

**YOU ARE INVITED**  
**to the**  
**MWCOG'S ENERGY STAR Portfolio Manager Regional Benchmarking Session**  
**May 13, 2014**  
**10 am – noon**

*(Continental breakfast served at 9:30 am for session participants.)*

**MWCOG Third Floor Board Room**  
**777 North Capitol St. NE, Ste. 300**

With the help of EPA's ENERGY STAR staff, COG recently created an MWCOG Portfolio Manager Account. This account will allow COG member governments to connect and share their building data with COG via the MWCOG Portfolio Manager Account and create a regional database. Sharing your properties will help you track local and regional energy, climate, and environmental goals, such as energy and water use, GHG emission reductions, as well as compare energy performance for similar property types on a region-wide basis. All properties will be shared READ ONLY. COG will only be able to VIEW information and NOT be able to make changes.

**The May 13 training session will cover the following:**

- A 10 minute demo of 4-steps of benchmarking (if requested by the audience);
- Portfolio Manager shared account structure for COG and how it will work;
- How to connect/share properties with the MWCOG Portfolio Manager Account;
- Overview of how automated benchmarking services, and how other energy management software tools interface with Portfolio Manager (data connection between Portfolio Manager and some utility tracking and energy management software such as Utility Manager, Performance IQ, EnergyCap and many others);
- Creating groups;
- Review of reporting tool and how data can be useful to participating governments, COG, and other participants;
  - Use a group of properties (ex. fire stations and police stations) to show how local governments can use metrics calculated in Portfolio Manager;
- Explain how some cities collect data for their benchmarking mandates;
- Overview of EPA's National Building Competition (started on April 16).

**Who should attend?**

- Jurisdictions who are currently benchmarking or planning to benchmark their portfolio of buildings
- Energy manager, energy benchmarking specialist, key staff responsible for energy benchmarking and GHG reduction tracking for the local governments, schools, or utilities

**What you will need?**

1. Laptop
2. Portfolio Manager account username and password (if you do not have an account, you can create one after the session)
3. Permission to share building data with MWCOG Portfolio Manager Account structure

NOTE: It is strongly encouraged that all participants take Portfolio Manager 101 and 201 sessions at [www.energystar.gov/buildingstraining](http://www.energystar.gov/buildingstraining). If there are no live sessions scheduled, you can view one of the recorded sessions at the same web site.

**How to register?**

- Register [here](#). **(Online registration is REQUIRED. Registration deadline: May 11. Space is limited. Reserve your spot early!)**