



Society for Nutrition Education and Behavior

Submitting a Program Proposal

General Information

Who can submit a proposal?

Only sessions organized by an SNEB member will be considered. Non-members are welcome to be listed as speakers or contributors, but at least one organizer must be a current member.

What kinds of sessions can I propose?

SNEB accepts proposals for concurrent sessions and general sessions. Within those, formats may include lectures, panels, case studies, demonstrations, group discussions, and interactive/skill-building sessions.

How long are sessions?

Most concurrent sessions are scheduled for 60 minutes. SNEB will set the final amount of time for each session.

Proposal Content

What information is required?

You will need to provide:

- Title (concise and engaging)
- Session description (≤ 100 words)
- Learning objectives (minimum of three, specific and measurable)
- Intended audience
- Intended impact on research or practice of attendees
- Identification of Nutrition Educator Competencies addressed
- Speaker and moderator information (name, credentials, affiliation, contact, SNEB membership status)
- AV and room setup requests

Can I list speakers as “TBD”?

No. Complete information for all speakers is required at the time of submission. You may however update or change speakers due to lack of availability, reviewer feedback, etc.

What about conflicts of interest or disclosures?

All speakers must submit disclosure information in the system. Failure to disclose may disqualify the session.

Technical & Logistical Questions**What AV is provided?**

Standard setup includes: computer with Microsoft Office, LCD projector, screen, podium, microphone, and sound system.

Can I request a specific room setup?

Yes, you may request special seating or room arrangements, though approval depends on space availability.

How are proposals reviewed?

Proposals are peer-reviewed using criteria such as relevance to theme, clarity of objectives, quality of content, interactivity, speaker expertise, and representation of diverse perspectives.

After Submission**When will I be notified?**

Acceptance notifications are typically sent in January.

If accepted, what are the next steps?

You will be asked to:

- Confirm presenter availability for any session time during the conference
- Register for the conference (all speakers must register)
- Submit presentation slides, bios, and photos by the posted deadlines
- Ensure slides follow SNEB guidelines (e.g., disclosure slide, accessible design, 16:9 format)

Can I request a specific presentation day or time?

No. Scheduling is determined by the Program Committee. Presenters must be available for all potential time slots.

Support**Who should I contact with questions?**

Please reach out to Paul Bierman at pbierman@sneb.org