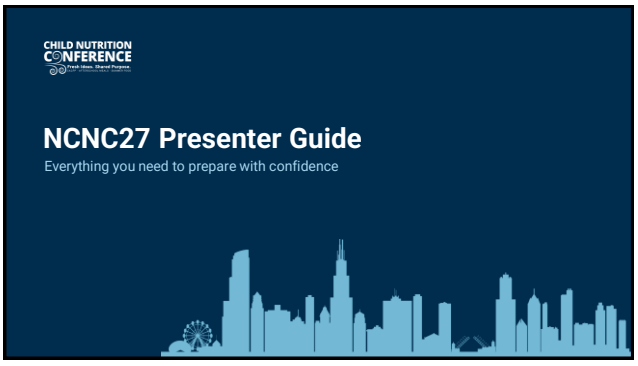

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Fresh Ideas. Shared Purpose.
CACFP · AFTERSCHOOL MEALS · SUMMER FOOD
Speaker Office Hours
cacfp.org

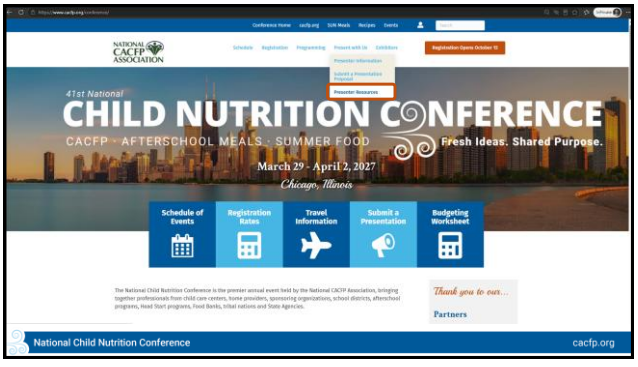
1


CHILD NUTRITION CONFERENCE
NCNC27 Presenter Guide
Everything you need to prepare with confidence

2


What presenters need to know
A roadmap for a smooth conference experience
01 Submission timeline
02 Presentation requirements + tips
03 Review process
04 Support
05 What to expect at the conference
06 After the conference
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41st National
CHILD NUTRITION CONFERENCE
CACFP · AFTERSCHOOL MEALS · SUMMER FOOD
Fresh Ideas. Shared Purpose.
March 29 - April 2, 2027
Chicago, Illinois
Schedule of Events
Registration Rates
Travel Information
Submit a Presentation
Budgeting Worksheet
Thank you to our...
Partners
National Child Nutrition Conference
cacfp.org

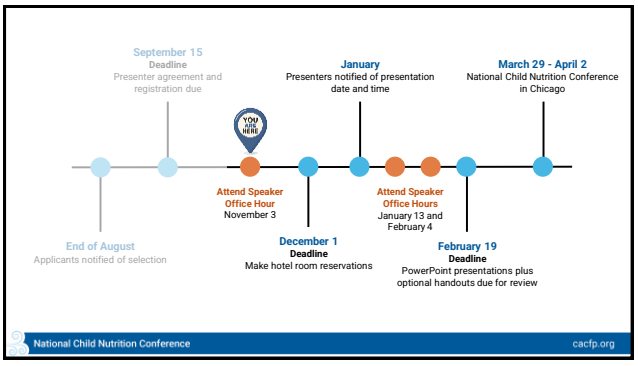
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CHILD NUTRITION CONFERENCE
Presenter Resources
Thank you to our...
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Sponsors
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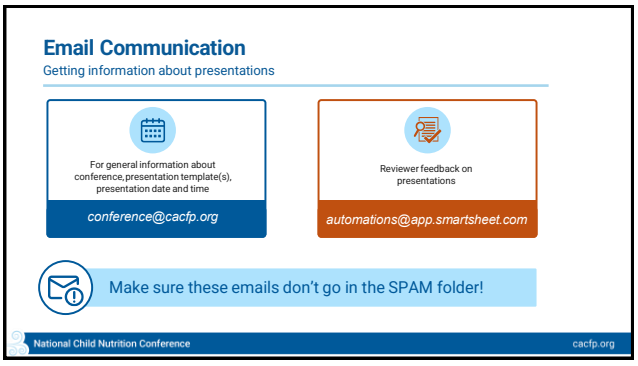
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CHILD NUTRITION CONFERENCE
Submission Timeline
What's due when

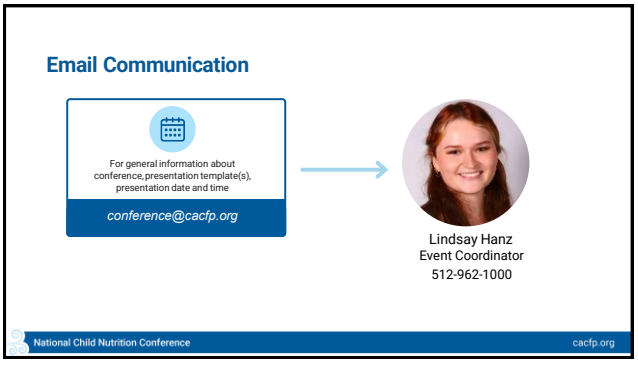
6


September 15
Deadline
Presenter agreement and registration due
January
Presenters notified of presentation date and time
March 29 - April 2
National Child Nutrition Conference in Chicago
YOU ARE HERE
Attend Speaker Office Hour
November 3
Attend Speaker Office Hours
January 13 and February 4
End of August
Applicants notified of selection
December 1
Deadline
Make hotel room reservations
February 19
Deadline
PowerPoint presentations plus optional handouts due for review
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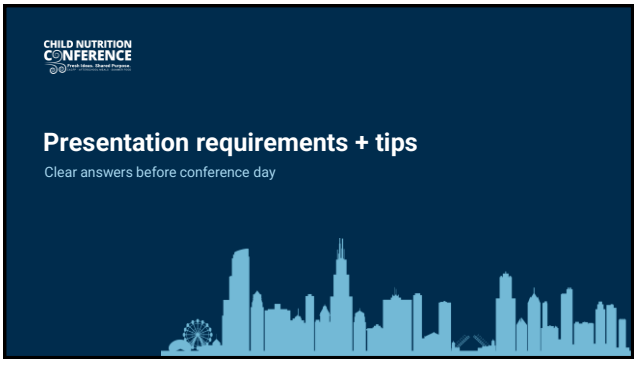
7


Email Communication
Getting information about presentations
For general information about conference, presentation template(s), presentation date and time
conference@cacfp.org
Reviewer feedback on presentations
automations@app.smartsheet.com
Make sure these emails don't go in the SPAM folder!
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cacfp.org

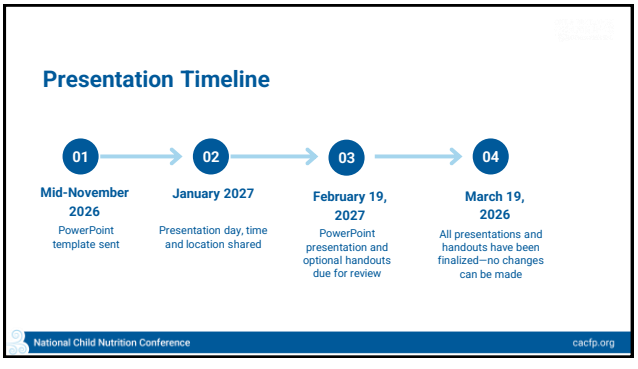
8


Email Communication
For general information about conference, presentation template(s), presentation date and time
conference@cacfp.org
Lindsay Hanz
Event Coordinator
512-962-1000
National Child Nutrition Conference
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CHILD NUTRITION CONFERENCE
Presentation requirements + tips
Clear answers before conference day

10


Presentation Timeline
01
Mid-November 2026
PowerPoint template sent
02
January 2027
Presentation day, time and location shared
03
February 19, 2027
PowerPoint presentation and optional handouts due for review
04
March 19, 2026
All presentations and handouts have been finalized—no changes can be made
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CACFP · AFTERSCHOOL MEALS · SUMMER FOOD
CACFP-Friendly Ways to Limit Added Sugars
CACFP Meal Patterns Track
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Required at the start of the presentation slide deck in this order



Required at the end of the slide deck

Yapp App is where attendees rate presenters and access presenter's contact information



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Presentation Do's and Don'ts Guide

Follow these do's and don'ts to ensure your presentation is the best that it can be for our attendees.

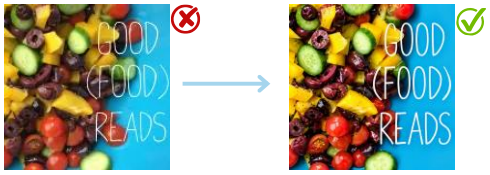


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Most Common Areas Requiring Revisions

Low resolution images



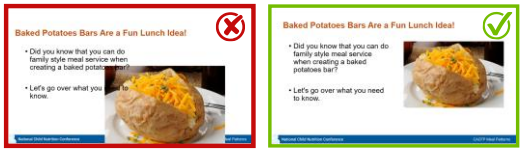
High-quality images help ensure content is easy for attendees to see and read.

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Most Common Areas Requiring Revisions

Formatting

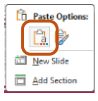


High-quality images help ensure content is easy for attendees to see and read.

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Transferring Slides from Another PowerPoint



- Copy the slides you want to carryover.
- Go the presentation where you want to paste it.
- Right click and choose "Use Destination Theme".
- Format as needed.

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Most Common Areas Requiring Revisions

Hyperlinks, including QR codes, not working





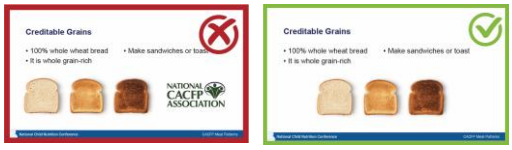
Tip: Double check all links before submitting.

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Most Common Areas Requiring Revisions

Logos on slides (commercial workshops are exempt)



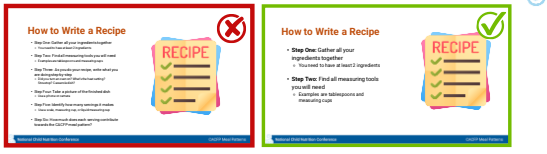
Logos are only permitted on the "Presented by" slide.
Logos are considered marketing after Presenter Slide. Make sure to remove.

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Most Common Areas Requiring Revisions

Font size too small, non-standard fonts



Tip #1: Make sure font size is no smaller than 22. Split content into multiple slides.
Tip #2: Use sans-serif family of fonts to avoid formatting errors.

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Most Common Areas Requiring Revisions

Sharing contact information on slide (commercial workshops are exempt)



Load your contact information in the Yapp App so all attendees have access.

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Most Common Areas Requiring Revisions

AI generated images containing misspellings, non-creditable foods or low resolution images



You can prompt AI to make higher resolution images, change out images and spell check.

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Speaker Notes

Make sure to include your speaker notes before submitting!

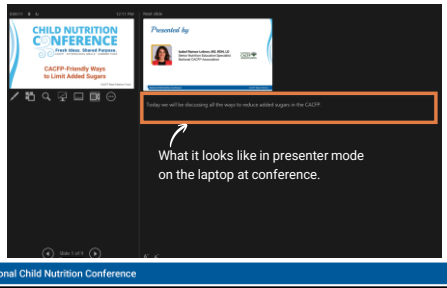


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Speaker Notes

Make sure to include your speaker notes before submitting!



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Prior to Submitting



- Do a run through of the presentation.
- Confirm all information presented is accurate.
- Conduct a spell check.

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When must my presentation be submitted?

FRIDAY
FEBRUARY 19th, 2026

Each presentation and any handouts provided will be reviewed.

REVIEW + REVISION IF NEEDED
To meet NCNC presentation standards.

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2027 Presenter PowerPoints and Handouts



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May I submit my presentation for early review?

YES
Early submissions start on January 4, 2027

Early submission means earlier feedback, smoother revisions and less stress.

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Review process

What to expect when presentations and handouts are in review.



29

How soon will I hear back after submitting my presentation?

3-5 business days

Please submit revisions within 5 business days of return.

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Who reviews your presentation?



Melinda Nguyen
MS, RDN, LD
Nutrition Education Specialist



Isabel Ramos-Lebron
MS, RDN, LD
Sr. Nutrition Education Specialist

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Reviewer feedback on presentations

automations@app.smartsheet.com



Melinda



Isabel

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Oh no! I need to make edits, what do I do?

CONTACT US!
Email your reviewer or conference@cacfp.org to let us know what changes are needed.

Last Day for Changes
MARCH 19, 2026

Presentations are preloaded into laptops and added to the attendee library after this date.

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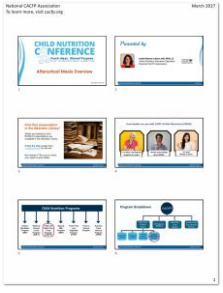
Will attendees have access to the PowerPoint slides and any handouts I provide?

YES
Only as PDFs

- PowerPoints are converted to PDF handouts. Attendees will **not** have access to the PowerPoint itself.
- Handouts are converted to PDFs unless indicated otherwise.

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PowerPoint PDF Handout



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What to expect at conference

Arrived, now what?



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Check-in at the registration desk



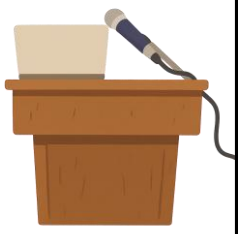
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NEW **Speaker AV and Tech Drop-In**

Monday, 3/29, from 3pm - 5pm

Take advantage of this opportunity to practice using AV equipment, get comfortable with the workshop room setup, and address any technical questions before your session.



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Hybrid Presenters Separate Tech-Run Through





Brittany Uribe, MBA
Senior Events Specialist

Hybrid presentation selection, scheduling one-on-one meetings, onsite tech-run through management and day of support

brittany@cacfp.org

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NEW **Speaker Lounge**

Reserved exclusively for presenters, the Speaker Lounge offers a quiet space to:

- rehearse presentations (no AV)
- organize materials
- connect with fellow speakers

Use the space for individual preparation or group practice before your session.



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What time do I show up to my workshop?

Getting there on time



Prior to your start time.

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What if there are more questions after my workshop?

Opportunity to continue the conversation



When the session concludes, please guide attendees with extra questions toward the exit for any remaining questions while allowing the next presenter time to set up.

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Do I need to bring my own laptop?
What to bring

Workshops, Speed Sessions, Featured, Hybrid, Spotlight, Pre-Conference and Post-Conference

No One will be provided with presentation preloaded.



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Do I need to provide handouts?
What to bring



Optional. All approved handouts are provided digitally.

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What other equipment will be provided?
Everything you need to present with confidence



PROJECTOR WI-FI PODIUM + MIC CLICKER SCREEN

Only one handheld microphone will be provided.

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What is the room setup?

THEATER STYLE
Workshops
Speed Sessions
Featured Speakers
Spotlight Sessions



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Other room setups

CLASSROOM
Pre-conference academies
Post-conference academies



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How many attendees will be at my session?
Room capacity is 300 attendees in most rooms.

NO ADVANCE SIGN-UP
Attendees do not sign up for sessions in advance.



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How to Engage Attendees

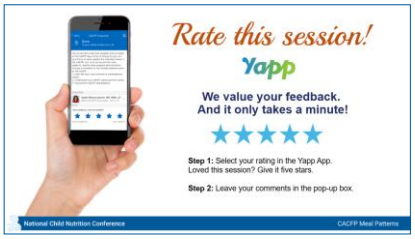
1. **Make it interactive**. Ask questions throughout, invite participation, or encourage attendees to share experiences to keep them actively involved.
2. **Use stories and real-world examples**. Relatable examples help bring your content to life and make key messages more memorable.
3. **Focus on practical takeaways**. Clearly connect your content to what attendees can apply in their work, leaving them with actionable ideas they can use right away.

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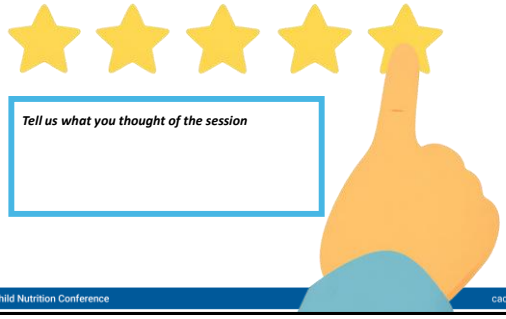
Session Evaluation Tool

Make sure to let attendees know to fill it out!



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CHILD NUTRITION CONFERENCE

Conference Support

How NCA supports you

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Registration/Information Desk (On-Site)

Talk to a NCA staff member



For any questions, visit us at the registration/information desk.

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Room Ambassador (On-Site)

Support for presenters on day of workshop

- Sets up presentation on projector
- Distributes any educational materials
- Reports tech issues that may arise

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Get To Know Your Ambassadors

Support for presenters on day of workshop



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Email Us

Direct support via email

For general information about conference, presentation template(s), presentation date and time

conference@cacfp.org

For all other questions such as registration, signing up for sessions, etc.

nca@cacfp.org

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CHILD NUTRITION CONFERENCE

After the Conference

Communications after event

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Attendee Evaluations

Feedback on how you did

Check Your Inbox

Following the close of evaluations, speakers will receive an email with their session ratings and attendee feedback.

Feedback will be sent 2-3 weeks after conference.



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Loved presenting at conference?

More opportunities to engage with the CACFP/SFSP community



Virtual events year round

- CACFP Virtual Summit
- Bootcamp series
- Single one-hour events
- Single 30 minute sessions

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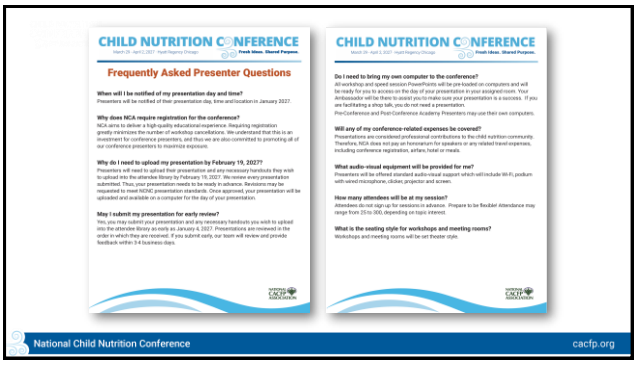
59

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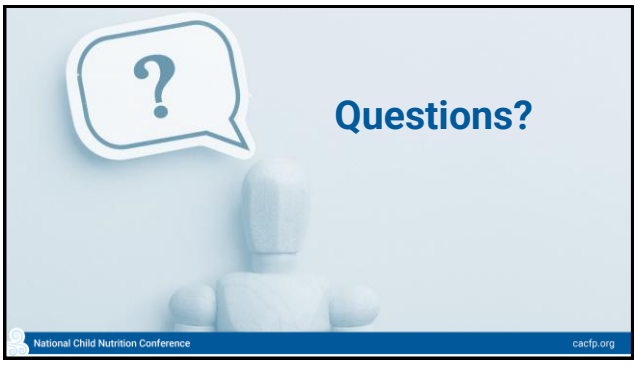
Frequently Asked Questions

You asked, we answered

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CHILD NUTRITION CONFERENCE
Frequently Asked Presenter Questions
When will I be notified of my presentation day and time?
Presenters will be notified of their presentation day, time and location in January 2027.
Why does NCA require registration for the conference?
Why do I need to upload my presentation by February 19, 2027?
Presenters will need to upload their presentation and any necessary handouts they wish to upload into the attendee library by February 19, 2027. We review every presentation submitted. Thus, your presentation needs to be ready in advance. Revisions may be requested to meet NCNC presentation standards. Once approved, your presentation will be uploaded and available on a computer for the day of your presentation.
May I submit my presentation for early review?
CHILD NUTRITION CONFERENCE
Do I need to bring my own computer to the conference?
Will any of my conference-related expenses be covered?
What audio-visual equipment will be provided for me?
How many attendees will be at my session?
What is the seating style for workshops and meeting rooms?
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Questions?
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