

SNA's Annual National Conference Call for Proposals Submission Guide



SCHOOL
NUTRITION
ASSOCIATION

Thank you for your interest in submitting a proposal for SNA's Annual National Conference. Below is a guide on how to access and log in to the proposal system. Before beginning, please be sure to review the list of preferred topics and have your ideas ready before beginning the process.

Step One: Accessing the Proposal Submission Form

After clicking on the link provided, you should reach a landing page that will ask you to enter a username and password. If you do not have an account already, or are not a member, please click the links below the login information to set up an account.

The screenshot shows the School Nutrition Association's website. The main content area is titled "Please Log In" and contains the following text: "To continue your application, you must log in as a registered user. Registration is easy. If you already have a username and password, please sign in using this form:" followed by input fields for "Username:" (with "SNA" entered) and "Password:". Below these fields is a link "Did you forget your username and password?" and a red "Login to my account" button. Further down, there are links for "Member Registration" and "Non-Member Registration". The footer contains contact information, newsletter sign-up, and state association links.

Step 2: Logging In

Upon Logging in, you will reach a screen that looks like this:

Home > My Account > callforproposal > Call for Proposals

Home Member Record Directories Logout

Call for Proposals

IMPORTANT INFORMATION FOR ALL APPLICANTS

Thank you for submitting a proposal for the SNA Annual Conference. Please note these important details prior to completing your submission:

- Only the credentials of SNS, PhD, RD or RDN are required. Be certain that the appropriate credential is typed directly after the presenter's last name in the same field. Missing credentials will not be included in the programming.
- All session titles, descriptions, speaker names are submitted for printing 8 weeks prior to the annual conference. NO CHANGES to the program can be made after the information is sent for printing. Changes can only be updated on the addendum sheet.
- SNA cautions against promoting your session(s) before the conference due to the frequency of last minute changes. This will help to alleviate misinformation and confusion at the conference.
- Planning Roundtables: Roundtable sessions are small group discussions of approximately 60-100 attendees. These small sessions encourage participation and peer-to-peer engagement. Speakers for these sessions will have the opportunity to attend two different webinars to assist you in preparing.

PRESENTATION INFORMATION

Each proposed session should focus upon one of four Key Areas identified in the USDA Professional Standards. SNA is looking for proposals on all topics listed below. Special consideration will be given to those topics highlighted in red.

Key Area 1: Nutrition

- 1110 Implementation of Smart Snacks
- 1110 Understanding USDA Nutrition Requirements
- **1120 Cycle Menus**
- 1130 Local Foods- Farm to School
- 1140 Standardized Recipes-Menu planning, recipe development
- 1140 Scratch cooking ideas, culinary skills
- **1150 Reducing Sodium in School Meals**
- **1160 Special Diets**
- **1160 Food Allergies**
- 1170 Making the most of USDA Foods
- 1220 Expanding breakfast beyond the cafeteria (classroom, kiosks, second chance...)
- 1220 Nutrition Education (Classroom and Cafeteria integration)

Step 3: Filling Out the Form

Scroll down the screen and input information as required. Please note, missing information will cause an error and will require you to go back and fill in any missing fields. Please be sure to fill all required fields.

Call for Proposals

https://my.schoolnutrition.org/callforproposal/default.aspx

(NOTE: Commercial/proprietary information for particular products, services, vendors, companies promotion of an exhibit booth, and food samples/food tastings **ARE NOT PERMITTED** in the Call for Proposals, the PowerPoint presentations and during the pre-conference / education sessions at ANC)

* Denotes a required field.

*Please check off your affiliation to school nutrition:

- Director/supervisor of school nutrition program
- State agency
- Federal agency
- Other - Please specify:

*Presentation Focus:

(Select Presentation Focus)

*Presentation Title: The title should be a creative, effective, short description of the objectives and session content. **Limit to 6 words or less.** This title will be used in SNA marketing and promotion materials and may be edited at SNA's discretion, should the proposal be selected.

*Learning Objectives: List three [learning objectives](#) describing how participants will benefit from the program and what participants will "take home" as a result of attending the session. Objectives should be action statements, defined in terms of knowledge, skills or attitudes participants will learn attending the session.

*Objective 1:

*Objective 2:

*Objective 3:

Step 4: Finishing and Submitting

Once all required information is provided, proceed to the bottom of the page and click submit. You will have the option of printing a copy of the submission so please be sure to turn off your pop-up blocker.

Call for Proposals

https://my.schoolnutrition.org/callforproposal/default.aspx

Additional Speakers:

*Additional Speakers: List the speaker's name, credentials, title, company as you wish it to appear in the program

Are there additional presenters? Yes

(NOTE: Commercial/proprietary information for particular products, services, vendors, companies promotion of an exhibit booth, and food samples/food tastings **ARE NOT PERMITTED** in:

- The Call for Proposals
- The PowerPoint Presentations (Company logos are only allowed on the opening presentation slide)
- During the pre-conference, roundtable or education sessions at ANC

The committee **DOES NOT** accept proposals based on companies that exhibit at SNA conferences, industry/corporate/patron membership, or allied associations. Each proposal is reviewed and evaluated by the committee based on its content focus and meeting the needs of conference attendees.

Once you submit your proposal, you will have the chance to print a copy. Make sure your browser allows pop-up windows.

Click the "Submit" button once. Processing the proposal can take a few seconds.

IMPORTANT: Please be sure to complete all of the required fields within the application. In the event that you miss a required field, you will see an error message (in red) below the submit button. All required fields must be completed in order for you to receive an email confirmation from SNA and to print a copy of your submission.

For assistance, please contact education@schoolnutrition.org.