



TASN Annual Conference Call for Presentation Guidelines

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:

- Menu Planning
- Special Diets
- Reimbursable Meals
- Farm to School
- Food Safety
- Bid Specification
- Food Procurement
- Kitchen Equipment
- Leadership
- Customer Service
- Listening Skills
- Personnel Skills
- Emotional Intelligence
- Communication Practices
- Leadership/ Team Building
- Recruiting and Retaining Employees
- Innovative Standardized Recipes
- Inventory Best Practices
- Summer Feeding
- Marketing
- Legislative
- Staff Management
- Menu Management
- Maintenance
- Innovating Serving
- Commodity Processing
- Connected Kitchens

II. Developing Your Presentations - Presentations should be approximately 45 minutes to 1 hour long and should be based on the topics listed above or other issues and trends facing the Child Nutrition Industry. TASN will be providing a presentation template so that all presentations are uniform and represent the TASN Conference theme.

III. Submission Criteria - Each session proposal must be submitted separately and be completed in its entirety. Presenters must provide a brief description of their education, professional experience, and relevant presentation experience with references. This can be done by submitting a resume that includes all the outlined information. Speaker biographies must be written in third person and will be used to introduce speakers at the conference during their session. A headshot will also be required to promote speaker along with their learning session.

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 along with highlighting why attendees should participate in the session. Each abstract must also include three expected learning outcomes and indicate the suitable audience: Specialists, Managers, Supervisors, Directors, Other, or a combination of more than one. **Incomplete proposals will not be accepted.**

IV. Proposal Timeline

- Submission deadline: **February 15th**
- 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 product, service, or monetary self-interest.
- No samples can be given out during the session.
- 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 the Conference to present will be allowed access to their session only.
- 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.

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.
- Eligible to be interviewed for an article post-conference in the TASNews.

VII. Method of Submission

Send the requested information to:

Attn: TASN Certification & Training Specialist

5910 Courtyard Drive # 230

Austin, TX 78731

or

Email: ericv@tasn.net

Please see Call for Presentation application on the next page.



TASN Annual Conference
Call for Presentation Application
Submission Deadline February 15, 2024

Speaker Information:

Name: _____

ISD/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Primary Contact Information: ☐ Same as Speaker

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:

Presentation Title (5 words or less): _____

USDA Professional Standard Code(s): _____

*Please attach abstract that describes the presentation in 100 words or less. For a complete list of USDA Professional Standard Codes please visit: [TASN » Certification Overview](#)

Please list three (3) expected learning outcomes.

1. _____
2. _____
3. _____

Presentation Level: (Check all that apply)

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

Speaker is willing to present this session multiple times: ☐ Yes ☐ No

Select date(s) of availability for presenting:

- ☐ Sunday, June 30, 2024
☐ Monday, July 1, 2024
☐ Tuesday, July 2, 2024 (Repeat sessions only)

Audio & Visual:

If speaker wishes to use a personal laptop to present, please specify the make/model along with type of connection(s), example – HDMI, USB-C, Apple Lightning, etc. : _____

AV Request: (Check all that apply)

- ☐ Laptop ☐ Projector w/ Screen ☐ Podium w/ Microphone
☐ Other – specify below, requests will be reviewed for approval : _____

Speaker Release Terms

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.

Submission Checklist

- ☐ Presentation Description (100 words or less)
☐ Resume
☐ Biography (third person)
☐ Headshot

Speaker's Additional Comment:

Send the requested information to:

TASN

Eric Vicharelli

5910 Courtyard Dr. #230

Austin, TX 78731

512.371.0087 ext. 207

512.371.0125 fax

ericv@tasn.net