

# KSNA Meeting Presentation Guidelines



Feeding Bodies. Fueling Minds.™

The purpose of this document is to outline policies and procedures for presentation materials shown or distributed at KSNA meetings, conference, and events. Should you have any questions, please contact [kentuckysna@gmail.com](mailto:kentuckysna@gmail.com).

## Section I: Formatting

- The smallest font size to use should be 30 pt 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 KSNA. 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, KSNA 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.

KSNA does not permit merchandise, products, self-promotion, food samples, food- tasting, live culinary demonstrations, or advertisements during any education sessions at any KSNA meetings. Any exceptions are at the sole discretion of KSNA.

- The presentation cannot promote any brand, company, personal interests, 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

KSNA 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
<ul style="list-style-type: none"><li>• Employee: ABC Industries</li><li>• Consultant: XYZ Holdings, INC.</li></ul>

Affiliation or Financial Disclosures
<ul style="list-style-type: none"><li>• Joe Smith Employee: XYZ Industries</li><li>• Jane Doe Consultant: ABC Global LTD.</li><li>• Kevin Samples Consultant: JKL &amp; Affiliates LLC.</li></ul>

#### **Section IV: Miscellaneous**

- Presentations cannot include statements or images that contradict or damage KSNA's image, mission statement and code of ethics, including but not limited to its members and affiliates.
- Presentations are to be sent to kentuckysna@gmail.com.

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**To submit a topic for consideration for this year's conferences, meetings, etc, please complete the form at <https://ksna.memberclicks.net/callforproposals>**

**Please review the Speaker Guidelines and complete the Speaker Agreement at <https://ksna.memberclicks.net/speaker-agreement>**