

ASPEN Nutrition Science and Practice Conference

Frequently Asked Questions – Abstract Submission

1. How do I submit an abstract to be considered for presentation at the ASPEN Nutrition Science and Practice Conference?

Read the submission guidelines on the ASPEN Nutrition Science and Practice Conference Call for Abstracts webpage: www.nutritioncare.org/abstracts/ “Learn more about abstracts and submission guidelines” and then submit your abstract using ASPEN’s online Abstract Submission site, which opens in June. There is a \$50 US early bird fee per submission from June 15 - September 4, 2017 and a \$100 US standard fee per submission from September 5 – 18, 2017. All fees are collected via secure e-commerce when the abstract is electronically submitted. Submissions are only accepted online. The submission fee is NOT refundable.

2. I’m submitting for the first time. Any resources for me to help write abstracts?

Yes. ASPEN’s Call for Abstracts and Submissions Guidelines Instruction document with detailed information about submitting an abstract as well as additional resources that may be of assistance. Access the pdf file here: www.nutritioncare.org/abstracts/ Click “Learn more about abstracts and submission guidelines”

3. Can I revise my abstract after I have submitted it?

Up until the submission deadline, you may revise your abstract even if you have completed the submission process. Upon login to the Abstract Submission site, select Submissions. Your draft and submitted abstract list will appear. Select the abstract you wish to edit, and then select “return to draft”. When your alterations are complete, you must re-submit the abstract. There is no fee for re-submission. No revisions will be accepted after the submission deadline.

4. How do I access technical support?

Upon login to the Abstract Submission site, click the help button on the top right of each screen. You may then click the “AUTHOR” help button to view helpful documents or videos, or contact tech support via phone Monday 12:00 AM U.S. Eastern time to Friday 8:30 PM USA Eastern Time; +1-434 964 4100 or 1-888-503-1050), or email TS.acsupport@thomson.com.

5. Do I have to complete the submission process all at once, or can I return later to complete the process?

You may login to the Abstract Submission site as many times as necessary to complete the submission process up until the submission deadline. ASPEN will only review your abstract if you have completed the submission process, including the payment step, by the submission deadline.

6. **Do I have to register for ASPEN Nutrition Science and Practice Conference if my abstract has been accepted for presentation?**

Yes.

7. **Does ASPEN provide funding for authors of accepted abstracts to present their work at the ASPEN Nutrition Science and Practice Conference?**

In general No. The only funding available for abstract authors are the cash prizes or travel grants given to winners of awards. You must opt-in on the Abstract Submission site to compete for awards.

***New** for the 2018 ASPEN Nutrition Science and Practice Conference: Physicians in a resident training program who are designated as the presenter on an accepted abstract may be eligible for complementary registration given an accepted abstract. Contact Michelles@nutritioncare.org for details.*

8. **Will I be notified if my abstract has been accepted for presentation at the ASPEN Nutrition Science and Practice Conference before the early-bird registration deadline?**

ASPEN will make every effort to notify all abstract authors of their acceptance status prior to the early-bird registration deadline. You are encouraged, however, to register for the conference when you submit your abstract. If the early-bird deadline has passed, ASPEN may extend it for abstract authors. Check with aspennutritioncare.org.

9. **Where can I find more information about the ASPEN Nutrition Science and Practice Conference, including registration and housing?**

Visit www.nutritioncare.org/conference

10. **What is the acceptance percentage rate for abstracts?**

On average, ASPEN accepts approximately 85-90 percent of all abstracts submitted.

11. **What should I do if my abstract has been accepted for presentation, but I am unable to attend the conference?**

Contact ASPEN as soon as possible via email michelles@nutritioncare.org. You will have two options: 1) Designate a co-author on the abstract as the new presenting author; or 2) Withdraw the abstract.

12. **Will my abstract submission fee be refunded if my abstract is not accepted?**

No.

13. **What are common reasons why abstracts are not accepted for presentation at the ASPEN Science and Practice Conference?**

- a. *The abstract appears to be commercial in nature.*
- b. *There is insufficient data to support conclusions.*

- c. *Lack of conclusions or conclusions do not match data.*
- d. *Multiple abstracts from the same data.*
- e. *Lack of data or measureable outcomes.*
- f. *Incomplete author disclosure statements.*
- g. *The study is not methodologically sound.*
- h. *Research is not original.*
- i. *Lack of scientific quality or validity.*
- j. *There are gross errors in language, grammar, or syntax making it difficult to understand the abstract.*
- k. *The study is not relevant to nutrition support or does not contribute new findings to the field.*

Note: There will be no reconsideration of non-accepted abstracts