PowerPoint Do's and Don'ts

Thank you for being a part of the 2026 National Child Nutrition Conference! As part of your session, you have been asked to provide a PowerPoint presentation.

You will be provided with a PowerPoint template similar to the one shown above. There are required slides that may not be altered, including the Title Slide, Presenter Slide, Attendee Library Slide and the Evaluation Slide, but the rest of the presentation is yours to customize! The following pages contain examples of what you should do (and not do) in order to make sure that your presentation is the best that it can be for our attendees.

If you have any questions, please feel free to reach out to **conference@cacfp.org.**

Best Practices ✓

» Use spell check to check for spelling and grammar mistakes.

» Check all links for broken hyperlinks.

  » Links should only direct users to a product purchase site if the presentation is part of the **Commercial Track**. All other links must avoid product purchase pages.

  » No personal information can be collected from attendees, such as email addresses in exchange for a free/paid resource.

» Practice your presentation to make sure there is enough content for the time frame in which you are slotted.

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Do: Use Concise Bullet Points

CACFP Meal Pattern

• There are five meal components in the CACFP.

• Each meal component provides important nutrition.

• There are requirements for each age group you serve.

CHILD NUTRITION CONFERENCE — Nutrition Education

» Limit to no more than 3-4 bullet points with short sentences or key points.

» Font size should never be smaller than a 22-point font for attendee visibility.

» If using downloaded fonts, some may not be compatible on the conference computer. Commonly available fonts are Aptos, Arial, Calibri, Tahoma, Times New Roman and Verdana.

Don't: Clutter the Slide with Text

CACFP Meal Pattern

• There are five meal components in the CACFP.
  • Grains, meats/meat alternates, vegetables, fruits, milk
  • Meal types include breakfast, lunch/supper, snack
• Each meal component provides important nutrition.
  • Vitamin A, Vitamin D, Vitamin E, Vitamin K, Potassium, Phosphorus, Iron, Calcium, Dietary Fiber
• There are requirements for each age group you serve.
  • Infants and ages 1-2, 3-5, 6-18, adults all have different requirements that you need to be aware of.
• Many resources are available to you to help you navigate through the CACFP meal patterns.

CHILD NUTRITION CONFERENCE — Nutrition Education

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Do: Embed Videos into Presentation

Creditable Vegetable

Nutrition Education

» Insert video on PowerPoint (insert>video>choose destination).

» Make sure when video is clicked, it plays within the slide.

» When video is played, it should not open a browser or new window that takes you out of the PowerPoint presentation.

Don't: Link to a Video

YouTube

0:09 / 4:10

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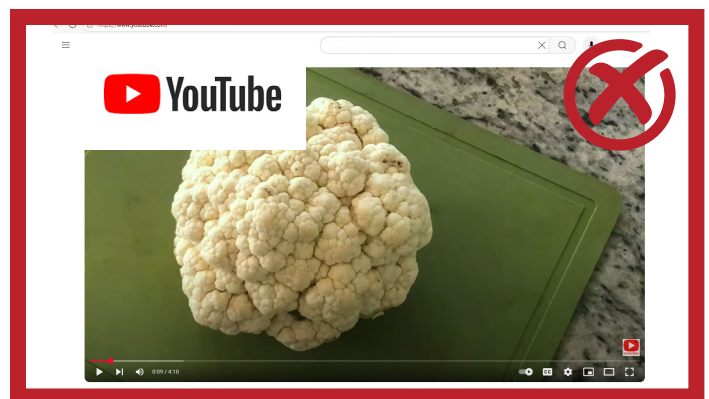
Do: Use High Resolution Images

Creditable Vegetable

• There are five meal components in the CACFP.

• Each meal component provides important nutrition.

• There are requirements for each age group you serve.

» We love photos especially showing CACFP/SFSP in action!

» Make sure to take photos with a camera (i.e. phone, digital camera) that can take high resolution images or take close-up photos.

» Free high resolution images and icons can also be found through USDA Team Nutrition, Canva (free account) and Microsoft.

» Avoid images that are grainy or look pixelated when possible.

» Reference images when applicable.

» Do not use images with watermark.

Don't: Use Low Quality Images

Creditable Vegetable

• There are five meal components in the CACFP.

• Each meal component provides important nutrition.

• There are requirements for each age group you serve.

WATERMARK

This Photo by Unknown Author is licensed under CC BY-SA

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Do: Be Clear About What's Creditable

Cookies Are Not Creditable

- Cookies are a grain-based dessert in the CACFP.

- Grain-based desserts are not creditable in the CACFP.

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» Avoid images that mislead attendees into believing a food is creditable in the CACFP/SFSP.

» Non-creditable foods should be clearly stated on the slide if used.

Don't: Feature Non-Creditable Foods

Give a Child a Cookie

- Cookies are a fun treat to give to children. Who doesn't love a cookie!

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Do: Remove Brands on Images

Chicken

- Meat/meat alternate

- Source of protein

- Required at lunch/supper

POPCORN CHICKEN

» No image should have branding information as this is considered unintentional marketing apart from the Commercial Track. Use generic images when available.

» If generic images cannot be found, cover brands by using software to remove it or insert a shape over top.
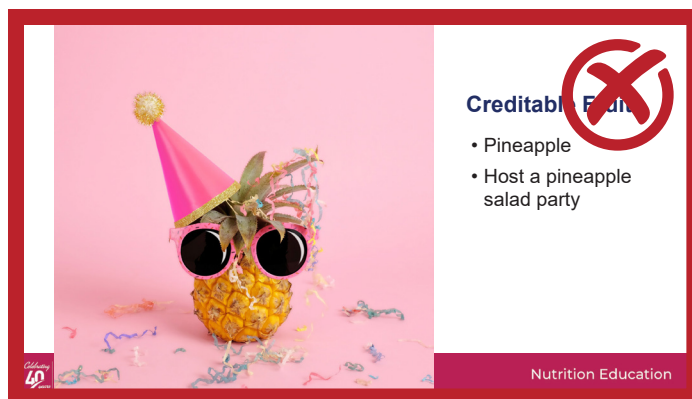
Don't: Show Brand Names*

Chicken

- Meat/meat alternate

- Source of protein

- Required at lunch/supper

Tyson

POPCORN CHICKEN

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Allowed in commercial track sessions

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Do: Keep Conference Logo Visible

» There are two layout templates you can use to help with various sized images.
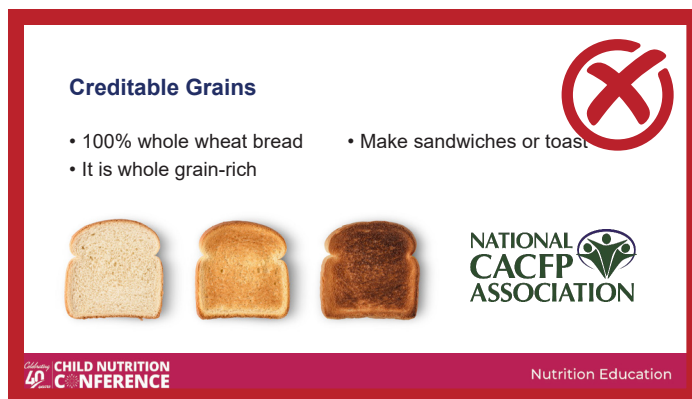
Don't: Overlap PowerPoint Elements

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Do: Keep Slides Free of Marketing

Creditable Grains

- 100% whole wheat bread
- It is whole grain-rich

- Make sandwiches or toast

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» The presenter's organization logo can only be present on the Presenter Slide. It is considered marketing when beyond this slide.

» Remove all logos within the body of the presentation except for the Commercial Track.

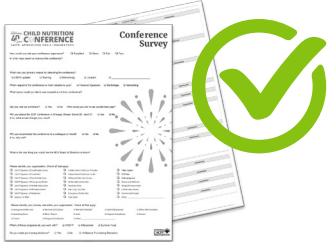# Don't: Place Your Logo on Slides*

Creditable Grains

- 100% whole wheat bread
- It is whole grain-rich

- Make sandwiches or toast

Nutrition Education

*Allowed in commercial track sessions

Do: Direct Attendees to the Yapp App

We Want Your Feedback!

Fill out the provided survey and be entered for the chance to win a Visa gift card.

Void where prohibited or restricted by law.

Don't forget to head to the Yapp App!

Rate This Session
★★★★★

Find Speakers
Check the Attendees section to connect.

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» Speakers are encouraged to load their contact information on the Yapp App as an Attendee.

» Presenters can guide attendees to check the Yapp App. All attendees will have access to the information listed on the app.

Don't: Share Contact Info on Slides

Contact Me!

• Email me
  • mypersonalemail@gmail.com
• Follow me on Instagram
  • @MyPersonalAccount

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