

The New York Climate Exchange
Event Proposal Process for Climate Week NYC 2024
September 22-29, 2024

The Exchange is soliciting proposals for Climate Week events according to the following process. We will proceed with proposals that have the most potential for impact and align most closely with the vision and goals of The Exchange. We plan to fill our temporary space on Governors Island with programming throughout the week while also having a presence across NYC. We anticipate solidifying our Climate Week schedule by June 1.

Use this form to submit proposals: [The Exchange Climate Week Event Proposal Form](#). Priority will be given to submissions received on or before May 3, 2024.

Anticipated Climate Week Programming

We expect to fill our temporary space on Governors Island with programming from 9am-6pm all 8 days of Climate Week (September 22-29). We will have approximately 72 hours available for programming; The Exchange expects to organize approximately 12 hours of programming and is soliciting proposals from partners and external parties to fill the remaining 60 hours. Proposed events should last between 1 and 4 hours, creating anywhere from 15-60 available slots for proposed events. Any proposing organization cannot host more than 2 events in The Exchange’s temporary space on Governors Island throughout the week.

We are also accepting proposals to participate in events across NYC, which will not affect these available hours.

Total Available Programming Hours on Governors Island	72
Exchange Events	12
Partner and External Events	60
Non-Governors Island Programming Hours	TBD

We expect to categorize events on Governors Island into “thematic days” to structure our programming, so we appreciate any scheduling flexibility to make this possible. Themes will be based on The Exchange’s vision and 2024 work plan and shaped by the proposals we receive.

Event Eligibility and Decision Process

Event Types

The Exchange is soliciting proposals for three different types of events.

- Exchange events that are hosted in our temporary space on Governors Island and organized by The Exchange.
- Partner events that are hosted in our temporary space on Governors Island and co-sponsored, but not organized by The Exchange.
 - Terms of co-sponsorship will be determined once a proposal is selected.
 - The Exchange will not provide hands-on planning support or direct financial contributions to these events.
 - Logistical guidance will be provided to support the event's successful execution in the space on Governors Island.
- Off-island events co-sponsored by The Exchange hosted elsewhere in New York City than Governors Island.
 - Terms of co-sponsorship will be determined once a proposal is selected.

Decision Criteria

Priority will be given to proposed events that:

- Align with The Exchange's vision and 2024 work plan, which includes programming related to energy, ecosystem and human health, the built environment, climate finance, technology/artificial intelligence, resilience, climate justice, and literacy.
- Bring a multidisciplinary lens to issues in one or more of these priority areas, convening participants and attendees who stand to make a material impact on work within the topic.
- Convene diverse event participants and audiences from different backgrounds and sectors, elevating different approaches and lived experiences.
- Demonstrate significant value add to conversations related to pressing issues within priority topical areas, avoiding duplicating existing programming.

Decision Process

1. All event proposals should be submitted through [The Exchange Climate Week Event Proposal Form](#).
2. The Exchange team will review all submissions and respond to proposals within approximately 2 weeks of submission.
3. In addition to affirmative and negative responses, The Exchange may request additional information or offer alternative opportunities.
4. Once approved, a proposal will be assigned a point of contact within The Exchange team to support execution of the event in accordance with any co-sponsorship or logistical expectations. These expectations will be mutually agreed upon.

The Exchange's Temporary Space on Governors Island

- Find all information in this presentation: [Building 309.pdf](#)

Proposal Solicitation Process

Find this year's Climate Week Event Proposal Form from The Exchange here: [The Exchange Climate Week Event Proposal Form.](#)

1. The Exchange will proactively share the proposal form with all partners and any external parties who have expressed interest in co-sponsoring/hosting a Climate Week event in The Exchange's temporary space on Governors Island this year.
2. The Exchange will also share the proposal form with any additional external parties who inquire about this opportunity.
3. The Exchange team will review submissions and respond to proposals within approximately 2 weeks of the priority submission deadline.
4. The Exchange will close the form to any additional Governors Island-based events once the schedule of events in the temporary space on Governors Island is full.
5. The Exchange will notify all partners and interested third parties of this cutoff.
6. The form will remain open to non-Governors Island events until The Exchange has reached its participation capacity.
7. The Exchange will notify all partners and interested third parties of this cutoff.
8. The emerging schedule of events and relevant invitations will be shared with partners periodically to ensure network alignment on the programming that will take shape on the island and around the city during Climate Week this fall.

Follow-Up Plan for Selected Events

1. The Exchange will notify the proposing individual of their selection.
2. The Exchange will share a follow-up form that requests additional details including marketing and communications, budget, follow-up plans, and other needs.
3. The Exchange will share logistical information about using the space with the hosting organization.
4. The Exchange will meet with event organizers as needed to ensure a successful event.
5. The Exchange will communicate the emerging schedule of events and share relevant invitations with our partners.
6. The Exchange will publish an externally-facing schedule of events for the week once finalized.