

Please review this and **complete the online form** to acknowledge you've read and agree to the below by October 1, 2024.

## About the Speaker

1. I understand presenters are responsible for making and paying for their own hotel and travel expenses.
2. 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.
3. I agree to notify NCA immediately in the event that an emergency should prevent me from meeting my obligation. If within 10 days of the presentation date, I agree to notify by two of the following methods - email, call, text.
4. I grant National CACFP Sponsors Association ("NCA") and parties designated by NCA the irrevocable right to use my name, likeness, image, voice, appearance and/or performance as captured by photographic, audio and/or video means (the "Product") for release and/or reproduction in any medium for any legal purpose, including but not limited to education, training, illustration, promotion, art, editorial, advertising, and general trade. I acknowledge that I have no interest or ownership in the Product or the copyright in the Product, and that any use of the Product may be made without compensation or notice to me. I waive any right to inspect, approve, and/or otherwise control the use of the Product. I acknowledge that my name and identity may be revealed in the Product or by descriptive text or commentary.
5. I will promote a positive environment, refraining from derogatory remarks about other individuals, organizations, State Agencies or Federal Agencies.

## About the Presentation

1. I agree to present the session as submitted in my proposal, as listed on the workshop preview, 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 description for publishing.
2. 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.
3. 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.
4. 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.
5. I understand that in order to provide the participants with electronic handouts for the session, I will need to comply with the submission deadlines and requirements listed. I understand that my presentation and any other handout materials are subject to NCA and USDA review and approval. 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 are informational pieces directly related to the presentation.
6. I understand that no resources are to be shared that require a subscription or attendees personal information for access.
7. I agree to use NCA's required template slides and acknowledge I may use the template for the inside pages for my PowerPoint presentation.

8. I understand presenters will be offered standard audio-visual support which will include podium microphone, projector, screen, and a laptop preloaded with my NCA approved PowerPoint. I understand that no changes are allowed to my presentation after the March 14, 2025 deadline or onsite.
9. I understand presentations must be submitted to NCA by the requested date. NCA reserves the right to revise presentation titles, reassign the educational track and/or edit the presentation or program summary for promotional and program materials.
10. I agree that the presentation slides and handouts may be shared by NCA at NCA's discretion and will be made available on their website for conference attendees.
11. I agree that no changes will be made to the presentation once submitted.
12. 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.
13. I understand NCA may capture audio, video, or photographs of selected sessions.
14. Educational workshops are open to all attendees. Workshop attendance at the NCA conference does not require preregistration by attendees. Workshop rooms will be set theater-style and attendance may range from 25 to 400. I agree my presentation will be formatted to work with any sized group.
15. Workshop date/time assignments are based on interest surveys of attendees so we do not schedule all high-interest classes at the same time. I agree to be flexible to give the workshop on any day at any time.
16. I agree to actively engage the audience, be prepared for the presentation, be available ten minutes prior to the start of the session, end the presentation on time and offer quality Q&A time.
17. I understand NCA reserves the right to stop any presentation that violates the conditions set forth in this agreement.
18. I acknowledge all programming rights belong to NCA, and I will not live stream a session on my own platform.
19. I acknowledge my presentation must be 60 minutes for a single session, 3 hours for a training academy and 30 minutes for a shop talk or speed session. I understand that I will not be asked to return as a speaker if my session ends early.

### **About Prohibited Sales/Promotions**

1. 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.
2. During my educational presentation, I will not engage in any type of promotional marketing, selling of any product(s) or service(s) including, but not limited to:
  - Use of logos or branded products via session slides, images, backgrounds, or handouts.
  - Distribution of sales of materials via session slides, images, backgrounds, QR codes, or handouts.
  - Promoting resources that require a subscription or attendees personal information.
  - Presentations aimed at convincing attendees to purchase products or services.
  - Providing special offers, discounts, or incentives for attendees to purchase products or services.
  - Conducting branded product demonstrations or tastings.
3. I understand that I may be prohibited from submitting future proposals should sales and branding occur during the educational session. Should you prefer to promote your organization or consulting service, brand your presentation or promote commercial products you may choose the commercial workshop track, however, you must also be a conference exhibitor as this is a perk provided to exhibitors only. For more information about commercial workshops or other engagement opportunities contact [partnerships@cacfp.org](mailto:partnerships@cacfp.org).
4. I understand that NCA does not permit hard copy handouts or digital handouts containing any promotional information to attendees.