

Jack Miniard, CCNP, CMP President

> Leah Feagin, SNS **President-Elect**

> > **Steve Abbott** Vice President

Wendy Young, RD, LD, SNS Secretary/Finance Officer

#### **KSNA Platinum Industry** Partners 2021-2022:

*C&T Design & Equipment* Dairy Alliance **General Mills** Heartland School Solutions **Hobart** JTM Food Group Key Impact Sales & Systems MPK-Processing Group Manning Brothers National Food Group **Peterson Farms Phoenix Marketing Pilgrim's Pride Professional Reps** ProTeam Foodservice Advisors SA Piazza Schwan's Foodservice **SESCO SMART Systems** What's 4 Lunch, LLC Zink Food Service Group

> www.kysna.org (330) 273-5756

## KENTUCKY SCHOOL NUTRITION ASSOCIATION

Dear Industry Friend:

The Kentucky School Nutrition Association (KSNA) is excited to provide the The Kenneky School Nutrition Association (KSNA) is excited to provide the information needed to participate in the 2022 KSNA Annual Conference. The 65<sup>th</sup> Annual Conference will take place, Monday through Wednesday, June 13-15, 2022 at the Central Bank Center in Lexington, KY. The exhibits will be held on Tuesday, June 14<sup>th</sup>.

Included in your packet:

- Partnership Opportunities
  Conference Details/Opportunities (June 13-15, 2022)
  Submitting Video Recording/Training Options (June Conference)
  Service/Utility Order Information (in separate attachment)
- Required forms for Central Bank Center (in separate attachment)
- Exhibit Checklist
- Online Registration Link
- ✤ Advertising Specifications

If you are interested in other opportunities to support KSNA, please feel free to contact us to discuss your idea. Also, feel free to contact us should you have any questions. Thanks in advance for your support of KSNA.

We are looking forward to working with you to make the conference a great success.

Sincerely,

## Alicia Arnett

Alicia Arnett KSNA Industry Relations Chair alicia.arnett@jefferson.kyschools.us

### Mary L. Hodge

Mary L. Hodge KSNA Administrator mary.hodge@kysna.org



Feeding Bodies. Fueling Minds.<sup>™</sup>

## 2022 KSNA Annual Conference Tentative Schedule

#### Monday, June 13

8:00 a.m. – 11:30 a.m. | Education Sessions 11:30-1:30 Lunch on own for Attendees 12:00 p.m. – 4:00 p.m. | Exhibitor Registration/Set-up 1:30 p.m. – 3:00 p.m. | Opening General Session Candy Whirley 3:15 p.m. – 4:15 p.m. | Education Sessions 5:00 p.m. –6:00 p.m. | Open House (by invitation only) 6:00 p.m. - 10:00 p.m. | KSNA President's Dinner & Party Back to the Future.....**Getting** *BACK was only the beginning......* 

#### Tuesday, June 14

8:00 a.m. – 9:00 a.m. | Education Sessions 9:00 a.m. – 10:30 p.m. | Second General Session 10:30 a.m. – 12:30 p.m. | Exhibits for Directors/Administrators Only 10:30 a.m. – 12:30 p.m. | Managers and Assistants Education Sessions 12:30 p.m. – 2:30 p.m. | Exhibits for All Attendees 5:00 p.m. – 10:00 p.m. | Special Event WinStar Farm Thoroughbred Horse Farm Tour (Light Dinner included) Registration is required to attend

#### Wednesday, June 15

8:00 a.m. – 10:15 a.m. | Education Sessions 10:00 a.m. | Brunch Served 10:30 a.m. – 12:00 p.m. | Closing General Session

For more details and registration information, visit www.kysna.org

## 2022 KSNA Annual Conference **Exhibit Details**

Please join us at the 2022 Kentucky School Nutrition Association

Annual Conference and Exhibits, June 13-15, 2022, at the Central Bank Center 430 W Vine St, Lexington, KY 40507 We have strived to plan a successful event for both our members and exhibitors.

## **Exhibit Location:**

## **Exhibit Set-Up Hours:**

**Central Bank Center** 430 W. Vine St. Lexington, KY 40507

Monday June 13, 2022, 12:00 - 4:00 p.m. Tuesday, June 14, 2022, 8:00 - 10:00 a.m.

## **Exhibit Hours:**

### **Exhibit Tear-Down Hours:**

Tuesday, June 14, 2022 10:30 - 12:30, Directors Only 12:30 -2:30, All Attendees

Tuesday, June 14, 2022, 2:30 p.m. NO early tear downs.

#### Each Booth will be Furnished with the Following:

(1) 8' skirted table	(1) 8' non-skirted table
(1) Wastebasket	(1) Booth Identification

(2) Folding chairs

#### **Exhibitor Kit:**

https://ksna.memberclicks.net/assets/docs/ExhibitorKit2022.pdf

#### **Loading Docks Directions:**

Central Bank Center, Lexington, KY - Loading Docks are located by right turn off High Street to Manchester Street or Manchester Street via Oliver Lewis Way.





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# **KSNA Exhibitor Checklist**



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Task	Deadline	
Complete and sign booth application/contract and send payment. Application available at: <u>https://ksna.memberclicks.net/partnership-exhibits-22-23</u> All manufacturers must be at least a Silver Partner and are responsible for choosing their own booth. If multiple manufacturers want to be next to each other, they must coordinate booth selections on the date listed	Booth Selection done electronically as follows: May 2, 2022  Platinum May 3, 2022  Gold May 4, 2022   Silver	
Partner/Exhibitor applications <u>due May 13, 2022.</u> After that date, there will be an <u>additional \$100 late fee assessed for all</u>	May 13, 2022	
Read and understand all terms and conditions	ASAP	
Submit electronic forms for utilities to the Central Bank Center LEXPO EXHIBITOR KIT: <u>https://ksna.memberclicks.net/assets/docs/ExhibitorKit2022.pdf</u>	May 13, 2022	
All necessary forms returned to LEXPO (Central Bank Center) and/or LFUCG Health Dept. <i>Temporary Food Service Registration</i> (in LEXPO Exhibitor Kit) Health Department FAX: 859-231-9459	May 13, 2022	
Gold and Platinum Partners submit ad for <i>Challenger</i> and conference program to Deanna Sanders: <u>deanna.sanders@owensboro.kyschools.us</u>	May 13, 2022	
Book Hotel Room. (KSNA Room rates available to Industry) Hyatt Regency Downtown Lexington: <u>https://www.hyatt.com/en-US/group-booking/LEXRL/G-SNS2</u> Hilton Downtown Lexington: <u>https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=LEXDTHF&amp;</u> groupCode=KSNA22&arrivaldate=2022-06-11&departuredate=2022-06- 16&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT	Room must be booked by May 21, 2022, to get special rate	
Platinum Partners: Submit artwork or product for product showcase to be placed at exhibit entry	June 13, 2022	
Platinum Partners: Send conference bag inserts to Central Bank Center, Attn: KSNA, 430 West Vine Street, Lexington, KY 40507	June 10, 2022	
Bring door prizes with an approximate value of \$25 to Mary Hodge at the KSNA registration table on exhibit set-up day	June 13, 2022	

# **KSNA Partnership Opportunities**



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Partner Level Benefits/Prerequisites	Platinum \$2,200	Gold \$1,650	Silver \$1,000
One Free Booth at Annual Conference.	v,	V	v
Discount on Additional Booth (After purchasing Platinum Membership). Only One additional Booth to be Purchased per Platinum Member. Additional booth can only be occupied by the same Manufacturer.	Additional Booth \$750 each		
All Partnership Fees (Including Registration and Booth Fees) MUST BE PAID IN FULL Prior to Entering Event Space for Booth Set Up. Outstanding Invoices = NO ENTRANCE. NO EXCEPTIONS.	v	v	٧
Free Color Ad in Annual Conference Program. Ads Due May 13, 2022. Will delete if Conference App is utilized and sponsored.	Half Page	Quarter Page	Company Name Listed
Complete Annual Conference Registration (Including Meals).	2 each	1 each	
Option to purchase an extra ticket for the dinner on June 13, 2022 for \$50	v	v	
Opportunity to Attend All KSNA Sponsored Events.	v		
All Partnership Attendees Must Register to Attend Each KSNA Event. (Additional Registration Fees May Apply)	٧	v	٧
Booth Selection will be electronic, and instructions sent to Registered Partners. Booth selection will open per dates listed in Columns. (Registrations must be PAID in Full for Booth Selection) All manufacturers must be at least a Silver Partner and are responsible for choosing their own booth. If multiple manufacturers want to be next to each other, they must coordinate booth selections on the date listed	First Priority 5/2/2022	Second Priority 5/3/2022	Third Priority 5/4/2022
Special Recognition at all KSNA Events.	Identified Platinum	Identified Gold	
Opportunity to Serve in an Elected Industry Advisory Council Position.	v	v	
Free Electronic Color Ad in Fall and Spring issue of <i>The Challenger.</i> (See Specifications Sheet Included in this Packet)	Half Page	Quarter Page	
Reduced Fees on Advertisements in all Publications (See Application Form).	v	v	
Electronic School Nutrition Rolodex with Director Picture and District Information.	V		
Electronic School Nutrition Directors Listing.	v	v	
Company Information on KSNA Website.	Contact Info & Link	Contact Info	
Special Invitation and Recognition at Annual Conference Social Event June 14, 2022.	v	v	
Special Recognition at First and Second Conference General Sessions.	v	٧	
Exclusive Exposure and Recognition Including Sponsorship and training Opportunities at all KSNA events.	1 <sup>st</sup> Priority	2 <sup>nd</sup> Priority	
Attendee List Distributed Prior to Event.	V		
Recognition on KSNA Letterhead.	v		
Exclusive Exposure at KSNA Annual Conference. (e.g. Table in General Session Room)	v		
Opportunity to put Company Flyers and/or Shelf-Stable Items in Registration Bags at all KSNA Events.	v		
Exclusive Recognition in KSNA Monthly Newsletters.	V		
Opportunity to Participate in KDA Food Show at Admin Conference. (Additional Show Fee)	v	v	٧
Opportunity for Round-table Speed Dating at Admin Conference.	v		

Lexington-Fayette County Health Department



Environmental Health 650 Newtown Pike Lexington, KY 40508-1197 (859) 231-9791 (859) 231-9459 Fax

## **LFCHD Temporary Foodservice Guidelines**

## Permitting

A temporary food service permit is required for preparing and/or serving food/drinks to the public; to include, beverages or samples of food/drink products. Commercial pre-packaged, shelf-stable food products do not need a temporary permit.

A public foodservice establishment or other food vendor must obtain a permit from the Lexington-Fayette County Health Department (LFCHD) for each temporary foodservice event in which it participates. LFCHD will inspect temporary events and if minimum sanitation standards are not met, the foodservice operation will be discontinued until corrections are completed and verified by LFCHD Environmental Health Specialists.

Owners / operators of a temporary foodservice must notify LFCHD of the following items no less than two business days (48-hours) prior to the scheduled event and complete a Temporary Foodservice Registration form to include the following information:

1) Type of Foodservice proposed,

- 2) Food list, method of storage, and how (coolers, refrigerators, hot boxes, etc.) temperature will be maintained,
- 3) Time and location of the event,

#### If, for whatever reason, you do NOT set-up for operation or are late please call 859-231-9791 during normal working hours or after-hours / weekends / holidays call 859-335-7071 to notify the Environmental Health representative. <u>This is the only way you can potentially be credited</u> for a future temporary foodservice application.

#### Fees

Temporary public Foodservice establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event \$60
- 4-7 day event \$90
- 8-14 day event \$125

#### **Foodservice Personnel**

## All foodservice personnel that prepare/handle food must have a valid Lexington-Fayette County Health Department Food Handler Card.

• Lexington-Fayette County Health Department food handler cards may be obtained online for \$23 at: www.lfchd.org

Employees may not touch ready-to-eat (RTE) food with their bare hands. Employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

All personnel must wash their hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become unclean.

Smoking is prohibited in a food preparation, ware washing, or in food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

#### Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. **"Time/Temperature control for safety food (TCS)"** (formerly potentially hazardous food) means Food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation. Minimum requirements include:

1) Foodservice operators must provide overhead protection where food is prepared or portioned or stored or ware washing is done onsite.

2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms,

duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.

3) Walls and ceilings should be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.

4) When time/temperature control for safety (TCS) foods are prepared at events, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by an effective means.

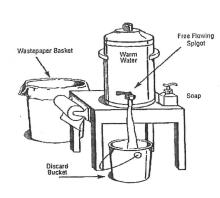
5) A three-compartment sink is required within the temporary foodservice for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or foodservice establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become unclean. **Refer to the diagram below.** 

6) A hand washing station is required. This station may be a clean, portable container equipped with an on/off valve and a catch bucket to collect the waste water. Soap and single-service paper towels must be available for hand washing and hand drying. **Refer to the diagram below.** 

## HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site <u>at</u> <u>all times</u>. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service.

- Prior to starting food handling activities
  After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
   After taking out the trash or following any activity during which hands may have become contaminated.



## DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided <u>and used</u> at each site. All dishes and utensils must be airdried. Use of disposable pans is recommended. **PROPER SET-UP** 

100

PROPER SANITIZER CONCENTRATIONS

Chlorine 50-100 ppm\* Quaternary Ammonia 200 ppm\* lodine 12.5-25 ppm\*

\* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.

#### Water

All foodservice operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of employee hand washing and cleaning. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply of water, ensure hoses specifically state "food grade" water hose.

### Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved waste water system.

## **To Prevent Foodborne Illness**

- Obtain foods from an approved source. The preparation of foods in a home kitchen or any other establishment not subject to a Health Department inspection is prohibited. Home canned foods or shellfish are also prohibited.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° F or above.
- Maintain cold foods at temperatures of 41° F or below.
- Reheat cooked foods to a minimum temperature of 165° F within two hours for hot holding.
- Check food temperatures frequently with a metal stem thermometer.
- Heat foods quickly and cool foods rapidly to minimize the time foods are in the food danger zone (41° F to 135° F).
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water no longer than four hours, or as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice that is used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products, equipment, and single-service articles (cups, straws, napkins) at least six inches off the ground.
- Store prepackaged foods and drinks in drained ice.
- Condiments must be provided in individual packages or approved dispensers.
- Do not display relish/onions/etc. for customer self-service.
- All light fixtures (exception: heat lamps) shall be shielded or shatter-proof

Type of Food	Minimum Internal Temperature
Poultry	165°F
Ground meats (beef, pork, and seafood)	155°F
Steaks of pork, beef, veal, and lamb	145°F

## **Required Items**

- Sanitizer (Quaternary Ammonia or properly diluted unscented bleach may be used)
- Metal stem thermometer
- Thermometers for refrigeration unit(s) / cooler(s)
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or Foodservice establishment
- Use utensils and scoops with handles for food and ice.
- Hair restraints (hair net, ball cap, visor, scarf, or bandanas are acceptable)
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures (keep hot foods hot ≥135°F and cold foods cold ≤41°F)
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food

Lexington-Fayette County Health Department



Environmental Health 650 Newtown Pike Lexington, KY 40508-1197 (859) 231-9791 (859) 231-9459 Fax

## Sampling Guidelines for Food Vendors and Demonstrators at Temporary Food Events

Distribution of food samples to the public allows consumers to sample items before purchasing. It allows sellers to introduce new and less common varieties of produce and other items as well as demonstrate the quality, taste and freshness of their products to consumers. Sampling has a positive effect on the sales of products at food facilities and special events, etc. In order to provide safe samples to the public, the following guidelines developed from the Kentucky Retail Food Code must be followed:

Time and Temperature Control for Safety (TCS) foods will require a temporary food service permit: (<u>https://www.lfchd.org/temporary-food-service/</u>). TCS foods require temperature control and include Grade A dairy, meats, and raw cut / sliced vegetables and fruits. For questions as to what constitutes a TCS food, please call (859) 231-9791 and ask to speak to an inspector.

 Keep samples in clean, covered containers approved by this Department. A clear plastic container with a hinged lid or a plate with a clear dome cover would be effective and still allow the customer to see the product.
 The vendor must distribute samples in a sanitary manner. Use toothpicks or disposable utensils to distribute the samples. This is to avoid contact with consumer's hands.

3. Clean, disposable plastic gloves can be used when cutting food samples (NO bare hand contact).

4. A hand washing station must be provided. At a minimum provide a five (5) gallon water container with a dispensing valve to leave hands free for washing; a container to contain the wastewater (refer to the diagram on the next page); soap dispenser and paper towels.

5. Food intended for sampling shall be washed, or cleaned in another manner, of any soil or other material by potable water in order that it is wholesome and safe for consumption, if applicable.

6. Potable water shall be provided for hand washing and sanitizing as approved by this Department.

7. Utensils and cutting surfaces shall be smooth, nonabsorbent, and easily cleaned or disposed of as approved by this Department.

8. Utensil washing shall be provided if samples are prepared onsite. Provide three tubs (**refer to diagram on the next page**), washing, rinsing, and sanitizing. Use approved sanitizer - chlorine, iodine, or quaternary ammonium in approved concentrations.

Provide a method for testing sanitizer concentration.

9. Utensil and hand washing wastewater shall be disposed of in a facility connected to the public sewer system.

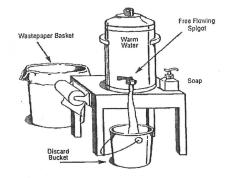
10. Approved toilet and hand washing facilities shall be available within 60 meters (200 feet) of the premises. 11. No live animals, birds, or fowl shall be kept or allowed within 6 meters (20 feet) of any area where food is stored or held for sale. This does not apply to guide dogs, signal dogs, or service dogs when used in accordance with the American Disabilities Act (ADA).

12. All garbage and rubbish shall be stored, and disposed of, in a manner approved by this Department.

## ANDWASHING

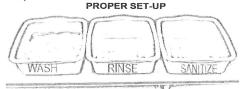
At least one convenient handwashing facility must be available for handwashing racing a must be available for handwashing on site <u>at</u> <u>all times</u>. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towers, and a tradition contained wash their hands at all necessary times during food preparation and service,

- . Prior to starting food handling activities
- . .
- After using the restroom After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body After touching an open sore, boil, or cut After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have . become contaminated.





Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided <u>and used</u> at each site. All dishes and utensils must be airdried. Use of disposable pans is recommended.



PROPER SANITIZER CONCENTRATIONS

Chlorine 50-100 ppm\*

Quaternary Ammonia 200 ppm\*

lodine 12.5-25 ppm\*

\* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.

# KSNA Conference Program & *The Challenger* Ad Specifications



Pages in the Conference Program and the two *Challenger* publications are 8.5" X 11" and are printed in COLOR.

#### Ad Sizing:

- Full Page: 7.5" wide X 10" high
- Half Page: 7.5" wide X 4.75" high
- Quarter Page: 3.75" wide X 4.75" high

#### **Guidelines:**

- All ads should be submitted in COLOR
- Ads may be submitted in the following formats for best results (PC compatible)
  - JPEG in high resolution
  - Tiff in high resolution
  - PDF in high resolution
- All formats listed above should include all fonts and graphics.

#### **Pricing:**

- Full Page Ad Upgrade: \$200 for Platinum Partners; \$300 for Gold Partners
- Half Page Ad: Included in Platinum Partnership; \$150 for Gold Partners to upgrade
- Quarter Page Ad: Included in Gold Partnership

Questions? Contact Deanna Sanders at deanna.sanders@owensboro.kyschools.us

# KSNA Meeting Presentation Guidelines



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 mary.hodge@kysna.org

#### **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

- 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 KSNA's image, mission statement and code of ethics, including but not limited to its members and affiliates.
- Presentations are to be sent to leah.feagin@mayfield.kyschools.us and steve.abbott@campbell.kyschools.us and mary.hodge@kysna.org

To submit a topic for consideration for this year's Annual Conference, please complete the form at <u>https://ksna.memberclicks.net/22-am-call-for-proposals</u> First Priority given to Platinum and Second Priority given to Gold

Please review the Speaker Guidelines and complete the Speaker Agreement at <u>https://ksna.memberclicks.net/speaker-agreement-22</u>