



Call for Presentations TASN Annual Conference

I. Call for Presentations - The TASN Conference Planning Committee is looking for speakers to present educational sessions that focus on key areas and topics relevant to school nutrition including but not limited to:

Key Areas:

Administration
Communications and Marketing
Nutrition
Operations
Program Management

Topic Ideas within Those Key Areas:

Beginner's Courses
Budget
Customer Service
Hiring/ Recruitment
Kitchen, Food, & Equipment Handling
Leadership
Maintenance Topics
Marketing
Menu & Food Handling
New Chapter
Staff Retention
Supply Chain
Procurement
Public Policy & Legislative

II. Developing Your Presentations - Presentations should be approximately 45 minutes and should be based on the topics listed above or other issues and trends facing the Child Nutrition Industry.

III. Submission Criteria - Each session proposal must be submitted separately. Please list the speaker(s) full name, ISD or company, and contact information and, if different, the primary contact person's name, ISD or company, and contact information. All presenters must provide a brief description of presenter education, professional experience, and relevant presentation experience and references. Speaker biographies must be completed and submitted with the proposal and will be used to introduce speakers at Conference.

Proposals should include a written abstract that describes the presentation in 100 words or less. If accepted, this abstract will be used to promote the session and should focus on session content and why attendees should participate in the session. Each abstract must also include three expected learning outcomes, and

indicate whether it would be suitable for Specialists, Managers, Supervisors, Directors, Students or some combination thereof.

Please Note: All sessions may be recorded for use in programs including but not limited to: TASN training sessions, district in-house training sessions, and self study courses. Session recordings may be sold for the programs listed above. If you are unwilling to allow TASN to record your session, please indicate this in your proposal. Otherwise, the proposed session may be recorded.

Finally, please indicate the following:

If you are willing to present this session multiple times.

Yes _____ No _____

Incomplete proposals will not be accepted.

IV. Proposal Timeline

- Submission deadline: **January 16th**
- Notification of acceptance with Presentation date and time: **March 1st**
- Presenters of successful submissions will be required to confirm their participation and provide presentation materials (PowerPoint presentations, handouts, etc) for review and inclusion in onsite CDs and the TASN website by **April 3rd**.

V. Speaker Guidelines

- All presenters are expected to adhere to copyright laws.
- Speakers and facilitators must refrain from the use of brand names or specific product endorsements in their presentation. Under no circumstances is this platform to be used as a place for direct promotion of a speaker's product, service, or monetary self-interest. No samples can be given out during the session.
- Speakers are required to register for the TASN Conference if they intend on participating in any events other than their presentation during the conference
- Presentations made by conference speakers are considered professional contributions to the school nutrition industry, therefore, all speakers wishing to attend the entire conference must register and pay the registration fee. For learning sessions, TASN does not pay an honorarium for speakers or any related travel expenses including airfare, hotel, or meals. Speakers who only come to Conference to present will be allowed access to their session only

VI. Benefits of Being a Presenter

- Recognition as a subject matter expert to a large school nutrition and industry audience.
- Promotion as a professional presenter to 4,500+ TASN members, potential and registered attendees.
- Promotion via e-mails, faxes, event marketing brochures, press releases, on-site program information and the TASN website.
- Networking opportunities with TASN members and vendors.
- Contribution to furthering the professional development, training, and education of the school nutrition industry.

VII. Abstract Submission Form (Submission Deadline January 16th)

Speaker Information (please attach professional biography/resume)

Name: _____

ISD/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Primary Contact Information

Check here if the primary contact is the same as speaker Same

Name: _____

ISD/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Presentation funded by an Industry Partner or other commercial or nonprofit entity that is not a school district, state agency, or federal agency.

No Yes Please indicate entity: _____

Presentation Abstract

Please describe your presentation in 100 words or less. If accepted, this proposal will be used to promote and should be written in complete sentences. The abstract should focus on session content and learning outcomes.

Presentation Learning Outcomes

Please list three (3) expected learning outcomes.

1. _____
2. _____
3. _____

Presentation Level

- Employee/Specialist (cooks, bakers, technicians, etc.)
- Manager
- Supervisor
- Director
- Other, please indicate: _____

Speaker is willing to present this session multiple times

- No
- Yes

Speaker Release Terms

As part of the conference educational materials and as a service to participants, electronic recordings of all presentations and the materials that I delivered to this conference may be made available to conference participants and as post conference materials made available for sale to the general public. The price charged for an electronic recording is designed to cover the costs of supplies, marketing, equipment, labor, distribution, and other costs related to the electronic recording.

As a conference speaker, I hereby consent to the recording, duplicating, and distribution of my presentation(s) and the material(s) that I delivered to this conference via an Electronic Recording and release, discharge and acquit TASN from any and all claims, demands or causes of action that I may hereafter have against TASN whether for libel or violation of privacy or anything else by reason of recording, duplicating, and distribution of my presentation(s) or the material(s) that I delivered to this conference via Electronic Recordings. This release form in no way inhibits me from using my own materials in any manner I so desire.

- I agree to the above terms of this release agreement
- I DO NOT agree to the above terms of this release agreement

Abstract Submission Checklist

- Abstract Submission Form completed (all checkboxes completed)
- Speaker Professional Biography/Resume attached
- Read and agree to speaker guidelines (Section V)

Send the requested information to:

TASN

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