

Presentation Guidelines: Onsite Speakers

We are excited that you will be joining us at the National Child Nutrition Conference to share your expertise and knowledge with the attendees. This document is to help you develop and adhere to the NCA presentation guidelines.

Accessing Templates

PowerPoint

- A specifically designed PowerPoint template will be sent to you via a link to your preferred email account.
- Check your email and make sure they are not being diverted to the junk folder.
- Do not alter title, speaker, contact and evaluation slide. If something is incorrect, please contact conference@cacfp.org.

Social Media

- You will be emailed a link to a social media image for you to post online and share with others.

Presentation Template

- The title slide, presenter slide, and evaluation slide are required for your presentation. Do not alter these slides.
- You may use the template for the inside slides for your PowerPoint presentation.
- Keep slide size at widescreen (16:9) as this will ensure all content will be displayed correctly by the project onsite.

Engaging Your Audience

- Determine how you will engage your audience, there are so many ways it can be done! Here are a few ideas.
 - 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).
- Online Polls and other Engagements Using the Internet.
 - Wireless internet speed and connection is not guaranteed in meeting spaces. We recommend embedding any links, videos, or polls into your presentation. If you need a stable internet connection, then a hardwired internet connection can be added for an additional fee.

Presentation Deadline

- 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.
- The approved presentation will be preloaded into a NCA laptop and ready for you to present at the conference. No changes will be allowed after March 14, 2025 or onsite.



Presentation Format

Content

- Ensure the information shared is following Child Nutrition Federal Regulations and not state specific unless your topic is geared to a specific state or region.
- The 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.
- Any free resources that you would like to share with attendees should be submitted along with your presentation as a PDF to upload into the attendee library.
- QR codes and URLs that direct attendees to free resources that can be downloaded without requiring any further action (such as asking for personal information or account setup) are allowed.
- Handouts, QR codes, or URLs that offer resources which are not free of charge or direct attendees to resources that are not free of charge will not be allowed.

Pictures

- Use only high-resolution photos. Pixelated photos will be difficult to see on a large screen.
- All pictures of foods or products must be unbranded with the exception if you are in the Commercial Track.
- CACFP Creditable Foods: Use only generic food pictures that are CACFP creditable for CACFP-related presentations. If you are making a point of why a food is not creditable, you must have a statement on the slide saying it is not creditable in the CACFP.
- SFSP Creditable Foods: Use only generic food pictures that are SFSP creditable for SFSP-related presentations. If you are making a point of why a food is not creditable, you must have a statement on the slide saying it is not creditable in the SFSP.
- Avoid covering the NCNC logo on the slide.

Videos

- All videos should be embedded into the presentation. Meaning the video should play directly within the presentation and not diverted to the internet browser. See our [How to Embed Videos](#) document for further guidance.

39th National CHILD NUTRITION CONFERENCE

CACFP · AFTERSCHOOL MEALS · SUMMER FOOD

Presentation Guidelines: Hybrid Speakers

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 - Hands Up: Prepare a “Raise your hand if...” question or two to ask right off the bat to engage your audience.
- Zoom Functions
 - There are multiple polling tools to use. Keep in mind that you will be engaging both attendees online and those in person.
 - Raise Hand function is a recommended Zoom function to increase engagement.
 - Please see [Zoom Resources](#) for more details.
- Answering Q&A
 - Whether the question comes from the audience that is in-person or online, please repeat the question out loud before answering it.

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