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**Hold an I2SL Chapter Labs2Zero/Energy Score Event**

To help chapters promote Labs2Zero and its new Energy Score, I2SL created an “event-in-a-box” as a tool for holding an Energy Score networking event. The object of the event is for chapters to introduce the Labs2Zero program and encourage attendees to input data in the I2SL Lab Benchmarking Tool (LBT) to receive a free, pilot Energy Score, as well as facilitate networking among lab owners, operators, consultants, manufacturers, service providers, and other chapter members who use the LBT to improve lab buildings’ energy performance. Below is a sample agenda for the event, which can be held in-person, hybrid, or virtually.

The first portion of this event will be a virtual demonstration/walk through of the Labs2Zero program progress to date, pilot Energy Score, and the LBT. I2SL’s Secretary of the Board, Alison Farmer, can record or present remotely why and how to use the LBT. Alison can answer questions live/virtually after her talk. Following the presentation, local users of the LBT can share their experience and demonstrate how they got their pilot Energy Score(s), if they are willing. If this is an in-person event, the host organization can provide laptops or suggest attendees bring theirs to input their building and data onsite. The chapter can share or hand out the [LBT quick-start guide](https://www.i2sl.org/_files/ugd/59662e_8fa50952c95042278ed28663ad26f825.pdf) I2SL created so attendees know what data to compile ahead.

**Planning the event**

1. Find a location with hybrid and/or projector capabilities. The hosting organization could be a firm that has experience using the LBT and can guide users in person.
2. Survey your chapter members to see who has previously input data in the LBT and can share lessons learned; if they receive training, they could provide a demonstration.
3. Consider asking attendees to gather or submit required data prior to or at the event.
4. Ask if a Labs2Zero [Founding Sponsor](https://www.i2sl.org/labs2zero-sponsors) wants to talk about why they support this effort.

**Draft Event Agenda Template**

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| **Time** | **Discussion Item** | **Lead** |
| 10 mins | Welcome and Thank You to Sponsor(s) and/or Host | Chapter President |
| 15-20 mins | Recorded Demonstration/Walk through | Alison Farmer (video) |
| 20-30 mins | In-Person or Virtual Guided Walk Through/Q&A | Alison Farmer (virtual) or a trained LBT user |
| 30-45 mins | Networking (or breakout rooms if over Zoom) | All |
| 5 minutes | Adjourn and Discuss Results/Labs2Zero Partnership | Chapter President |

Be the first chapter to pilot this event, get direct planning help from I2SL HQ, and provide lessons learned for other chapters. Please contact [kathleen.brady@erg.com](mailto:kathleen.brady@erg.com) to get started!