**Workplace Charging Workshop Template Agenda**

[**EVENT DATE**]

60 Minutes Registration, Coffee/Breakfast, Networking, Vendor Fair and Ride & Drive Sign-Up

* Vendors could include electrical installers, charging station product/service providers, dealerships and automakers

15 Minutes Introduction and Welcome (only remarks, no slide presentations)

* [WORKSHOP ORGANIZER] – provides welcome, organization introduction, summary of workshop goals, description of attendees (audience will be too large for around-the-room introduction)
* [STATE/CITY LEADER] – gives high level description of why PEVs are important to region and what is being done to promote PEV adoption
* [EMPLOYER HOST SENIOR OFFICIAL] – welcomes attendees to host facilities and provides host organization and sustainability activity overview
* [SPONSOR REPRESENTATIVE] – remarks on sponsor’s support for workplace charging (if sponsor is used)

75 Minutes PEVs and Charging Station 101 Overview Panel (30 minutes for presentations; 45 minutes for discussion)

* [MODERATOR] – transitions between presentations, presents panelists with prepared questions and coordinates discussion with audience
* [CLEAN CITIES COORDINATOR OR OTHER LOCAL TOPIC EXPERT] – discusses benefits of PEVs to the region, PEV adoption, charging station location & community readiness efforts in the region (EV-ready building codes, simplified permitting, etc.), government & utility incentives, basics of EVSE & PEV technology, currently available PEV models (this can be broken up into two presentations)
* [PEV DRIVER AND EMPLOYER HOST STAFF MEMBER] – provides testimonial on what it is like to drive electric and why workplace charging is important to PEV drivers
* [DOE WORKPLACE CHARGING CHALLENGE STAFF OR AMBASSADOR REPRESENTATIVE] – summarizes importance of workplace charging, benefits to employer and employee, support and recognition offered through Workplace Charging Challenge

Optional Break & Vendor Fair and Ride & Drive Sign-Up

90 Minutes Employers with Workplace Charging Experience Panel (45 minutes for presentations; 45 minutes for discussion)

* [MODERATOR] – transitions between presentations, presents panelists with prepared questions and coordinates discussion with audience
* [3-5 PANELISTS] – Panelists each cover six key topic areas with or without slides: how WPC fits into their organization’s sustainability activities; their goals for their WPC program; how they decided to explore WPC (ex/ who asked for it, how they evaluated demand, decision factors that convinced them to move forward with installation); key lessons learned and challenges with procurement and installation of WPC; Key lessons learned and challenges with management and policy of WPC; and how organization is continuing to promote PEVs among employees and in other areas of business practice (ex/ host employee ride & drives; incorporate PEVs into fleet).
	+ [EMPLOYER A] – small business
	+ [EMPLOYER B] – large corporation
	+ [EMPLOYER C] – municipality
	+ [EMPLOYER D] – hospital/university

90 Minutes Lunch, Meet the Experts, Vendor Fair and Ride & Drive

* [SPONSOR REPRESENTATIVE] – remarks on sponsor’s support for workplace charging (if sponsor is used)