



SNA Speaker Agreement Form

1. I agree to present the session at SNA's Annual National Conference 2027 (ANC) in Phoenix, AZ. I will address the topic and information as specified in the title and as agreed upon with SNA.
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 by SNA.
3. During my presentation, I will not engage in any type of promotional marketing, selling or advertising of any product(s) or service(s), or promotion of exhibit booth(s) and will not distribute any prizes, products, or merchandise.
4. I agree to notify SNA immediately if an emergency should prevent me from presenting.
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 unlawful, discriminatory or harassing.
6. I further warrant and represent that my presentation is my own original work, and that I have obtained all necessary permissions or licenses from any persons or organizations whose material or intellectual property is included or used in any way in my presentation. Examples include but are not limited to: plagiarism, memes, trademarks, slides, documents, copied and pasted images from Google, Bing, other search engines, and websites, video clips, commercials, gifs, etc. SNA can and will revise slides which violate copyright or intellectual property rights.
7. I authorize SNA to use my name, likeness, photograph, and biographical data in connection with the promotion of the conference and my presentation.
8. SNA offers industry members the opportunity to sponsor different components of conferences, including, but not limited to, education session tracks and general sessions. Any education session could be placed within a sponsored session track or covered within an executive summary sponsored by an industry member. SNA clearly communicates to all attendees that meeting sponsorships, products, services, or expressed ideas do not constitute endorsement or recommendation by SNA or the presenter.
9. Presentations shall be submitted and approved in advance by SNA. I agree that changes to submitted presentations may not be made without first communicating said changes to SNA.
10. I authorize SNA to record and/or transcribe my presentation.
11. I grant SNA a royalty-free, perpetual license to publish, reproduce or otherwise use my name, picture, likeness, comments, voice, presentation transcription, presentation recording and

presentation materials for any lawful purpose in all media in connection with member education, the Event and/or derivative materials.

12. Speakers must be granted permission from SNA to record their own presentation via a [waiver](#). If granted permission, I agree that the recording is for personal use only. The recorded product cannot be distributed on social media or shared for marketing or commercial purposes. I will be responsible for making the audience aware of the recording, even if the audience is not featured in the recording, and allow them the option to opt-out. The recorder will not capture audience members purposefully and will remove their likeness in post-production.
13. Speaker shall refrain from displaying any images or text contradicting the mission of SNA and the professional interests of SNA members and affiliates. Speakers shall refrain from any express or implied criticism of any competing school food industry products or services. Speakers shall refrain from any libel, slander, or disparagement of SNA, its officers, directors, employees, affiliates or members.
14. I agree that, for PowerPoint presentations, no company logos may be used unless mutually agreed upon with SNA. Brand or product placement is prohibited.
15. I agree to complete SNA's disclosure agreement and to disclose any affiliations or financial relationships with commercial industry organizations during the last 24 months as they pertain to my presentation.
16. I understand educational sessions are open to all attendees, including the media. Any concerns about media being present during my presentation should be directed to media@schoolnutrition.org by April 16, 2027.
17. I shall indemnify, release, defend, and hold harmless SNA, its directors, officers, members and employees from and against any and all claims, demands, causes of action, losses, damages, liabilities, costs and expenses, including without limitation, reasonable attorneys' fees and costs, arising out of a third party claim, action, or proceeding, based directly or indirectly on any breach of Speaker's warranties contained herein, relating to intellectual property rights, or in any other way arising from or relating to Speaker's performance under this Agreement.
18. I agree to abide by the [Policy Against Harassment in Conjunction with SNA Activities](#).
19. By signing this agreement, I agree to follow the SNA Presentations Guidelines provided in this packet.
20. I understand that 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.

Signature

Date

Printed Name

Please continue and fill out your Disclosure Statement on the following page. The Speaker Packet isn't complete without a filled out and signed Disclosure Statement.



Disclosure Statement

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

What to disclose: All financial relationships with a Corporate Industry Organization including, but not limited to salary, grants/research support, consulting fees, stockholder/shareholder relationships, honoraria, or other financial or professional support, within the last 24 months.

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

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 Relationship(s)		Organization
Employee		
Grants/Research		
Consultant		
Stockholder/Shareholder		
Honorarium		
Other Financial or Professional Support		

I certify the information provided herein is true, accurate, and complete to the best of my knowledge.

Signature

Date

Printed Name

SNA Meetings Presentation Guidelines

The purpose of this document is to outline policies and procedures for materials presented or distributed at SNA meetings, conferences, and events. Should you have any questions, please contact education@schoolnutrition.org.

Section I: Formatting

SNA provides the following guidelines in an effort to have a cohesive and consistent “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.
- 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; Presenter(s) 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 no copyrighted or trademarked images are used without permission and should avoid any other form of intellectual property violations.
- Proper citation and credit must be provided to the originating source when using text, slides, images, data or examples from other organizations or speakers. Plagiarism must be strictly avoided. Proper citation does not discharge your responsibility to gain permission to use copyrighted materials.
- Presenters should avoid using images which contradict the mission of SNA. This includes images of fast food, unhealthy options, or other images undermining 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 other entity with 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 presenting 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 upon by SNA.
- A disclosure slide must be included immediately after the title slide. Sample disclosure slides are provided below. All items mentioned in the speaker's signed written disclosure must be included on this slide.

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, text, or images that contradict or may result in damage to SNA's image, mission statement, or code of ethics, or which are libel, slander or disparagement of SNA, SNA affiliates, SNA members, or staff.
- Presentations must be submitted a minimum of 2 weeks prior to the event.

Bio & Headshot Request

Along with the speaker agreement and disclosure above, please submit bio and headshot to tostatesupport@schoolnutrition.org. This bio will be used in your profile on the conference app. The headshot may be used on the SNA website, email, and social media promotional material, in addition to being used for your profile on the conference app.

Bio

In paragraph form, elaborate on the following subjects in less than 1000 characters (app limit)

- Name
- Schools that you have attended.
- Relevant certifications
- Relevant qualifications
- Distinguishing awards
- Field related associations
- Relevant work experience (include positions and years)

Headshot

- JPEG, or PNG file
- Size 300x300 px or larger
- Head neck and shoulders in frame
- Head not cut off at top of image
- If image is rectangular, ensure there is enough space to crop into a square or round shape

Example

