

A Call for Proposals: Present at NCNC24

We want you! Come share your experience and expertise in the Child and Adult Care Food Program or in the Summer Food Service Program at the 2024 National Child Nutrition Conference in Orlando, Florida. The workshops are the most important program element of the conference and we need speakers like you to present. Below are the key elements you need to know as a potential presenter.

Proposals are due by September 1, 2023 for priority consideration.

How to Submit Your Proposal

1. Provide a short, descriptive title with no more than six to ten words.
2. Write an outline of your presentation.
3. Include a short description along with three workshop key points.

Is this your first time submitting a proposal or are you changing your area of focus this year? Here's a quick glance of who may be in attendance at the conference.

Who is your audience?

Depending on the track that you choose to present to, your audience might differ. However, we have listed the audiences under each program that you might be addressing.

- CACFP
 - State Agencies
 - CACFP Sponsors of child care centers, adult day care centers, family child care homes, at-risk-afterschool, School Food Authorities
 - CACFP Program Operators of child care centers, adult day care centers, at-risk-afterschool, family child care homes (administration staff, operation staff (i.e. chefs/cooks, kitchen staff, registered dietitians, educators)
 - Food Vendors
- SFSP
 - State Agencies
 - SFSP Sponsors of centers or schools
 - Food Vendors

Who approves proposals?

The NCA team and board members review all proposals. NCA uses feedback from previous conference attendees to ensure proposals chosen are geared towards audience's educational needs.

When will I know if my proposal is accepted?

If you submit your proposal by the priority deadline of September 1, 2023, you will be notified of your status by September 15, 2023. Proposals submitted after the priority deadline will be reviewed on a rolling basis.

My proposal was accepted - now what?

A Power Point template will be sent to you so you can get started on your presentation. Here are a few key points for an effective presentation:

- Communicate the objective of your presentation
- Tell stories related to CACFP/SFSP
- Share information that has practical application
- Provide factual information and resources
- Include clear, crisp images throughout
- Incorporate ways to engage the audience:
 - Hands up: Prepare a "Raise your hand if..." question or two to ask right off the bat to engage your audience.
 - Two by Two: Have attendees pair off for an exercise or to discuss a prompt.
 - Ask Questions: Ask for attendees to share what they'd like to get out of your presentation (smaller group settings).

Submitting your PowerPoint presentation

Submit your PowerPoint by April 1, 2024. Once submitted, the NCA team will review and convert your presentation into PDF 6-slide per page handouts for the conference attendees.

Speaker Benefits

- Contribute your unique experience and knowledge to CACFP/SFSP communities.
- Use of the conference app to promote yourself and share contact information.

Important Points

- If you would like to promote your business in the presentation, inquire about our commercial track. All other tracks will allow company logos to appear only on the speaker slide and all contact information should be on the conference app.
- Have more questions? Come to our "Secrets to Success: How to be a Presenter at NCNC24" webinar on June 28, 2023 at 2:00 pm Eastern to learn more.

CALL FOR PROPOSAL QUESTIONS

All applications must be completed in full. Proposals will not be reviewed if any fields are left blank.

The priority deadline for proposals is September 1, 2023 at 5:00 pm Central. Proposals submitted after this deadline will not be featured in the conference brochure.

Please note, all presenters must be registered conference attendees. Presenters that would like to be featured in the conference brochure MUST be registered by October 1, 2023.

SUBMIT YOUR PROPOSAL

Workshop/Academy Questions

Presentation Title	Room Setup Agreement	Primary Presenter Address
Presentation Description	Hotel & Conference Registration Agreement	Primary Presenter City
Primary Presenter Name	Handouts Agreement	Primary Presenter State
Primary Presenter Title	Sales Agreement	Primary Presenter Zip Code
Primary Presenter Credentials	Presentation Day/Time	Primary Presenter Email
Primary Presenter Organization	Presentation Day/Time Restrictions	Primary Presenter Cell
List 3 Workshop Key Points	A/V Agreement	Presenter Bio (75-word max)
Presentation Outline	Internet Agreement	Presenter Education Background
3 Things the Attendee Will Walk Away With	Sponsorship/Exhibitor Opportunities	Approval to Travel?
Presentation Purpose	Sponsorship/Exhibitor Organization/Contact Information	Additional Presenters? (Maximum of 4 presenters per session, additional presenter information must be completed in full for the proposal to be reviewed.)
CACFP Experience (Beginner, Intermediate, Advanced)	First Time Applying at NCNC? If no, what sessions have you presented in the past?	
Will this workshop be interactive?	What other conferences have you presented at in the past 3 years?	
Workshop Attendance Agreement		

Shop Talk Questions

Shop Talk Title	Shop Talk Attendee CACFP Experience Level (Beginner, Intermediate, Advanced)	Facilitator City
Shop Talk Description	First Time Applying at NCNC? If no, what sessions have you presented in the past?	Facilitator State
Shop Talk Facilitator Name	Shop Talk Attendance Agreement	Facilitator Zip Code
Facilitator Title	Hotel & Conference Registration Agreement	Facilitator Email Address
Facilitator Credentials	Shop Talk Sales Agreement	Facilitator Phone Number
Shop Talk Facilitator Organization	Facilitator Availability	Facilitator Bio (75-word max)
List 3 Key Points of the Shop Talk	Facilitator Street Address	Facilitator Education Background
3 Things the Attendee Will Walk Away With		Approval to Travel?
Shop Talk Purpose		

Please review this and **complete the online form** to acknowledge you've read and agree to the below by October 1, 2023.

About the Speaker

1. I understand all presenters must register as conference attendees to present at the conference and register by October 1, 2023 to be featured in the conference brochure.
2. I understand presenters are responsible for making and paying for their own hotel and travel expenses.
3. I authorize NCA to use my name, likeness, photograph, and biographical data in connection with the use of promotion of the conference and my presentation.
4. I agree to notify NCA immediately in the event that an emergency should prevent me from meeting my obligation. If within 10 days of the presentation date, I agree to notify by two of the following methods - email, call, text.
5. I grant National CACFP Sponsors Association ("NCA") and parties designated by NCA the irrevocable right to use my name, likeness, image, voice, appearance and/or performance as captured by photographic, audio and/or video means (the "Product") for release and/or reproduction in any medium for any legal purpose, including but not limited to education, training, illustration, promotion, art, editorial, advertising, and general trade. I acknowledge that I have no interest or ownership in the Product or the copyright in the Product, and that any use of the Product may be made without compensation or notice to me. I waive any right to inspect, approve, and/or otherwise control the use of the Product. I acknowledge that my name and identity may be revealed in the Product or by descriptive text or commentary.
6. I will promote a positive environment, refraining from derogatory remarks about other individuals, organizations, State Agencies or Federal Agencies.

About the Presentation

1. I agree to present the session as listed on the workshop preview and in NCA's marketing information. I will address the title and topic information as specified. NCA reserves the right to revise submitted presentation titles, reassign the educational track and/or edit the presentation or description for publishing.
2. I understand that attendees value presentations which cover the material as outlined in the conference program workshop description, broadens their scope on an idea and provides new approaches or understanding (not basic or repetitive), gives concrete tools and/or activities they can implement immediately at home, and inspires action.
3. I warrant and represent that, to the best of my knowledge, nothing in my presentation violates any proprietary or personal rights of others, is factually accurate, and contains nothing libelous or otherwise unlawful.
4. I further warrant and represent that my presentation is my own original work, that I have the authority to enter into this Agreement, and that I am the sole copyright holder or that I have obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in my presentation.
5. I understand that in order to provide the participants with electronic handouts for the session, I will need to comply with the submission deadlines and requirements listed. I understand that my presentation and any other handout materials are subject to NCA and USDA review and approval. Should I wish to provide any printed handout materials, I am responsible for duplication, shipment, receiving, on-site storage, and delivery to the meeting room. Handouts are informational pieces directly related to the presentation.

6. I agree to use NCA's required template slides and acknowledge I may use the template for the inside pages for my PowerPoint presentation.
7. I understand presenters will be offered standard audio-visual support which will include podium microphone, projector, screen, a laptop preloaded with my NCA-approved PowerPoint, and HDMI cord. I understand that no changes are allowed to my presentation after the April 1, 2024 deadline or onsite.
8. I understand presentations must be submitted to NCA by the requested date. NCA reserves the right to revise presentation titles, reassign the educational track and/or edit the presentation or program summary for promotional and program materials.
9. I agree that the presentation slides and handouts may be shared by NCA at NCA's discretion and will be made available on their website for conference attendees.
10. I agree that no changes will be made to the presentation once submitted.
11. I understand that NCA offers advertisers the opportunity to sponsor different components of conferences, including but not limited to education session tracks and general sessions. I am aware that my education session could be placed within a sponsored education session track. I also understand that sponsorships, products, services, or expressed ideas do not constitute endorsement or recommendation by NCA.
12. I understand NCA may capture audio, video, or photographs of selected sessions.
13. Educational workshops are open to all attendees. Workshop attendance at the NCA conference does not require preregistration by attendees. Workshop rooms will be set theater-style and attendance may range from 25 to 400. I agree my presentation will be formatted to work with any sized group.
14. Workshop date/time assignments are based on interest surveys of attendees so we do not schedule all high-interest classes at the same time. I agree to be flexible to give the workshop on any day at any time.
15. I agree to actively engage the audience, be prepared for the presentation, be available ten minutes prior to the start of the session, end the presentation on time and offer quality Q&A time.
16. I understand NCA reserves the right to stop any presentation that violates the conditions set forth in this agreement.
17. I acknowledge all programming rights belong to NCA, and I will not live stream a session on my own platform.
18. I acknowledge my presentation must be 60 minutes for a single session, 3 hours for a training academy and 30 minutes for a shop talk. I understand that I will not be asked to return as a speaker if my session ends early.

About Prohibited Sales/Promotions

1. I understand that the use of the term "CACFP approved" or other marketing materials language should not be used for determining crediting of any product as USDA does not "approve" any products or Product Formulation Statements (PFS) for crediting in the Child Nutrition programs. All foods served in CACFP or SFSP should be evaluated individually by the menu planner and/or State agency for creditability.
2. During my educational presentation, I will not engage in any type of promotional marketing, selling of any product(s) or service(s). I understand that promotion (including use of logos and branded products) or distribution of sales of materials are not permitted in any educational session slides, images, backgrounds or handouts. I understand that I may be prohibited from submitting future proposals should sales and branding occur during the educational session. Should you prefer to promote your organization or consulting service, brand your presentation or promote commercial products you may choose the commercial workshop track, however, you must also be a conference exhibitor as this is a perk provided to exhibitors only. For more information about commercial workshops or other engagement opportunities contact partnerships@cacfp.org.
3. I understand that NCA does not permit hard copy handouts containing any promotional information to attendees.