



## SNA SPEAKER AGREEMENT FORM

Please review, sign and return this form via email to [education@schoolnutrition.org](mailto:education@schoolnutrition.org)

Speaker Name: \_\_\_\_\_

Speaker Credentials (i.e. Ph.D., RD, SNS): \_\_\_\_\_

Professional Title: \_\_\_\_\_

Session Title: \_\_\_\_\_

Company/School District: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell \_\_\_\_\_

Phone \_\_\_\_\_

1. I agree to present the session as listed in the notification letter and in SNA's marketing information. I will address the title and topic information as specified and understand that SNA may modify the title or description for clarification purposes or due to space restrictions.
2. 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 SNA 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 my presentation.
3. During my presentation, I will not engage in any type of promotional marketing, selling of any product(s) or service(s), promote exhibit booth(s) or distribute any products, merchandise, or provide food samples/food tastings or live culinary demonstrations. I understand if I do not adhere to this rule, I will be prohibited from submitting future proposals.
4. I agree to notify SNA immediately in the event that an emergency should prevent me from meeting my obligation.
5. 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.
6. 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.
7. I authorize SNA to use my name, likeness, photograph, and biographical data in connection with the use of promotion of the conference and my presentation.
8. I understand that SNA offers industry members 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, or covered in an executive summary sponsored by an industry member. I also understand that SNA clearly communicates to all attendees that meeting sponsorships, products, services, or expressed ideas do not constitute endorsement or recommendation by SNA.
9. SNA *may* provide an honorarium for specific "approved" non-governmental agency pre-conference session speakers. The honorarium for pre-conference session speaker is based on the number of hours for the session. The current rate \$500 for 4 hours. Honorarium is paid on a case by case basis and is subject to restrictions. Honorarium must be agreed upon in writing by SNA.
10. Speakers are expected to arrange and pay for their own travel arrangements and hotel accommodations unless otherwise mutually agreed upon in writing.
11. Speakers understand that SNA does not permit hard copy handouts containing any promotional information to attendees.
12. Presentations must be submitted to SNA. SNA reserves the right to revise presentation titles, reassign the Key Area and/or edit the presentation or program summary for promotional and program materials.
13. Changes to submitted presentations may not be made without permission from SNA.

14. Speakers agree that the presentation becomes the property of SNA and may be archived for future use.
15. Speakers agree to their presentation being posted on the SNA website post conference unless they notify SNA in writing.
16. Speakers agree to use the AV equipment (laptop, mouse, screen, projector) provided at ANC.
17. Speakers agree to not handle, remove or disconnect AV equipment onsite at ANC 2020 in Nashville. In addition, speakers may not use their own laptop for any SNA conference, they must use the laptops provided onsite. We will have both PC and Mac versions available for use.
18. I understand the conference WiFi is available during the conference for purposes of checking email. I understand this WiFi may not have the bandwidth or be reliable to support streaming, video, polling, embedded links, websites, etc. during presentations.
19. SNA may capture audio, video, or photographs of selected sessions at which time speakers will be asked to complete a separate release form.
20. For PowerPoint presentations, no company logos may be used unless mutually agreed by SNA.
21. I agree to follow the SNA Presentations Guidelines.
22. I agree to complete SNA's disclosure agreement and to disclose any affiliations or financial relationships with commercial industry organizations during the last 12 months as they pertain to my presentation.
23. Educational Sessions and Roundtables are open to all attendees, including media. Any concerns about media being present during my presentation should be directed to [media@schoolnutrition.org](mailto:media@schoolnutrition.org) by May 11, 2021.
24. SNA reserves the right to stop any presentation that violates the conditions set forth in this agreement.

**By signing SNA's Speaker Agreement, and based on mutual consideration, I hereby understand and agree to the above conditions as listed.**

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Signature

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Date



## Disclosure Statement

The School Nutrition Association (SNA) is an accredited provider of continuing professional education. The purpose of the Disclosure Statement is to collect potential conflicts of interest to notify SNA members including School Nutrition Professionals, School Nutrition Specialists (SNS), Registered Dietitians (RD), and Dietetic Technicians, Registered (DTR).

**What to disclose:** Financial relationships with a Corporate Industry Organization that may include salary, grants/research support, consulting fees, stock shareholder honoraria, or other financial and material support, within the last 12 months.

Please choose only one of the following statements.

Disclosures must be included in a slide as part of your presentation, as reflected in the PPT template that SNA will provide.

- I have nothing to disclose. Neither I nor any member of my immediate family have any relevant financial relationships with any commercial industry organizations associated with my presentation(s).

I have the following relevant financial relationship(s) to disclose:

Affiliation / Financial Relationships	Organization
Employee	_____
Grants / Research	_____
Consultant	_____
Stock Shareholder Honorarium	_____
Other Financial and Material Support	_____

While an affiliation or financial relationship with a Corporate Industry Organization does not prevent you from making a presentation, the relationship must be made know to attendees. Failure to complete this form will preclude you from presenting.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



# SNA Meetings Presentation Guidelines

The purpose of this document is to outline policies and procedures for presentation materials presented or distributed at SNA meetings, conference and events. Should you have any questions, please contact [education@schoolnutrition.org](mailto:education@schoolnutrition.org)

## Section I: Formatting

SNA outlines the following guidelines in an effort to encourage an overall look and feel to our meetings:

- SNA meetings/conferences have a specific branded template. Speakers are required to use this template unless otherwise agreed upon with SNA.
- The smallest font size to use should be 30 pt size as session rooms are large.
- If there are multiple presenters, the presentation should be merged into one document.
- The first slide or page of the presentation should include: Session Title, Date, and Time; Presenters name(s), title, company
- To encourage practical use of content, learning objectives must be clearly outlined prior to beginning the content.

## Section II: Visual Aids

To help engage the audience, presenters are encouraged to use images and visual aids to reinforce learning.

- Speakers should ensure that no images used are copyrighted or intellectual property of another person, organization or entity.
- Proper citation and credit are to be provided to originating source when using images, data or examples from other organizations or speakers.
- Presenters should avoid using images that contradict the mission of SNA. This includes images of fast foods, unhealthy options, or other images that contradict the importance of providing healthy, nutritious meals to students.



### Section III: Marketing and Branding

As a member driven organization, SNA must be careful to avoid conflicts of interest with commercial entities. Therefore, in cases where an education session is presented by an industry group, organization, consultant or entity that has a potential conflict of interest, the policy below must be followed:

- SNA does not permit merchandise, products, self-promotion, food samples, food-tasting, live culinary demonstrations, or advertisements during any education sessions at any SNA meetings. Any exceptions are at the sole discretion of SNA.
- The presentation cannot promote any brand, company or product.
- If using images of the organization's product images, at least 2 other competing brands are required to be included in the presentation to avoid conflicts of interest.
- For PowerPoint Presentations, no company logos may be used unless mutually agreed by SNA to allow to allow the logo on the first and last page.
- A disclosure slide must be included immediately after the title slide. Sample disclosure slides are provided below.

**Affiliation or Financial Disclosures**

- Employee: ABC Industries
  
- Consultant: XYZ Holdings, INC.

**Affiliation or Financial Disclosures**

- Joe Smith  
Employee: XYZ Industries
  
- Jane Doe  
Consultant: ABC Global LTD.
  
- Kevin Samples  
Consultant: JKL & Affiliates LLC.

### Section IV: Miscellaneous

- Presentations cannot include statements or images that contradict or damage SNA's image, mission statement and code of ethics, including but not limited to its members and affiliates.
- The maximum display resolution of standard LCD projectors is 1024x768. Ensure that all images or videos fit these parameters.
- Presentations are to be uploaded to the speaker management website (4) weeks prior to the event.