



SNA SPEAKER AGREEMENT FORM

1. I agree to present the session at SNA's Annual National Conference 2025 (ANC) in San Antonio, TX. 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, 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, 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 that 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. 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 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 by [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 that contradicts 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 that educational sessions and Learning Bursts 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 15, 2025.
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.

Printed Name _____ Date _____

Signature _____

Please continue and fill out your Disclosure Statement on the following page.



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, stock shareholder honoraria, or other financial or professional support, within the last 24 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 or Professional Support

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.

Print Name

Title

Signature

Date



SNA Meetings Presentation Guidelines

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

Section I: Formatting

SNA outlines 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 that no images used are copyrighted, trademarked or any other form of intellectual property of another person, company, organization, or entity.
- Proper citation and credit are to 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 mean that you can use videos, images, and other media you do not have permission to use/do not own.
- Presenters should avoid using images that contradict the mission of SNA. This includes images of fast food, 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 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. 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 tend to damage SNA's image, mission statement and 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 6 weeks prior to the event.

Bio & Headshot Request

Along with the speaker agreement and disclosure above, please submit bio and headshot on the Call for Proposal Website. 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, and will be used for your profile on the conference app.

Bio: In paragraph form, elaborate on the following subjects:

- Name
- Schools that you have attended.
- Relevant certifications
- Relevant qualifications
- Distinguishing awards
- Field related associations
- Relevant work experience (include positions and years)
- Please keep bio to no more than 1000 characters (App limit)

Headshot:

- Jpeg, or png file
- Size 300x300 px or larger
- Head neck and shoulders in frame
- Head not cut off at top of image
- Rectangular or square is fine, but if it is rectangular, make sure there is space around you, to allow for cropping.

Example:

