CONFERENCE HISTORY
Initially begun as part of an undergraduate program (Tufts Energy Forum) within the Tufts Institute for Leadership, the Tufts Energy Conference (TEC) is now a stand-alone organization that draws its organizing committee from across the diverse graduate and undergraduate schools at Tufts. From its beginnings as a single afternoon event in 2006 to its current two-day format, the Conference has evolved its content offering during each year of its existence while remaining an entirely student-run initiative. Each year, roughly 30 undergraduate and graduate students work together to plan and execute TEC.

CONFERENCE FEATURES
TEC features a two-day format program with six panel discussions, three keynote speakers and workshops provided by corporate sponsor leaders. A showcase event spotlights businesses, nonprofit groups and research and action projects undertaken by Tufts students in the energy space. Recently added conference features have included a premier lunch and cocktail party, a conference blog, a low-carbon emission vehicle “hot rod show” and the Tufts Energy Challenge, a two track (action and research) energy competition for Tufts undergraduate and graduate students.

CONFERENCE THEME
TEC aims to create content that caters to the unique space that Tufts University and its various undergraduate and graduate schools occupy at the nexus of science, engineering, international affairs, public policy, economics and business. For a full listing of previous conference themes, visit the Archives section of the website: www.tuftsenergyconference.com

CONFERENCE LEADERSHIP
The caliber, scope and visibility of the Tufts Energy Conference grows each year, a direct result of the enthusiasm and creativity of its student organizers. The TEC Executive Team is made up of a small group of students who take on significant responsibilities to develop and execute the conference. Joining the Exec Team provides students with an invaluable opportunity to engage directly with energy sector experts and professionals and a variety of private, public and nonprofit sector players while building relationships across the university with professors, administrators and students with an interest in energy.

HOW TO APPLY
Undergraduate and graduate students are encouraged to apply. Prior energy-related experience or knowledge is not required, though some familiarity with the field is recommended. Executive positions are listed below. Applications are due by Friday, July 22, 2011; emailed to TEC 2012 Chair, Katie Walsh at Katherine.walsh@tufts.edu
EXECUTIVE TEAM POSITIONS
Major responsibilities are outlined below; though this is not an exhaustive list. Depending on the position, two executive committee members may be appointed; the Energy Challenge is a new executive-level position. Anywhere between 1-5 student organizers will support the directors in each of these groups.

Operations
- Oversee overall conference operations, which include all day-of conference logistics and venue details; organize speaker details with content team; organize weekly Executive Team & monthly all-team meetings.

Finance
- Manage overall conference budget; work directly with executive team members in budgeting, tracking and reporting expenses from each of their departments; interface with university administrators; produce a final summary of expenses.

Content
- Develop conference content; research, outreach and recruit conference speakers; interface with operations on speaker & conference logistics; collaborate with marketing on promotional & conference materials; produce a final conference report-out/executive summary.

Sponsorship
- Secure corporate sponsorship funds, which make up the majority of the TEC budget; manage relationships and conference logistics with corporate sponsors who also present at the conference.

Marketing
- Manage on and off-campus marketing; design and prepare website, promotional & conference materials; conduct outreach to students, private, nonprofit and public sector organizations; organize media outreach; recruit and manage promotional partners.

Showcase
- Recruit energy businesses, nonprofit groups and research and action projects undertaken by Tufts students in the energy space and manage all logistics of conference showcase event.

Energy Challenge
- Coordinate outreach, recruitment and execution of the two-track (research and action) project competition for Tufts undergraduate and graduate students; oversee follow-up from previous year’s applicants and winners.

Webmaster
- Create, troubleshoot and oversee the conference website; interface with many of the executive team positions in organizing and managing various dimensions of the website; manage online ticketing sales and other web-related initiatives.
CONFERENCE EXECUTIVE TEAM APPLICATION (2012)

Applications are due by Friday, July 22, 2011 and should be emailed to the TEC 2012 Chair, Katie Walsh at Katherine.walsh@tufts.edu. If you have any questions, please feel free to reach out. You can also visit the 2011 conference website for additional information www.tuftsenergyconference.com

1. On a separate sheet(s) of paper, please include the following:
   o Name, Degree pursued, Major/Field of Study, Anticipated year of graduation
   o Email/Phone Contact
   o List your other important academic and/or extracurricular commitments for 2011-2012
   o Which executive positions are you interested in applying to and why? For each position that you are interested in, please provide examples of related or relevant experience
   o Briefly describe your background and/or interest in energy
   o If you have served as a previous TEC organizer and/or attended a previous Tufts Energy Conference, please provide some ideas on how you would improve the conference
   o Anything else you would like to share

2. Attach a copy of your resume

Thank you for applying to the Tufts Energy Conference 2012!