2021 Northeast Farm to Institution Summit

4th Biennial

Virtual | Thursdays: April 1st, 8th & 15th

CALL FOR PROPOSALS

Farm to Institution New England is pleased to announce the fourth biennial Northeast Farm to Institution Summit. In response to the COVID-19 pandemic, this year the summit will take place virtually on the first three Thursdays of April (1st, 8th, & 15th).

We invite you to HELP CREATE this event by SUBMITTING A PROPOSAL to organize a session. **DEADLINE for submission is November 23, 2020.**

To get the latest updates on the 2021 #F2iSummit, make sure you are signed up for our newsletter.

Who Should Apply?

We welcome proposals from all those involved or interested in mobilizing institutions to transform our food system.

Conference Purpose

The Northeast Farm to Institution Summit strengthens the regional food system by celebrating and supporting the role of institutions as anchors in the region. By bringing together a diverse group of stakeholders in a collaborative process, the summit generates ideas and connections that advance the ability of the Northeast to support viable farm and food businesses and healthy, just communities. The Summit welcomes both newcomers and pioneers on the forefront of the farm to institution movement to share their work, make connections, generate energy, and co-create strategies for addressing the most pressing challenges for our regional food system.

Theme

This year’s theme, “Reflection, Resilience, Renewal” is in response to the seismic shifts in our food system over the last year.
Reflection: Building anew, changing an imperfect system, welcoming in new or marginalized voices and involving people in the actual communities that institutions serve.

Resilience: Concurrent crises have not only exposed the vulnerabilities of our regional food system, but also the necessity of such networks in order to sustain our communities and economies. We gather to share stories of adaptability, ingenuity, and strength to help propel our regional food system forward into a new era.

Renewal: After reflection and recognition of resilient networks, how do we rebuild an equitable and just food system that includes institutions and supply chain partners that allows a closer connection to the people these institutions serve? We strive to create new networks and outreach to stakeholders; and rebuild with new tools, new approaches, new partnerships and people.

**Audience**

Since the first gathering in 2015, the Farm to Institution Summit has become a seminal event for stakeholders working to transform our regional food system by mobilizing the power of schools, hospitals, colleges, correctional facilities, and other institutions. More than 500 participants typically attend, including food service operators, producers, supply chain businesses, advocates, public officials, teachers, and students, and others dedicated to this work. This year we are intentionally working to welcome more Black, Indigenous, and people of color, middle of the supply chain actors, and our neighbors in New York.

**2021 Changes**

The 2021 Summit will be different! You might have noticed that we are calling this event the Northeast summit rather than the New England summit. This year we are excited to expand our scope to include sister states in the region, including New York. And while we will miss the in-person connections we all value at the usual gathering, we are excited to explore the new possibilities this virtual format will open up to the network.

**Schedule**

Most summit sessions will take place during business hours on the first three Thursdays of April. However, because we are committed to making this summit as accessible as possible, we may also offer live sessions on alternate days and times of the week (TBD). Sessions will be recorded and available to all summit registrants to view at any time.

**Overarching Objectives**

We are seeking session proposals that will help participants:

| Get more local, sustainable, equitable food sourced and served at institutions in the region | Share information, tools, resources, ideas, and challenges that support farm to institution efforts |
### Center diversity, equity, and inclusion in their work
Name and address issues of inequality and racism within the Farm to Institution movement and our regional food system through education, discussions, and actions

### Center climate resilience in their work
Examine the urgent issues of climate change and resilience with a Farm to Institution lens through education, discussions, and actions

### Expand their network
Welcome new stakeholders and provide an opportunity to join the network, make connections, and orient to the work being done in the region, while honoring longtime leaders

### Grow in leadership and action
Align the network around common regional goals in order to generate collective impact and lasting change.

### Tell stories
Share the stories of institutions as anchors in our regional food system

### Celebrate one another and our work
Celebrate the work accomplished so far, appreciate key figures and milestones that have shaped the current farm to institution value chain, and nourish the network for the work ahead.

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**Proposal Guidance and Criteria**

The summit program will include a balance of sessions for all sectors, levels of expertise, and diversity of presenting groups. Our goal is create a vibrant, engaging program that meets our objectives. We seek proposals that address the conference theme of “Reflection, Resilience, Renewal”, tackle the systemic and emerging food system challenges, and share solutions and ideas within the farm to institution movement.

We encourage potential speakers to be creative, collaborative, and inclusive. You may find it helpful to review agendas from our previous conferences, to avoid repetition while building on important themes and work streams, or to introduce new ideas. This blog from Virtual Speech may also be helpful, and inspire ideas for how to structure an engaging online session.

A virtual summit brings a new challenge of keeping people engaged. Connecting to a conference from a computer, home, or work rather than in-person can be distracting. Please consider how you will adjust your session proposal to engage your audience from a virtual setting.

**We’re here to help! If you:**
- Have never submitted a proposal before
- Would like assistance due to technological, language, or other challenges, or
- Would like to discuss your ideas
A diverse team of advisors will help select proposals for the summit. We will strive to create a balanced program and seek sessions that (in order of priority):

- Include presenters that represent a diversity of backgrounds, perspectives, and communities and/or are part of traditionally underrepresented groups in the farm to institution movement
- Encourage participant engagement and active learning during the session
- Acknowledge and addresses issues related to social justice and equity
- Build capacity through skill development
- Aid in network development or stimulates network activity beyond the Summit
- Include a strategy to engage leaders, decision-makers, and/or policy-makers
- Demonstrate collaboration between communities, organizations or businesses and/or highlights different approaches and models
- Align with one or more of the 2021 Summit objectives (see above)
- Apply across sectors
- Apply across states

Registration Information

Presenters with accepted proposals will receive a discount on registration. The discount applies to registration only, does not apply to any added costs for optional pre-conference activities, and is limited to three presenters per session. Presenters with financial need may also apply for a scholarship.

Presenter Policies & Procedures

- Individuals and organizations are not limited in the number of proposals they may submit, however we may limit the number of times an individual or organization presents. *Please fill out a separate form for each proposal.*
- Proposals may be accepted in total or in part, and presenters may be asked to pair with other similar proposals.
- Presenters should be willing to present at the conference any of the three days (Thursday April 1st, 8th, or 15th). We will do our best to accommodate presenters’ schedules.
- Short courses, trainings, field trips and other longer sessions may be scheduled on other days within the first three weeks of April. We will do our best to accommodate presenter schedules.
- Presenters will be asked to share their digital presentation files with conference participants.
- Presentations will be recorded and available to all summit registrants.
- Presenters will be required to participate in a training session to learn the virtual event platform selected for the summit.

Additional details will be provided to session organizers with accepted proposals after the review process.

Thank you for submitting a proposal!

The Northeast Farm to Institution Summit 2021 Steering Committee

- Peter Allison, *Executive Director, Farm to Institution New England*
- Kalila Booker-Casano, *Program Officer, Henry P. Kendall Foundation*
- Stephanie Cesario-DeBiasi, *Program Coordinator, ME Farm to School Network*
Proposals are due November 23, 2020. The summit steering committee will be reviewing proposals in December. Presenters can expect a response regarding the status of their proposals in early January. If you are having trouble with the submission form or need assistance submitting a proposal, please contact Morgan at morgan@farmtoinstitution.org.

Proposal Submission Form Questions

PRESENTER INFORMATION

1. Name
2. Phone Number
3. Email Address
4. Organization/Affiliation
5. Title/Role
6. Organization or Program Website
7. Will there be other people involved in this session? (if yes, you will be asked to provide the above information for each co-presenter/facilitator)

DIVERSITY & INCLUSION

We are committed to making the 2021 #F2iSummit a diverse and inclusive space and we want to make sure that all voices can be heard, especially those who are traditionally underrepresented in farm to institution and local food conversations. When submitting proposals, please make all efforts to form groups that are diverse in terms of age, sexual orientation, gender identity, education and race/ethnicity. Additional categories to consider include, but are not limited to: ancestry, physical abilities, marital status, military experience, religious beliefs, economic class, geography, parental status, and work experience.

1. What characteristics are represented by the presenters in your proposed session? (Please select all that apply. If you wish not to disclose, simply skip this question)

Ages represented
1. 12 – 17
2. 18 – 24
3. 25 – 34
4. 35 – 44
5. 45 – 54
6. 55 – 64
7. 65+

Genders represented
a. Woman  
b. Man  
c. Transgender, non-binary, genderqueer, or otherwise outside of the gender binary  
d. Prefer to describe:  

Sexual Orientations represented  
e. LGBQ (Lesbian, Gay, Bisexual, Queer)  
f. Straight  
g. Prefer to describe:  

Races/ethnicities represented  
h. Asian  
i. Black or African American  
j. Indigenous American or Alaskan Native  
k. Hispanic/Latinx/of Spanish origin  
l. Middle-Eastern or North African  
m. Native Hawaiian or Other Pacific Islander  
n. White  
o. Prefer to describe:  

Education Levels represented  
p. Less than a high school degree  
q. High school graduate, diploma or the equivalent (for example: GED)  
r. Some college credit, no degree  
s. Trade / technical / vocational training  
t. Associate degree  
u. Bachelor's degree  
v. Master's degree  
w. Professional degree  
x. Doctorate degree  
y. Prefer to describe:  

Is there anything else you’d like us to know about the makeup of your group related to age, sexual orientation, gender identity, education and race/ethnicity, ancestry, physical abilities, marital status, military experience, religious beliefs, economic class, geography, parental status, work experience or anything else?  

2. Do any presenters in this proposed session need special assistance? If so, please let us know and we will do our best to accommodate them:  

SESSION INFORMATION  
1. What is the title of your proposed session? (Tip: make it intriguing!)  
2. Please provide a 2-3 sentence summary of your session (Tip: keep this short & snappy, and focus on the outcome).  
3. Please provide a full description of your session - 200 word max. (Tip: Attendees will use this to decide which session to attend)
4. When participants leave your session, what will they have learned or be able to do? (2-3 sentences)

5. What level of experience will participants need for this session?
   a. Introductory, no previous knowledge of topic needed
   b. Intermediate, some familiarity with topic needed
   c. Advanced, knowledge of topic needed for full participation

6. For which institutional sector is your session intended? (choose all that apply)
   a. All sectors
   b. Pre-K
   c. K-12 Schools
   d. College and university
   e. Healthcare
   f. Corrections
   g. Other, please describe:

7. What is the preferred length of time for your session?
   a. 5-10 minute lightning round (for telling a story, sharing updates)
   b. 55 minutes (recommended session length)
   c. 1.5 hours (for sessions with multiple speakers, breakouts or other highly interactive styles)
   d. 3+ hours (only applicable for a pre-conference session, schedule TBD)

8. Who is the intended audience for your session? (choose all that apply)
   a. Dining service staff
   b. Sustainability staff
   c. Administrator
   d. Educator
   e. Researcher
   f. Nutritionist
   g. Business owner
   h. Student
   i. Processor
   j. Supply chain logistics
   k. Producer (farmers, fishers, aquaculturist)
   l. Campus farmer/manager
   m. Organizer/activist
   n. Program manager or project coordinator (includes institutions, nonprofits)
   o. Funder, lender, investor, fundraiser
   p. Government official/policy maker
   q. Service member (includes AmeriCorps)
   r. Marketing/communications
   s. Consultant
   t. Other, please describe

9. What format are you proposing for your session?
   a. Roundtable discussion
   b. Collective problem-solving or brainstorming session (world cafe, etc.)
   c. Professional development or skill-building session
   d. Panel discussion (2-3 presenters and a moderator or facilitator)
   e. Presentation (1-2 presenters)
   f. Storytelling/TED-style
g. Lightning round (5-10 minute talk)
h. Facilitated networking meeting
i. Culinary demo
j. Workshop
k. Remote Tour/Field Trip (live-streamed)
l. Wellness activity (game, meditation, yoga, etc)
m. Other, please describe:

10. How will your session engage participants? (2-3 sentences)

11. Which of the following 2021 theme ideas does your presentation most represent?
   a. Reflection: Acknowledging a broken system that needs re-evaluation. Building anew, changing an imperfect system, welcoming in new or overlooked voices and involving people in the actual communities that institutions serve.
   b. Resilience: Concurrent crises have not only exposed the vulnerabilities of our regional food system, but also the necessity of networks in order to sustain our communities and economies. Stories of adaptability, ingenuity, and strength to help propel supply chain forward into a new era.
   c. Renewal: After reflection and recognition of the past, and these resilient networks, how do we build an equitable and just food system that includes institutions and supply chain partners. One that allows a closer connection to the people these institutions serve?

12. What primary topics/themes will your session cover? (choose up to three)
   a. Metrics & evaluation
   b. Food production & processing
   c. Messaging/ storytelling
   d. Purchasing, contracts, & RFPs
   e. Network & movement building
   f. Building supply chain
   g. Community health
   h. Teaching & engaging students
   i. Staff engagement
   j. Policy
   k. Culinary
   l. Transparency & traceability
   m. Racial equity & social justice
   n. Climate resilience
   o. Other, please describe:

13. Do you plan to present slides, video, or other media for this session?

14. Will you have a computer, tablet, or phone and access to a reliable internet connection during the summit? If you select no, we will work with you to acquire the things you need to participate in this event.

15. Are you (or someone in your group) interested in volunteering to help someone with physical, technological, or other challenges build and submit a proposal in order to participate in the summit? Summit discounts are available for volunteering in this capacity. By including the names of any volunteers below, those individuals agree to have FINE contact them for this purpose.