



# PRESENTER GUIDE

Thank you for joining us as a speaker or moderator for the ASPEN Nutrition Science & Practice Conference! This guide contains all the information that you need to prepare for the conference.

Each section of the guide has been bookmarked for easier navigation. Click on a Bookmark on the left side of the screen to proceed directly to any section of interest. If you prefer to print the guide, a Table of Contents is listed on the next page with section page numbers.

If you have any questions that are not addressed in this guide, please contact Doreen Cooke, Education Manager, at [doreenc@nutritioncare.org](mailto:doreenc@nutritioncare.org) or 301-920-9144.

Thank you again for your participation in the ASPEN Conference! We hope that you will have an enjoyable and rewarding experience.

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## GENERAL INFORMATION

### **About ASPEN**

ASPEN, the American Society for Parenteral and Enteral Nutrition, is dedicated to improving patient care by advancing the science and practice of clinical nutrition and metabolism. With more than 6,500 members, ASPEN is an interdisciplinary community of health professionals from around the world specializing in every facet of clinical nutrition: clinical practice, research and education.

### **ASPEN Nutrition Science & Practice Conference**

The ASPEN Nutrition Science & Practice Conference brings together clinical nutrition leaders from all over the world. Its mission is to provide healthcare professionals with the latest in clinical nutrition research, education, and products. Each year, the conference attracts more than 2,000 nutrition professionals from around the world, including physicians, nurses, dietitians, pharmacists, researchers and students. Nutrition professionals attend the conference to:

- Gain new knowledge to improve patient outcomes
- Learn about cutting-edge research and scientific breakthroughs in nutrition
- Network with experts from around the world.

For more information about the conference, go to [www.nutritioncare.org/Conference2020](http://www.nutritioncare.org/Conference2020).

### **2020 Conference Dates**

Saturday, March 28 - Tuesday, March 31

*\*Saturday, March 28: Pre-conference Courses and President's Address only*

*\*Sunday, March 29 – Tuesday, March 31: Main Conference Program*

### **2020 Conference Location**

Tampa Convention Center  
333 S Franklin St  
Tampa, Florida 33602  
800.426.5630 | 813.274.8511

## KEY DEADLINES AND DELIVERABLES

Presenter Type	JANUARY 28, 2020			FEBRUARY 28, 2020			
	CV - or - Resume	Media Release	Conflict of Interest Disclosure	Presentation Outline	PowerPoint Presentation	Short Bio	Handout
Moderator	Required	Required	Required	N/A	N/A	N/A	N/A
Preconference Course	Required	Required	Required	Required	Required	Required	Optional
Breakout Session	Required	Required	Required	Required	Required	Required	Optional
Roundtable	Required	Required	Required	Required	N/A	Required	Optional

### Notes

**Information Submission:** Submit the required information through the [Speaker Resource Center](#).

**CV:** If you are participating in more than one session, you only need to submit your CV once.

**Handouts (new for 2020!):** You can submit handout material (documents other than your outline and presentation) as a separate upload in the Speaker Resource Center.

**Combining Session Materials (new for 2020!):** You can combine your materials with other speakers in your session and submit the combined document as one upload. Instructions are provided in the Speaker Resource Center.

## MODERATOR REQUIREMENTS

Presenter Type	JANUARY 28, 2020			FEBRUARY 28, 2020			
	CV - or - Resume	Media Release	Conflict of Interest Disclosure	Presentation Outline	PowerPoint Presentation	Short Bio	Handout
Moderator	Required	Required	Required	N/A	N/A	N/A	N/A

\*Submit the required information above through the [Speaker Resource Center](#).

### **Media Release:**

ASPEN must collect Media Release information from you to obtain your permission to record, use, and release your conference presentation and materials. Please complete the Media Release questions in the Speaker Resource Center to indicate your permission levels for your conference participation.

### **Conflict of interest Disclosures (COI)**

ASPEN is required to collect COI information from speakers and moderators to comply with accreditation requirements. You will be asked to disclose any commercial relationships for each session in which you are participating at the conference. Disclosure information can be submitted in the Speaker Resource Center.

### **Copy of CV or Resume**

Upload a copy of your CV or Resume in the Speaker Resource Center.

### **AV or Other Special Needs**

ASPEN will provide a laptop, LCD projector, screen, standing lectern, and microphones in each session room. If you have any special AV or other requirements for your session, please contact Doreen Cooke, Education Manager, at [doreenc@nutritioncare.org](mailto:doreenc@nutritioncare.org).

## MODERATOR RESPONSIBILITIES

Moderators are responsible for overall session management, from the development of materials and coordination with speakers to management of attendees and speakers during the live session. Moderators are expected to follow the Moderator Script and set the tone for the session. In addition, moderators will have the following responsibilities:

- Review all speakers' slides for any signs of commercial bias prior to presentation of information.
- Check the computer in the presentation room to ensure that all presentations are loaded and minimized to allow for a quick transition between each speaker.
- Introduce each speaker and provide the audience with a brief bio of the speaker.
- Ensure each presenter states any disclosures before presenting.
- **Ensure the speakers stay within the allotted time frame for their presentations.**
- Question speakers about any commercial bias that may have surfaced during the presentation. This should be done in front of the audience to demonstrate that the potential bias is being managed.
- Manage the question and answer session and ask thought provoking questions of the speakers as related to the topic.
- Prepare to ask the speakers questions about the material presented in the event the audience members are a little hesitant.
- Provide key take-aways, summarize content, and provide guidance for the audience.
- Remind the Session Monitors to complete their session surveys and turn them in at the registration desk.
- Remind attendees about the availability of BCNSP recertification credit if applicable.
- Virtual Session Moderators: Arrive early to learn how to take questions from the virtual audience. Remember to check for questions from them during Q&A.
- Locate an A/V tech if there are any technical issues. If you not see an AV tech in your session room, check in the hallways outside of session rooms.
- We strongly suggest that moderators contact the speakers in their session to: 1) discuss the content, focus and timeframe for each presenter; 2) ensure that presentations do no overlap or contain redundant information; and 3) work out the transition between speakers.

# MODERATOR SCRIPT

## Session Introduction

- Welcome to the Nutrition Science and Practice Conference, the annual conference of the American Society for Parenteral and Enteral Nutrition (ASPEN).
- I am \_\_\_\_\_, the session moderator and this is session (number), (Session Title as listed in Program Book).
- Please take your seats, remove any personal belongings from the chairs, and move to the center sections to allow maximum seating. If applicable - There are seats available in the front.  
*Note: Repeat several times while the room is filling up. Emphasize that all chairs must be filled with people not bags or luggage.*
- Please silence all cell phones, pagers and other electronic devices.
- Recording and taking photographs of the scientific content with any kind of device during the sessions is prohibited. Please respect the faculty and their original work and do not take photos during the session. Photos of slides are not necessary when sharing about the conference on social media platforms. Use of hashtags and descriptions of what you are learning are great ways to spread the word!
- Session recordings and handouts will be available in ASPEN's eLearning Center after the conference. Full conference attendees receive complimentary access to all session recordings, slides and handouts. Please note that the availability of recordings and materials is contingent upon speaker permission. If a speaker does not grant ASPEN permission to post the recording of their presentation or release their materials, then that presentation will not be available after the conference.  
*Note: Repeat between presentations and at end of session.*
- CE credit can be claimed online by completing and submitting the online conference evaluations. Please refer to the conference website or stop by the onsite CE Pavilion for more information and assistance with claiming CE credit.
- Please hold all questions until the designated Question and Answer portion of the session.
- Session Monitors- please remember to complete your session evaluation form and turn it in at the help desk after the session.

## Speaker Introductions

- Provide short introduction (30 seconds) for each speaker.
- **Please watch the time of each speaker. Signal speaker when time is almost up.**

(continued on next page)

### Question and Answer Period

- We will now open the Question and Answer portion of the session. Please move to one of the floor microphones in the aisles to ask your question. All questions should be professional in nature and in the form of a question. In fairness to the speakers and other attendees, only one question per person.
- The Moderator should prepare 3-4 questions in advance of the session to prompt the audience to ask questions if needed. The Q&A period should run approximately 15 minutes.
- If moderating a virtual session, please remember to include questions submitted by the virtual participants.

### Session Wrap-up

- Remind everyone to complete session evaluation and claim CE credit.
- Read BCNSP Recertification Information below if applicable to session  
Applies to sessions: S24, S41, M35, M41, M42, T20, T22, T23, T32, T33, T40, T43
- Repeat information about session recordings and handouts.
- Thank the speakers and attendees. (Round of Applause)

(See page 3 for BCNSP Recertification Information)

## **Announcement of Session Availability for BCNSP Recertification Credit**

**Pertains to Sessions: S24, S41, M35, M41, M42, T20, T22, T23, T32, T33, T40, T43**

For anyone interested in receiving BCNSP recertification credit for this activity, the post-test will be available on the Purdue BCNSP Recertification Website, <https://nutrition.pharmacy.purdue.edu>.

Within the next 2-3 weeks, an email will be sent to all BCNSPs to announce when the post-test is available.

If you are already a paid subscriber, you can access the post-test on the continuing education portal as you would for any other activity. Please note that the course name is **ASPEN20**. If not, you can become a subscriber by clicking on that box when accessing the site.

If you are receiving BCNSP credit for this activity, you will need to provide a coupon code when you log into their website to obtain access to the post-test and evaluation. The code will be provided at the end of the session.

If you have any questions regarding these instructions, please see the person representing that group (have the person stand) after the session.

<b>Session Code</b>	<b>Session Title</b>	<b>Session Date/Time</b>	<b>Credits</b>
S24	Nutrition and Liver Disease	Sunday, March 29, 2020 10:30 am – 12:00 pm	1.5
S41	Refeeding Syndrome: Review and Case Studies	Sunday, March 29, 2020 4:00 pm – 5:30 pm	1.5
M35	Micro, Macro, and Med Issues in Renal Replacement Therapy	Monday, March 30, 2020 2:30 pm – 4:00 pm	1.5
M41	Navigating Through Intravenous Lipid Emulsions (ILEs) in the US	Monday, March 30, 2020 4:15 pm – 5:45 pm	1.5
M42	Comprehensive Treatment of Chronic Critically Ill Patients	Monday, March 30, 2020 4:15 pm – 5:45 pm	1.5
T20	Beyond Supplementation: Micronutrients as Therapy in Critical Illness	Tuesday, March 31, 2020 9:45 am – 11:45 am	2.0
T22	Disasters, Detours and Dirt Roads: Finding Successful Paths to Provide Patient Care Despite the Environment	Tuesday, March 31, 2020 9:45 am – 11:15 am	1.5
T23	Parenteral and Enteral Nutrition Support of Patients with Cancer	Tuesday, March 31, 2020 9:45 am – 11:15 am	1.5
T32	What is the Economic Value of Nutrition Care?	Tuesday, March 31, 2020 12:30 pm – 2:00 pm	1.5
T33	Moving Knowledge, Not People, in Intestinal Failure: LIFT-ECHO	Tuesday, March 31, 2020 12:30 pm – 2:00 pm	1.5
T40	Enterally Feeding the Unstable Critically Ill Patient	Tuesday, March 31, 2020 2:30 pm – 4:00 pm	1.5
T43	Home Parenteral Nutrition: Preventing Hazards from Hospital to Home	Tuesday, March 31, 2020 2:30 pm – 4:00 pm	1.5

## BREAKOUT SESSION AND PRE-CONFERENCE COURSE PRESENTER REQUIREMENTS

Presenter Type	JANUARY 28, 2020			FEBRUARY 28, 2020			
	CV - or - Resume	Media Release	Conflict of Interest Disclosure	Presentation Outline	PowerPoint Presentation	Short Bio	Handout
Preconference Course	Required	Required	Required	Required	Required	Required	Optional
Breakout Session	Required	Required	Required	Required	Required	Required	Optional

\*Submit the required information above through the [Speaker Resource Center](#).

### **Media Release**

ASPEN must collect Media Release information from you to obtain your permission to record, use, and release your conference presentation and materials. Please complete the Media Release questions in the Speaker Resource Center to indicate your permission levels for your conference participation.

### **Conflict of interest Disclosures (COI)**

ASPEN is required to collect COI information from speakers and moderators to comply with accreditation requirements. You will be asked to disclose any commercial relationships for each session in which you are participating at the conference. Disclosure information can be submitted in the Speaker Resource Center.

### **Copy of CV**

Upload a copy of your CV or Resume in the Speaker Resource Center.

### **Outline, Handouts, and PowerPoint Presentation**

Click here for information about what to include in your presentation outline: [Outline Requirements](#)

Click here for information about what to include in your PowerPoint presentation: [PowerPoint Slides](#)

You are not required to submit a handout (material other than your outline and presentation). If you have handout material, it can be submitted as a separate upload in the Speaker Resource Center.

Pre-conference courses are more in-depth and require a separate registration, so an electronic syllabus will be made available to pre-conference course attendees prior to the conference. The pre-conference course syllabus will include PowerPoint presentations and outlines, so please submit your materials on time so that they can be included in the conference materials!

### **Topics with Multiple Presenters**

If you have a co-presenter for your topic, you only need to submit one outline and one PowerPoint presentation for that topic. See the next section, Combining Materials with Other Speakers.

### **Combining Materials with Other Speakers**

You can combine your materials with other speakers in your session and submit the combined document as one upload. Instructions are provided in the Speaker Resource Center.

### **Accreditation Requirements**

- **State any relevant disclosures before beginning your presentation**
- All recommendations for clinical practice are evidence-based
- Presentations provide a balanced view of therapeutic option
- **Generic product names should always be used**
- The Accreditation Council for Continuing Medical Education (ACCME) prohibits providers from asking commercial supporters to suggest topics or speakers for educational activities, or to review content for accuracy

All requirements listed above are to ensure ASPEN remains in compliance with the various accrediting bodies to offer CE credit to physicians, dietitians, pharmacists and nurses. We appreciate your efforts to ensure that all accreditation requirements are included in your presentation.

### **Presenter Guidelines – Breakout Sessions and Pre-conference Courses**

- **Please submit your information and materials on time!** ASPEN is required to submit your information to various accreditation organizations to remain in compliance. ASPEN also makes presentation materials available to attendees prior to the conference. Please help us have a successful conference by submitting your information and materials by the deadline dates.
- Please be sure you understand what is expected of you: your topic, the topics covered by other faculty in your session, the duration of your individual presentation, and the sequence of speakers.
- Be mindful of the educational level of your topic. All sessions should be presented at the advanced or intermediate level unless they are basic skills sessions or labs. For advanced level sessions, faculty should assume the audience has the appropriate knowledge base; therefore, there is no need to review basic level content.
- Think about creative ways to help participants understand the material being presented. Provide opportunities for participants to begin applying the information to practice while in the session. Refer to the [Interactive Presentation Methods](#) document for different ideas to present your content and engage participants (for example, case studies, games, and polling).
- **Please adhere to the allotted time for your presentation to ensure that all speakers in your session have adequate time to present their material.**
- Presentations and materials should not include any type of promotional marketing, advertisement, or selling of any products or services.

## ROUNDTABLE SESSION PRESENTER REQUIREMENTS

Presenter Type	JANUARY 28, 2020			FEBRUARY 28, 2020			
	CV - or - Resume	Media Release	Conflict of Interest Disclosure	Presentation Outline	PowerPoint Presentation	Short Bio	Handout
Roundtable	Required	Required	Required	Required	N/A	Required	Optional

\*Submit the required information above through the [Speaker Resource Center](#).

### **Media Release**

ASPEN must collect Media Release information from you to obtain your permission to record, use, and release your conference presentation and materials. Please complete the Media Release questions in the Speaker Resource Center to indicate your permission levels for your conference participation.

### **Conflict of interest Disclosures (COI)**

ASPEN is required to collect COI information from speakers and moderators to comply with accreditation requirements. You will be asked to disclose any commercial relationships for each session in which you are participating at the conference. Disclosure information can be submitted in the Speaker Resource Center.

### **Copy of CV**

Upload a copy of your CV or Resume in the Speaker Resource Center.

### **Outline and Handouts**

Click here for information about what to include in your presentation outline: [Outline Requirements](#).

You are not required to submit a handout (material other than your outline and presentation). If you have handout material, it can be submitted as a separate upload in the Speaker Resource Center.

## **Accreditation Requirements**

- **State any relevant disclosures before beginning your presentation**
- All recommendations for clinical practice are evidence-based
- Presentations provide a balanced view of therapeutic option
- **Generic product names should always be used**
- The Accreditation Council for Continuing Medical Education (ACCME) prohibits providers from asking commercial supporters to suggest topics or speakers for educational activities, or to review content for accuracy

All requirements listed above are to ensure ASPEN remains in compliance with the various accrediting bodies to offer CE credit to physicians, dietitians, pharmacists and nurses. We appreciate your efforts to ensure that all accreditation requirements are included in your presentation.

## **Presenter Guidelines – Roundtable Sessions**

- **Please submit your information and materials on time!** ASPEN is required to submit your information to various accreditation organizations to remain in compliance. ASPEN also makes presentation materials available to attendees prior to the conference. Please help us have a successful conference by submitting your information and materials by the deadline dates.
- The entire roundtable session is 90 minutes in duration. Attendees will have an opportunity to attend three different tables in the 90-minute period; therefore, you will be leading the discussion three times (three rotations of 25 minutes each).
- Lead and engage participants in an interactive discussion (no formal presentations with laptops). You may give a brief overview but should then lead the group through identifying ways to manage and solve practice challenges on the specific topic.
- Presenters should prepare case discussions or come up with additional ideas and thought-provoking questions to engage participants.
- Please be sure you understand what is expected of you: the general scope/educational level of the roundtable, your discussion point, discussion points covered by other presenters, and the sequence of presenters.
- No laptops will be available for the Roundtable sessions. If you wish to provide supplemental material for your roundtable (case studies, images, background information, etc.), please upload it as a handout in the Speaker Resource Center by the handout submission deadline date.
- **Please do not go beyond your allotted time.** You will have 90 minutes to lead discussions in three rotations (three 25-minute presentations).
- Please remain in the room for a few minutes after the session ends to answer additional questions.
- Presentations and materials should not include any type of promotional marketing, advertisement, or selling of any products or services.

## SPEAKER RESOURCE CENTER

ASPEN uses an online Speaker Resource Center to manage presenter information and materials. Please use the Speaker Resource Center to submit the required information.

ASPEN has switched to a new system – Conference Harvester – for the ASPEN20 Conference. The site is designed with tasks that are specific to users and presentations. You will see a more user-friendly interface to help you submit your information quickly and easily.

After you log in to the Speaker Resource Center, you will see a Task List page. This is your main landing page and the starting point for submitting your conference information. This page will contain a list of tasks that must be completed as well as important deadlines, documents, and links to help you prepare for the conference.

### How to Access the Speaker Resource Center

You will receive an email from ASPEN that contains the link to access the site, your user name, and your password (access key). Please **SAVE YOUR ACCESS EMAIL** – you will need this information each time you enter the system!

1. Go to <https://www.conferenceharvester.com/harvester2/login.asp?EventKey=GQBHWGY>
2. Log in using the Username and Password listed in your Access email.
3. Review the Privacy Notice. Scroll down to the bottom of the page, click on the checkbox under Consent, type your full name on the appropriate line, and click the Continue button.
4. Complete each of the tasks listed on the Task List page (click on the task title and follow the instructions).
5. Once all tasks are complete, you have submitted the required information and do not need to do anything further.

# CONFERENCE REGISTRATION

## **Registering for the Conference**

All speakers and moderators must register for the conference with the following exceptions:

- If you are only attending to give your presentation and are not staying for the entire conference, you do not need to register.
- If you are presenting in a pre-conference course, you do not need to register for that course.
- You have been notified by ASPEN that you do not need to register.

## **Registration Discount\***

ASPEN offers a registration discount to all speakers. You will receive an email from ASPEN with your discount amount and discount code. This information can also be found in the Speaker Resource Center. You will need to enter the discount code when you register to receive the speaker discount. Please do not register for the conference until you have received your discount code.

*\*Please note that the discount only applies to the main conference. The discount does not include pre-conference courses.*

## **Registration Link**

Click here to register for the conference: [Conference Registration](#)

# HOTEL AND TRAVEL

## **Hotel and Travel**

All speakers and moderators are responsible for booking their own travel and hotel accommodations. Information on room blocks and other special discounts is available here: [Hotel and Travel](#)

## HONORARIA

Breakout session and pre-conference course presenters may be eligible to receive honoraria. If you are to receive honoraria, the amount(s) can be found in the Honoraria Task in the Speaker Resource Center. Roundtable session presenters and session moderators do not receive honoraria.

Please note the following regarding honoraria payments:

- Honoraria cannot be paid out in advance of the conference.
- Honoraria cannot be applied to the cost of registration.
- You must complete the Honoraria task and submit a completed W9 Form (US presenters) or W-8BEN Form (International presenters) in the Speaker Resource Center to receive your honoraria payment.
- You must provide your honoraria payment details within 30 days after the end of the conference.
- Honoraria will be paid approximately 30-45 days after the end of the conference provided that your payment information is received in a timely manner.

## SPEAKER READY ROOM

ASPEN will provide a Speaker Ready room during the conference. You may use this room to practice for your session, network with other speakers, or relax before your presentation. Laptops will be available if you need to make any last-minute adjustments to your presentations.

ASPEN uses a centralized presentation management system which can be accessed in the speaker ready room. **Please bring a thumb drive with your presentation to the speaker ready room at least 30 minutes prior to your session.** You will be able to upload your final presentation into the system, and the presentation will be sent directly to your session meeting room. Technicians will be available in the speaker ready room to assist you with uploading and/or editing your presentation.

**Please note that you must upload your presentation in the speaker ready room! If you try to upload your presentation in the session room, you will be directed back to the speaker ready room.**

Speaker Ready Room Location: You will receive the meeting room information in your final faculty instructions email to be sent the week prior to the conference.

The Speaker Ready Room will be staffed during the following times:

Friday, March 27	4:00 PM – 7:00 PM
Saturday, March 28	6:00 AM – 7:30 PM
Sunday, March 29	7:00 AM – 6:00 PM
Monday, March 30	7:00 AM – 6:00 PM
Tuesday, March 31	7:00 AM – 2:30 PM

## AT THE CONFERENCE

When you arrive on-site, please check in at General Registration if you have pre-registered. Go to the Help Desk if you need to register on-site. If you are only attending to give your presentation and not staying for the entire conference, go to the Help Desk to pick up your name badge.

**After you have checked in at registration or the Help desk, please go to the speaker ready room. It is imperative that you do this so that we know that you are onsite!**

- Session Presenters: Bring your presentation on a thumb drive and **arrive at the speaker ready room at least 30 minutes prior to your session to upload your presentation.** Your presentation will be sent directly to your session meeting room.
- ASPEN will provide a laptop, LCD projector, screen, standing lectern, and microphones in each session room. Lavalier microphones will be available; feel free to use them and move around the stage to engage the audience.
- All session rooms will be set with a Windows laptop computer with Microsoft Office Suite (compatible with PowerPoint presentations). If you are bringing an Apple product (Mac Book, Mac laptop, etc.) for your presentation, please come prepared with the appropriate MAC dongle(s) to connect to the LCD projector.
- Virtual Session Presenters and Moderators: Please remember to engage the virtual audience during your presentation. Virtual participants will have the ability to ask questions during the session. The session moderator(s) will assist with managing questions from the virtual participants.
- Roundtable Presenters: **Arrive at least 10 minutes early** to find your correct table and be ready as the attendees arrive to choose their table. No laptops will be available in the roundtable session room.
- You may use the Speaker Ready Room to make any last-minute changes or updates to your presentation. Technicians will be available in the speaker ready room to assist you with uploading and/or editing your presentation.
- A/V technicians can be found in the session rooms or floating in the areas outside of the session rooms should be need technical assistance.
- Remember to state your disclosures prior to beginning your presentation.
- **Do not go beyond your allotted presentation time!**
- If you have any issues while on-site, please notify Doreen Cooke at [doreenc@nutritioncare.org](mailto:doreenc@nutritioncare.org) or ask for assistance at the main registration area help desk.

## CANCELING YOUR PARTICIPATION

If you need to cancel your participation in the conference, please notify Doreen Cooke at [doreenc@nutritioncare.org](mailto:doreenc@nutritioncare.org) as soon as possible. Please also make every attempt to find a qualified replacement speaker. Replacement speakers are required to submit a Conflict of Interest Disclosure Form, Media Release Form, and a CV or resume prior to presenting at the conference to keep in compliance with accreditation requirements.

## DEADLINES AND RESPONSIVENESS POLICY

ASPEN needs to collect your Conflict of Interest Disclosure information, Media Release information, and CV or resume prior to the conference to comply with requirements set by the accreditation organizations that allow ASPEN to offer CE credit. ASPEN must receive these items by **January 28, 2020** to have sufficient time to process and compile presenter information for accreditation reports that must be submitted prior to the conference.

If you do not submit these items by January 28, 2020 and do not respond to attempts to contact you to obtain these items, ASPEN may need to move forward with a different speaker/moderator to maintain accreditation compliance.

Please help ASPEN maintain accreditation compliance by submitting your information by the posted deadlines!

## PRESENTATION OUTLINE REQUIREMENTS

\*Required for all presenters

\*If multiple speakers are presenting the same topic, only one outline needs to be submitted for that topic.

Format: Maximum of two (2) pages, minimum font size of 11 point

Please include the following information in your presentation outline. You can download a Presentation Outline Template here: [Outline Template](#).

- **Name, Title, Affiliation**
- **Presentation Title**
- **Commercial Relationship Disclosures:** You **must** list this information on your outline. Examples to follow:
  - “I have no commercial relationships to disclose”
  - “I have no commercial relationships relevant to the topic being presented”
  - “I have a commercial relationship with Company X as a consultant/member of speaker’s bureau, etc. and will not include any practice recommendations and will address only evidence-based science in my presentation”

or

  - “I have a commercial relationship with Company X as a consultant/member of speaker’s bureau, etc., and will provide practice recommendations that are based on formal structured review of the literature and will state inclusion and exclusion criteria”.
- **Presentation Overview/Summary:** One paragraph overview/summary of your presentation, highlighting the key points. This should be thought of as an abstract of your presentation.
- **Learning Objectives** for the presentation
  - It is acceptable to have only one learning objective for a roundtable session; however, having more than one is also acceptable.
  - Learning objectives complete the statement: At the conclusion of the presentation, the learner will be able to: \_\_\_\_\_. For assistance with writing learning objectives, click on [Faculty Information](#) and go to the Developing Learning Objectives section.
- **Key Takeaways/Fast Facts** related to the content being presented.
  - Two to three (2-3) key takeaways or facts about the information in your presentation
- **Learning Assessment Questions**
  - Minimum of five (5) multiple choice learning assessment questions with correct answers provided. For assistance with writing learning assessment questions, click on [Faculty Information](#) and go to the Developing Learning Assessment Questions section.
- **References:** A maximum of ten (10) key references used in your presentation. This is not a complete list of all references used but should list those references most instrumental on the topic being presented.

# POWERPOINT PRESENTATION REQUIREMENTS

\*Required for pre-conference course and breakout session presenters

\*If multiple speakers are presenting the same topic, only one presentation needs to be submitted for that topic.

\*Not required for roundtable session presenters

Please include the information below in your PowerPoint presentation. **Please use the 16:9 widescreen format for your presentation slides.** You can download a PowerPoint presentation template here: [PowerPoint Template](#).

- **Name, Title, Affiliation**
- **Presentation Title**
- Second or third slide in the presentation **must** contain information regarding your **Commercial Relationship Disclosures**. Examples to follow:
  - “I have no commercial relationships to disclose”
  - “I have no commercial relationships relevant to the topic being presented”
  - “I have a commercial relationship with Company X as a consultant/member of speaker’s bureau, etc. and will not include any practice recommendations and will address only evidence-based science in my presentation”

or

  - “I have a commercial relationship with Company X as a consultant/member of speaker’s bureau, etc. and will provide practice recommendations that are based on formal structured review of the literature and will state inclusion and exclusion criteria”.
- **Three (3) Learning Objectives**, preferably on the third or fourth slide:
  - Objectives should relate to the practice gap (in knowledge, performance, competence, or patient outcomes) that was identified for your session and establish measurable and observable actions that will result from this educational activity. [Who will do what as measured by what and by when]. “Upon completion of this session, the learner will be able to...”
  - Some descriptive terms to use in instructional objectives are: analyze, apply, assess, classify, demonstrate, detect, develop, distinguish, estimate, evaluate, give your opinion, justify, measure, perform, plan, produce, resolve, solve, write, etc.
- **Five (5) Multiple Choice Learning Assessment Questions:**
  - All questions should be related to the session objectives and the identified learning/knowledge gaps.
  - Questions can be used as an assessment of attendees’ knowledge before and after the education session. In this case, the questions used at the beginning and end of the session can be identical or similar in nature.
  - During the presentation, you can use the polling feature in the conference APP or other methods of engagement to work through answers to the learning assessment questions.
- **Applicable Text, Pictures, Charts, Tables or Graphs**

- **Current References** to support the overall presentation. Complete bibliographic information should be included at the end of your presentation.
  - Utilization of the current literature to support the data/information being presented should be apparent throughout the presentation, i.e. references should be included on the slides.
- Please limit the number of slides in your presentation to ensure that each presenter has adequate time to cover their information and to allow time for participant questions. For example, if you are giving a 20-minute talk, your material should include no more than 36 – 40 slides.
- Presentation slides should be 16:9 widescreen format.

## **GENERAL CONFERENCE RESOURCES**

ASPEN has compiled resources to help you prepare for and promote the conference. The resources can be accessed here: [Faculty Information](#).

- Learning Objectives
- Assessment Questions
- Presentation Tips
- Interactive Presentation Methods
- Social Media Toolkit