaking approximately 2 minutes per slide. You will be prompted to end the presentation at the scheduled time. Also, plan to allocate 5 or more minutes of your total time for questions from the audience.

All electronic presentations will be pre-loaded onto a single laptop computer. Please submit your final presentation to smabbitt@energetics.com by the Friday of the week prior to the meeting. Also bring to the meeting a backup copy of your presentation on CD or flashdrive.

Audio Visual Equipment

An overhead projector and LCD will be provided.

Meeting Handouts

If you are planning to distribute copies of your presentation material at the meeting, **you will be responsible for providing copies.** There will be an information distribution table where your presentation can be placed.

Note: *FEMP will not have the resources to accommodate copying needs onsite.*

Post-Meeting Distribution

Unless you specify to the meeting organizers otherwise, your presentation will be posted on the FUPWG website.

Registration Information

We greatly appreciate your commitment to speak at the upcoming FUPWG meeting. To keep registration fees as low as possible for all attendees, we ask that each speaker pay their travel expenses and meeting registration fee.

Contact Information

Please address all inquiries and information regarding FUPWG meetings to smabbitt@energetics.com.

Appendix 8: Host Responsibilities

Between twelve and six months prior to the meeting date, the host should begin planning the logistics for the meeting. The following areas should be considered.

Attendee limit

- Determine the maximum number of attendees that your budget will allow. Plan for at least 150 attendees.

Hotel rooms

- Locate a suitable hotel which either has an adequate meeting room or is nearby a conference center or your facilities in which you plan on having the Working Group meeting.
- Reserve enough rooms for the out-of-town participants. Working Group members will encourage participants to stay in the hotel where you provide room blocks. A rule of thumb is to block at least 150 rooms.
- The hotel must offer the government rate (or a rate equal to or lower than) to government employees. Typically the participant breakdown is 50% non-Federal, 50% Federal.

Meeting facilities

- Plan for a classroom style room that can accommodate at least 20 more people than the maximum number of participants. We suggest providing pencil/pen/drinking water at each table. In some cases a break-out room may be required for subcommittee meetings.
- Typically, the meeting room is located in the hotel where the room block has been reserved. However, if you have another conference center or appropriate room in another location other than the hotel this can work as well. If this is the case, please keep in mind that transportation may need to be provided to and from the hotel, depending on the distance.

Audio/Visual: the following equipment list will be required for the meeting

- Podium & Podium microphone (a second or third wireless microphone is useful to pass around during Q&A and discussions)
- Head table set for min 4 people with table microphone
- Projector
- LCD and screen
- Two tables set up outside of the meeting room for registration

Refreshments, Coffee, and Snacks

	(pre-workshop)	Day 1	Day 2
Morning		Continental Breakfast	Continental Breakfast
Mid-Morning		Coffee, Juice, Water, Danishes	Coffee, Juice, Water, Danishes
Noon		Lunch – Typically a keynote speaker is organized by host utility (but not required)	
Afternoon	Optional tour to highlight a UESC project	Soda and snacks	
Evening	Informal dinner to welcome participants (participants pay at door or order off menu)	Group Dinner (participants have pre-paid through Energetics)	

Informal Group Dinner

- Coordinate informal no-host dinner at nearby restaurant to welcome participants (participants pay at the door a pre-determined lump sum or split the check). This usually occurs the evening before the meeting begins and usually lasts about 2 hours.

Facility Tour (Optional)

- Set the time for the tour.
- Arrange the details with the facility.
- Energetics will coordinate the registration for the tour.

Group Dinner

- Coordinate a social outing for FUPWG members. This normally occurs on the evening of the first full day of the meeting and lasts about 4 hours, depending on the activity. In the past, host have arranged a dinner cruise, Zoo tour and dinner, Native American dance troupe performance and dinner, or an activity and dinner that focus on unique activities at the location of the meeting. Typically, two-thirds of meeting participants join us for the group dinner.
- Keep in mind that participants need time to return to their hotel rooms between the meeting and the dinner, typically around 30 minutes. In the past, some hosts have provided a brief tour or activity before the dinner, but this is not required. The dinner usually begins at 7 p.m.
- The FEMP logistical subcontractor, Energetics, will coordinate registration for the group dinner and collect money from each participant prior to the meeting through an on-line registration form. Immediately following the group dinner, the Energetics

representative attending the meeting will provide the host with a check covering all pre-paid participants as well as the money collected at the door (walk-ins, late registrations).

Transportation

- From the hotel to the meeting location. (If needed)
- From the hotel to the group dinner location. (If needed)
- From the hotel to the tour facility. (If needed)

Registration Fee

We ask that you **calculate an appropriate registration fee** to help you cover the costs of the group dinner. As a reference, the Fall 2010 registration fee was \$75. Energetics Conference Services can assist you with this. Registration is handled by Energetics through an on-line registration website. The registration fee is charged to Energetics by each registrant and a lump sum is then paid to the host by Energetics the day of the meeting to help cover the cost of the food for the meeting.

Miscellaneous

- Assist meeting coordinator in creating logo/slogan for the meeting. Graphics and all promotional brochures will be created by Energetics.
- Provide administrative support for the on-site registration. It may be necessary to have one administrative staff person help with the on-site registration in the morning of both days from approximately 7:00 am to 12:00 pm. Coordinate with Energetics beforehand to determine if this will be necessary.

Additional Considerations

We ask that an **executive from your company provide an opening welcome**. The welcome typically lasts about 5-10 minutes.

We also ask that the designated host representative **coordinate a panel/speaker presentation on a UESC project or other energy efficiency project that your company has been involved in**. This panel presentation usually lasts anywhere from half an hour to an hour and a half, depending on the depth of the presentation. This is an opportunity for the host to showcase their activities with their Federal customers regarding energy-efficiency, water conservation, and renewable energy projects.