FAQs for submitting an RFP for consideration at the 2024 National Anti-Hunger Policy Conference

Q: What information will I be asked?

A: There will be 5 Tasks to submit to complete your proposal

1. Identify Moderator and Speaker(s) for your session, as the submitter you can assign yourself either role, but you may not have more than 3 speakers and 1 moderator.
   o The moderator must invite speakers to complete their profiles in Cadmium and be able to relay relevant conference notifications to each of the speakers, finally they will submit the final slide deck in advance of the conference.
      ▪ Moderators are allowed to present during the workshops but should be prepared to field audience questions (if we are unable to provide a room host for your session) and ensure the panel is running smoothly during the session.
      ▪ Enter the details for each speaker. Please note, if you do not have the complete details for each speaker, you will be able to SAVE and RETURN. This will trigger an automatic invitation from Cadmium to the speaker so that they can finish their profile.
         • If you do not have their complete information you will see the message "PROFILE INCOMPLETE" and will be unable to "Save Speakers." Please note the speakers that you have indicated will still be listed at the top of your task list page but this step is needed to trigger and invitation to the speakers from Cadmium.
   o The speaker *must* complete their online profile before the proposal is submitted and agree to speaker policies.

2. Session Proposal Details
   o You will first select no more than three federal assistance programs you will cover during your session.
   o You will then select the session components that are specific to your strategy to end hunger (such as addressing nutrition access and equity within a specific populations or communications and research strategies).
   o Summary description – Not to exceed 100 words, this will be used to help the RFP committee properly assign your workshop. If selected it may be included in conference promotional materials and the final agenda.
   o Description of how your session speakers represent a lived/living experience, racially or ethnically diverse backgrounds and perspectives, or communities that are disproportionately affected by food insecurity and poverty.

3. Learning Objectives
- o Provide 2-3 key points that participants will take away from the session. Specify the primary nutrition programs, outreach strategies and/or advocacy activities you will be discussing.

4. Completing Speaker Permissions and Policies

5. Optional: Upload handouts or Supporting Materials
- o You may include documents (Word, PDF, video) to support your proposal. These documents are not to be confused with your session presentation.
- o If you do not have anything to upload, please select the "I choose not to upload any additional materials." Supporting materials are not required, and it will not count against you if you choose not to include any in your proposal.

- ▪ Once you have completed all 5 Tasks, please click "SAVE SUBMISSION" and you will be prompted to preview your proposal and make any edits. Once complete, click SUBMIT.

Q: Can I submit more than one RFP?

A: Yes. There is no limit, but you need to complete the entire RFP process for each proposal.

Q: What if I don't have all the information while I am filling out the RFP?

A: This is fine, you do not submit once you start. Each task will be marked as a green Complete Check Mark or a Red Incomplete Checkmark. You can come back to complete any incomplete tasks before the due date of March 5, 2024.

Q: What are key dates?

A: Proposal submissions must be completed and submitted by the due date of **Tuesday, March 5**, **2024** by 12:00 PM Noon PST.

Moderators will be alerted by **the end of April 2024** if their proposal has been accepted to the Conference Program.

Those Moderators/Speakers who have been accepted will need to confirm their acceptance **May 2024** and follow the necessary tasks of providing a headshot and bio. It will be the responsibility of the Moderator of each accepted session to provide the session presentation slides. (Additional details and due dates will be provided in acceptance letters.)

Accepted Moderators and Speakers must present their session in person at the Capital Hilton Hotel in Washington DC on either **June 3 or June 4, 2024.** There are NO virtual/Zoom/ dial-in capabilities at the 2024 National Anti-Hunger Policy Conference.

Day, time, and room assignments will be provided by Food Research & Action Center staff upon acceptance.

Q: Is this a blind review process?

A: The Review period is a blind process, meaning reviewers cannot access any Speakers' personal information. The Reviewers will be able to see the specific information that is entered in regarding the lived/living experience of speakers under Task 2: Session Proposal Details.

Q: What is the process after I submit my proposal?

A: A committee of selected individuals will blindly review each proposal and score using a rubric ranking system created by Food Research & Action Center. Each proposal has two reviewers, their scores are averaged and then selected by the committee for which proposals best represent the mission of the Conference. The committee will be comprised of FRAC staff, network members, and individuals with lived experience.

Q: Do Speakers receive a discounted registration rate?

A: All selected speakers will be eligible to register for a special one-day rate.

For speakers with lived expertise with hunger and poverty, an honorarium will be available if your session is selected. Additional funds may be available for other needs that may arise (e.g., transportation and hotel costs). Income will be taxable and speakers will receive a tax form (W-9) for reporting purposes. More information about the lived expertise honorarium will be provided upon session selection.

Q: What if my proposal is not selected, can I still get a discounted registration rate?

A: Yes, if your proposal is declined, a discount code that honors the Early Bird Rate will be provided to all proposal authors.

Q: Is there a virtual component to the 2024 National Anti-Hunger Policy Conference?

A: NO. There are NO virtual/Zoom/ dial-in capabilities at the 2024 National Anti-Hunger Policy Conference. All Accepted Moderators and Speakers must present their session in person at the Capital Hilton Hotel in Washington DC on either June 3 or June 4, 2024.

**If you have any questions during the Proposal process, please contact
AHPCSpeakers@mmsmeetings.com for assistance.**