Presenter Checklist

Before the Conference

☐ Watch Secrets to Success: How to Be a Presenter at NCNC26 Webinar On Demand

☐ Complete your 2026 Presenter Agreement (Deadline: Oct. 3, 2025, for inclusion in conference brochure)

☐ Register for the conference (Deadline: Oct. 3, 2025, for inclusion in conference brochure)

☐ Download your Session Template (emailed to you mid-November)

☐ Download and share your social media toolkit

☐ Review Presenter Guidelines and Tips

☐ Review the Do's and Don'ts Best Practices document before creating your presentation

☐ Attend Office Hours

» Wednesday, January 28, 2026 @ 2:00 pm Eastern – Register Here

» Friday, February 20, 2026 @ 2:00 pm Eastern – Register Here

» Tuesday, March 3, 2026 @ 2:00 pm Eastern – Register Here

☐ Add your presentation date and time to your calendar (Sent to you in February 2026)

☐ Submit your presentation and handouts (Due: March 6, 2026)

☐ Add your contact information to the Yapp App

April 13-17, 2026 at Westgate Las Vegas - It's Time!

☐ Check in at the registration desk

☐ Look up your presentation room location and know how to get to it

☐ Arrive 15 minutes before presenting to your assigned room

After the Conference

☐ Optional: Request survey feedback by emailing conference@cacfp.org

☐ Submit the Conference Presenter Survey (deadline)

NATIONAL CACFP ASSOCIATION