

Speaker Agreement

SPEAKER AGREEMENT BETWEEN

National CACFP Sponsors Association

PO Box 1748, Round Rock, TX 78680

p. (512) 850-8278 f. (512) 519-1704

AND

Speaker Name: _____

Session Title 1: _____

Session Title 2: _____

Session Title 3: _____

Please review, initial where appropriate, sign and return this form via email to conference@cacfp.org

When saving the file, please title the file name as **Last Name, First Name 2020 NCNC SPEAKER AGREEMENT.**

_____ (initial here) I agree to present the session as listed on the workshop listing document and in NCA's marketing information. I will address the title and topic information as specified. NCA reserves the right to revise submitted presentation titles, reassign the educational track and/or edit the presentation or program summary for promotional and program materials.

_____ (initial here) I understand that the use of the term "CACFP approved" or other marketing materials language should not be used for determining crediting of any product as USDA does not "approve" any products or Product Formulation Statements (PFS) for crediting in the Child Nutrition programs. All foods served in CACFP or SFSP should be evaluated individually by the menu planner and/or State agency for creditability.

_____ (initial here) During my presentation, I will not engage in any type of promotional marketing, selling of any product(s) or service(s), or promote exhibit booth(s). I understand that NCA does not permit hard copy handouts containing any promotional information to attendees as well. If I do not adhere to this rule, I understand that I may be prohibited from submitting future proposals.

_____ (initial here) NCA does not provide computers for presentations, so I will plan to bring my own computer along with any cables needed to adapt it to a standard LCD projector. In addition, each meeting room will be equipped with standard audio-visual support which will include podium microphone, projector, screen, cart, and power cord.

_____ (initial here) I agree to notify NCA immediately in the event that an emergency should prevent me from presenting my workshop by TWO of the following methods – email conference@cacfp.org, call 512.850.8278, or text 512.688.0997.

_____ (initial here) I warrant and represent that, to the best of my knowledge, nothing in my presentation violates any proprietary or personal rights of others, is factually accurate, and contains nothing libelous or otherwise unlawful.

_____ (initial here) I further warrant and represent that my presentation is my own original work, that I have the authority to enter into this Agreement, and that I am the sole copyright holder or that I have obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in my presentation.

_____ (initial here) I authorize NCA to use my name, likeness, photograph, and biographical data in connection with the use of promotion of the conference and my presentation.

_____ (initial here) I understand that NCA offers advertisers the opportunity to sponsor different components of conferences, including but not limited to education session tracks and general sessions. I am aware that my education session could be placed within a sponsored education session track. I also understand that sponsorships, products, services, or expressed ideas do not constitute endorsement or recommendation by NCA.

_____ (initial here) I am responsible for making and paying my own hotel and travel expenses.

- I plan to attend the conference and will register by February 5, 2020 at the early registration rate of \$350 member | \$450 non-member (or advance rate of \$275 member | \$375 non-member if registered by December 5).
- I do not intend to register for the conference and will be in Atlanta to present only.

_____ (initial here) I will submit my PowerPoint presentation to NCA by February 17, 2020 and agree to use NCA's template cover page. I may also use NCA's template for inside pages at my own discretion.

_____ (initial here) Changes to submitted presentations shall be resubmitted to NCA.

_____ (initial here) Should I wish to provide any printed handout materials, I am responsible for duplication, shipment, receiving, on-site storage, and delivery to the meeting room. Handouts should be informational pieces directly related to the presentation.

_____ (initial here) I agree that the presentation and handouts may be shared by NCA at NCA's discretion and will be made available on their website for conference attendees and member organizations.

_____ (initial here) I grant NCA permission to capture audio, video, or photographs of selected sessions.

_____ (initial here) I agree to give the workshop on any day and at any time of the published conference dates. Workshop date/time assignments are based on interest surveys of attendees so that all high-interest classes are not at the same time. My presentation will be scheduled at NCA's discretion.

_____ (initial here) I understand that attendees value presentations which cover the material as outlined in the conference program workshop description, broadens their scope on an idea and provides new approaches or understanding (not basic or repetitive), gives concrete tools and/or activities they can implement immediately at home, and inspires action.

_____ (initial here) I agree to actively engage the audience, be prepared technologically, start and end the workshop on time, and offer quality question and answer time.

Signature: _____

Date: _____

SIGN HERE