



American Culinary Federation
The Standard of Excellence for Chefs

2017 CALL FOR PRESENTERS



2017 CALL FOR PRESENTERS

The American Culinary Federation strives to provide seminars and demonstrations on the latest culinary trends and topics at ACF events. The sessions feature skilled and experienced chefs who are top in the industry.

All sessions must demonstrate innovative trends and techniques and be delivered with the highest quality of expertise. We are currently accepting applications for our 2017 events.

PRESENTER SELECTION PROCESS

Please complete this presenter application form and email the application and all relevant attachments to acfeventpresenterapplication@acfchefs.net or fax it to (904) 940-0741. Please note that your application will not be considered unless the application and all attachments are submitted.

By sharing your expertise, you will be making a valuable contribution to the culinary industry. If you are selected, please ensure that you are able to deliver the session by securing the support of your employer to keep this time open.

- Presenters should be known subject matter experts and should provide verification as stated below.
- For new presenters and presenters from more than two years ago, please provide 1) a video or link to a previous demo or speaking event, or 2) references from two individuals who have witnessed your presentation skills.

- For recent past presenters (within the last two years), please provide 1) date and location of the last time you presented at an ACF regional or national event, and 2) information on the topic that was presented.
- Descriptions should clearly explain what the attendees will learn from the session.
- Session content should be at an intermediate, or, preferably, advanced level.
- Topics should reflect new material that meets the educational objective of the audience.
- Handouts of recipes and pertinent information are highly encouraged for selected presenters.
- Selected presenters must meet all required deadlines.
- As a nonprofit organization, we depend, and greatly appreciate, the support of our volunteers to keep expenses low and make our educational sessions a success. Please indicate your estimated expenses on the form to help us budget for the events.
- For questions or additional information, please email acfeventpresenterapplication@acfchefs.net

TOPICS

ACF has identified the following educational tracts that can be used as a guideline for the types of sessions we are seeking. We welcome all proposals relevant to the culinary industry that will benefit our membership.

CULINARY TRENDS/SKILLS DEVELOPMENT

Examples:

- Food Styling and Creative Plating: demonstrate the latest plating techniques and common plating mistakes to avoid.
- Multi-Sensory Gastronomy: showcase sensory methods to enhance the consumer experience, e.g., sous vide.
- Heirloom Vegetables: discuss classic, modern and created vegetables.
- Sustainable and Biodynamic Wines: look at what goes into making sustainable wine



- Everything Under the Sea: demonstrate sea beans, sea vegetables and underutilized fish.
- Local Treasures: showcase ingredients and dishes prominent to the event location.
- Culinary Competition: demos, tips and tricks to compete, e.g., edible buffets

BAKING AND PASTRY

Examples:

- The Secret Behind Ice Cream: use molecular gastronomy to create smooth and rich ice cream.
- Pepper, Salts and Spices: discuss spices that can be added to desserts to enhance flavor.
- International Breads: showcase breads from around the globe.
- Modern Plated Desserts: explore flavor pairings and plate presentation for pastry.
- Creative Cookies: demonstrate unique cookie creations from potato chips to gluten-free coconut crunch.
- Pastry Competition: demos, tips and tricks to compete.

HEALTHY COOKING

Examples:

- Substitute This: discuss alternate ingredients or cooking techniques that can replace unhealthy ones while maintaining flavor in dishes.



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- **Functional Foods:** demonstrate functional ingredients that enhance health benefits and add flavor.
- **Embracing Food Allergies:** discuss how to effectively accommodate allergen free cooking in your establishment.
- **Plant Based Diets:** creating healthful, nutrient rich menu items focusing primarily on vegetables, fruits and legumes.
- **Sweet Alternatives:** discuss alternatives to sugar, such as stevia and monk fruit.

CULINARY MANAGEMENT

Examples:

- **Motivating Your Employees:** explore ideas for creating a good team environment with employees from different generational and cultural backgrounds.
- **Know Your Customer:** share strategies for handling complaints.
- **Social Media Best Practices:** provide tips on how to build followers, successfully post about promotions and deal with tricky reviews.
- **Menu Engineering:** break the traditional menu format to offer more flexibility to the customer and creativity to the chef.

- **Changing Face of Food Safety:** discuss new regulations such as Food Safety Modernization Act and how it affects chefs.

EDUCATOR DEVELOPMENT

Examples:

- **Curriculum Innovation:** provide tips on creating attention-grabbing lesson plans.
- **Teaching Creativity:** share best practices for teaching the creative process.
- **Culinary Career Paths:** discuss different options and pathways available to culinary students.
- **Teaching Collaboratively:** explore collaborative teaching strategies.
- **New Technology Tools:** share effective technology tools for culinary training.

SESSION FORMATS

Cooking demonstrations are set with a stainless steel demonstration table, side prep tables, two induction burners, induction cookware, small wares, sanitation buckets and cutting boards. Presenters are strongly encouraged to make tasting portions for attendees to sample. Recommended length: 60 min. Participant numbers for regional conferences: 40–60; national convention: 75–100.

Seminars are set in a classroom-style setting with a podium and digital projector set up in the front of the room. Presenters are encouraged to use innovative presentation styles to present their session. Traditional lecture methods are discouraged. Recommended length: 60 min. Participant numbers for regional conferences: 40–50; national convention: 60–80.

Hands-on workshops are focused on the development of one specific skill or technique with all attendees actively preparing/cooking in the session. Recommended length: 3 hours. Participant size typically limited to 16 attendees.

Educational workshops are focused on specific topic with attendees actively participating in roundtable discussions and self-study activities. Recommended length: 1 to 2 hours. Participant size limited to 25–50 depending on topic.

AUDIENCE

ACF events attract professional culinarians from all facets of the industry, including executive chefs, corporate chefs, pastry chefs, chef educators, sous chefs and students.



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Application and Agreement to Present at ACF Events

TARGET AUDIENCE: Intermediate Advanced

HOW DO YOU PLAN TO ENGAGE THE AUDIENCE?

PRESENTER SELECTION PROCESS please complete one of the following:

A. Provide two references of individuals who have witnessed your presentation skills:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

B. Provide a video link to a previous demo or speaking event: _____

C. Past ACF presenters at a ChefConnect or Cook. Craft. Create. event within the past two years, please provide date and location of your last presentation with your session topic:

Date: _____ Location: _____ Session Topic: _____

ATTACH A BRIEF BIO and include how you gained your expertise (150 words or less) in Microsoft Word format. Also please attach a high-resolution headshot in JPG format (do not embed photo in your bio).

HONORARIA: ACF will provide the presenter with a stipend of \$250 for each individual ChefConnect session and \$300 for each individual Convention & Show session to be paid after the fulfillment of this agreement. Stipends will only be paid to the main presenter on this document and will not be paid to co-presenters. This honorarium is null and void in the presence of a sales contract, partnership agreement or addendum.

CEHs will be provided to presenters.

By submitting this application, you agree to the terms presented.

HOW DID YOU HEAR ABOUT THIS OPPORTUNITY? Email Facebook LinkedIn Twitter

Colleague (please list): _____ Other (please list): _____

PRESENTER RESPONSIBILITIES: The presenter agrees to work within the guidelines and framework of the policies and procedures outlined in this Presenter Application & Agreement document.

ACF IS RESPONSIBLE FOR:

- Promotion of all presentations through the ACF website and various publications
- Compensation as listed in the Honoria section of this Presenter Application & Agreement document.

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PRESENTER STANDARDS & GUIDELINES AGREEMENT

RECORDING AND PHOTOGRAPHY

I, the undersigned, acknowledge that I have agreed to deliver an educational presentation, seminar or demonstration at the ACF Regional Conference/Convention listed on page one of this document.

I grant the American Culinary Federation the right to record any and all seminars, presentations and demonstration sessions, and I understand that recorded footage and/or photos may be taken during my session and distributed by the ACF in its promotional materials, in all mediums and formats, without limitations. ACF may make copies of such recordings available for sale as part of its educational program, and will retain all proceeds from the sale of such.

I understand that I will not be compensated for such use and that I may not be notified prior to each use. I understand that this release form applies only to material presented or delivered at the ACF Conference/Convention listed on Page 1 of this document.

NON- COMMERCIAL FORUM

Presenter will not engage in any type of promotional marketing or selling of any product or service, and will not disparage ACF or other specific Associations and or companies in any way.

ETHICS, IMAGE AND PROFESSIONAL CONDUCT

Presenter agrees to maintain at all times during the course of the event a professional level of conduct and materials, including but not limited to printed materials, signage, display items, presentations, etc., the interpretation and enforcement of which will be at the sole discretion of ACF Management. Presenter agrees to correct as mutually agreeable all insufficiencies within a reasonable time frame. It is understood that the reputation of the ACF is at stake, and therefore ACF will act as necessary to preserve and maintain its public and professional level of excellence. ACF requests that you dress in business professional attire.

INTELLECTUAL PROPERTY

Presenter must fully disclose all intellectual property utilized within handout materials and during course instruction. This is to protect intellectual property rights such as copyright, ownership, faculty compensation, and utilization of revenue derived from creation, production, and use for educational courses.

ACCIDENT WAIVER AND RELEASE OF LIABILITY

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, **THE FOLLOWING ENTITIES OR PERSONS:** The American Culinary Federation, Inc. (ACF), the American Culinary Federation Education Foundation (ACFEF) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

Application and Agreement to Present at ACF Events

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that ACF, ACFEF and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Presenter/Authorized Representative Signature: _____ Date: _____

Presenter Full Name: _____

If Authorized Representative, Printed Name: _____ Title: _____

FOR ACF OFFICE USE ONLY:

THE HONORARIA/REIMBURSEMENTS ARE NULL AND VOID AND ARE REPLACED BY THE SALES ADDENDUM.

THE HONORARIA/ REIMBURSEMENTS ARE NULL AND VOID AND ARE REPLACED BY THE FOLLOWING AGREEMENT:

CONFERENCE/CONVENTION: _____

IMIS CODE: _____ SESSION DATE: _____ SESSION TIME: _____

SESSION TYPE: _____ SESSION TITLE: _____

SPONSORED BY: _____

DATE ADDED TO IMIS: _____ INTIAL: _____

Kitchen Prep Time, Demonstration Equipment & Product List

KITCHEN PREP TIME DETAILS

In-kitchen prep date & time requested: _____

Hotel kitchen prep-area needs: _____
(e.g., oven, stove top, grill, mise en place, fridge/freezer, etc.)

DEMONSTRATION EQUIPMENT *All presenters must bring their own knife rolls.*

Portable Induction Cooktops 2 provided by ACF

Vita-Prep 1 provided by ACF (select size needed): none regular large

Kitchen Aid (per request) 1 provided by ACF: none 1

Basic Induction Cookware *Select quantity needed - provided by ACF*

8" saute pan - non stick: none 1 2 3

9.5" saute pan: none 1 2 3

12" saute pan with handles: none 1 2 3

12" wok: none 1 2 3

2 qt pot: none 1 2 3

3 qt pot: none 1 2 3

3.5 qt pot: none 1 2 3

4 qt pot: none 1 2 3

6 qt pot: none 1 2 3

7.5 qt pot: none 1 2 3

10 qt pot: none 1 2 3

Basic Small Wares *Select quantity needed - provided by ACF*

6.5" Stainless mixing bowls: none 1 2 3

8" Stainless mixing bowls: none 1 2 3

10" Stainless mixing bowls: none 1 2 3

13" Stainless mixing bowls: none 1 2 3

16" Stainless mixing bowls: none 1 2 3

Sheet pans: none 1 2 3

Toaster oven: none 1

Kitchen scale: none 1

Slotted spoons: small____ large____

Solid spoons: small____ large____

Wooden spoons: small____ medium____ large____

Tongs: regular____ large____

Rubber Spatulas: number____

Microplaner: number____

Whisks: small____ medium____ large____

Vegetable Peeler: number____

Cutting Boards (12x18in): number____

Measuring Cups: plastic____ stainless____

Measuring Spoons: plastic____ stainless____

Ladels: 1 oz.____ 4 oz.____ 8 oz.____

Stainless Steel Table 1 provided by ACF

Banquet Tables (6 foot table) 2 provided by ACF

Sani Bucket, Gloves, Towels Items Provided by ACF

Note: It is highly recommended for the presenter to bring any additional or specialty equipment and small wares not listed that will be needed to complete the demonstration which will assist in defraying costs.

ACF Presenter Checklist

All below items must be received back to the national office before any consideration and determination is made.

CHECKLIST ITEMS REQUIRED BY ACF – PLEASE MARK ITEMS BELOW WHEN COMPLETED

- Presenter Bio:** Current professional bio emailed as a word doc.
- Picture:** 5X7 or larger professional color headshot or bust photo (.tif or .jpg format 300 dpi or more)
- Session Title:** Name of session that will appear in print and on website
- Session Description:** List brief description or promotional statement of the presentation – email attachment as Word doc if needed
- Presenter's Title for website:** e.g. Presented by: Steve Jilleba, CMC, CCE, AAC, Executive Corporate Chef, Unilever Food Solutions
- Product for session:** Ingredients for demonstration
Will you provide the product for your session? yes no
If ACF will provide product, complete included ACF Grocery List Request.
- Kitchen Prep Time & Demonstration Equipment:** Included form completed. ACF will provide the exact numbers of induction burners listed - additional induction pots, pans and small wares must be requested for your session)
- Volunteers:** ACF will provide 1 volunteer at your Demo or Hands-on Workshop.
Will you need student volunteers to help with Kitchen Prep? yes* no *If yes, how many? _____
- Tasting/Sampling:**
Will you have a "tasting/sampling" at your session? yes no
If yes, will you provide service ware or will ACF need to provide? Presenter ACF
- W9:** Signed and submit with final presenter package ([click here for W-9](#))

PLEASE MARK ITEMS BELOW TO SHOW YOU UNDERSTAND THE REQUIREMENTS

- Hand-outs:** If handouts will be used, they must be emailed to the ACF National Office 60 days in advance. Presenters are responsible for providing any copies of recipes.
- Presentation Equipment:** ACF will provide a standard A/V Equipment Set up that includes: 1 Projector (LCD projector) and screen, with 1 microphone. Additional Items: **Demo only** - video camera (overhead or tripod mount for stationary view and a video magnifier.) **Seminar only** - podium
Presenter must provide their own laptop for presentation: Laptop (PC or Macintosh) *Note: If a Macintosh is used, please provide necessary cables. Presenter will be responsible for any charges for special Audio/Visual equipment ordered.*