

## RFP Summary



Thank you for your interest in presenting an education session at the 2019 National CSFP Conference. We are looking forward to the collaboration and education that each conference brings!

Below you will find steps for submitting your proposal.

## Step 1: Review the RFP Rules

### Proposals

- NCSFPA members and non-members are eligible to submit education session proposals.
- Proposals must be submitted using the link found on page 2.
- Proposals/sessions should be brand and vendor neutral. Submissions promoting specific product brands, services or technologies will not be considered.
- All speakers must review and agree to speaker regulations.
- The NCSFPA board reserves the right to combine similar proposals, request format modifications, change titles and descriptions or add speakers as necessary. You will be notified if there are any changes requested and given the opportunity to modify your proposal.
- Sessions can be scheduled at any time during the conference, depending on open time slots.
- Speakers receive a complimentary full registration to the National CSFP Conference. **Travel expenses and/or fees are not reimbursed** for session speakers.



All proposals will be reviewed and evaluated by the NCSFPA Presenter Sub-Committee as well as the NCSFPA Board Members.

## Step 3: Consider the Leading Topics of Interest

The following topics have been identified by the CSFP subcommittee as those most in demand by conference attendees. Proposals that most closely match these topics will have the best chance of being selected.

- Best Practices of CSFP
- Nutrition
- Legislation & Advocacy
- Ordering and Inventory Management
- Storytelling
- Management and Outreach
- Funding and Cost Efficiency
- Operations and Client-Choice
- Self-Declaration & Time Management


## Step 4: Understand the Audience

 The National CSFP Conference audience is diverse. Among the attendees, remember there are stakeholders from all 50 states, as well as additional regions, territories, and tribes.


Some of these attendees will have large caseloads, some small, some urban, and some rural.

Attempting to develop a proposal that might be appropriate for “all” is difficult—if you intend to focus on a particular audience or segment, please indicate that in your proposal.

## Step 5: Develop and Submit Your Proposal

 Use the [RFP Template](#) to outline your proposal. Be clear about what you need to present, and make sure your objectives are clear.

## After You Submit

 Below is the timeline for review and selection of proposals. You will be notified of your proposal's status in April.

### Proposal Selection Timeline

January 25, 2018	Proposal process opens
March 31, 2018	Proposal process closes
March 2019	Proposals go through evaluation
April 2019	Speakers and submitters are informed of their proposal status via e-mail
June 10-12, 2019	National Commodity Supplemental Food Program Conference, Alexandria, Virginia

## Questions?



For more information or answers to your questions, please email Kari LeFort at [klefort@harrychapinfoodbank.org](mailto:klefort@harrychapinfoodbank.org) or Megan Loberg-Simmering at [mloberg-simmering@encapomaha.org](mailto:mloberg-simmering@encapomaha.org)

For more information about the conference, please visit <http://www.ncsfpa.org/conferences-training/>.