

## 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 2025 National Child Nutrition Conference in Dallas, Texas. 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 5, 2024 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 5, 2024, you will be notified of your status by mid-September, 2024. 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 March 14, 2025. 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.