Instructions for Those Submitting Education Session Proposals for the 2018 ASPEN Nutrition Science and Practice Conference

Thank you for wishing to submit a proposal for the 2018 ASPEN Nutrition Science and Practice Conference. The following list includes items you will need in order to complete the proposal submission process. Proposals will be accepted until March 27, 2017 at 11:59 pm ET.

Modified Proposal Process – Topic and speaker suggestions only. All other session ideas should have a full proposal submitted for the session per the guidelines below. Primary and alternative speakers for each topic are welcomed. A contact person for development of educational objectives, program content and other materials is required. Send topic and speaker’s name, credentials, institution, and email address to Doreen Cooke at doreenc@nutritioncare.org later than April 1, 2017.

Proposal Submission Requirements

1. Program/Presentation type
   Must choose one of four choices

   a. Preconference Course
      (4 hours)
      An in-depth study of a particular subject, relevant to an identified practice gap, with four to five faculty members and time allocated for faculty/learner interaction. Scheduled for Monday, January 22, 2018.

   b. Educational Session
      (90 minutes - majority of the educational sessions at the conference)
      Challenges of, and evidence-based recommendations for the administration of nutrition support therapy, based on identified practice gaps, are presented relative to specific disease states and actual case studies. May also feature didactic presentations offering advanced scientific and clinical information for all disciplines. Time for faculty/learner interaction must be included.

      The Conference Program Committee recommends limiting the number of speakers to two (2) for a 90 minute symposium. In the event a proposal is accepted for a 2-hour symposium, then a third speaker may be added.

   c. Roundtable Session
      (25 minutes, repeated 3 times in a 90 minute session)
      A topic, reflecting an identified practice gap, is discussed informally with the aid of a knowledgeable facilitator. Attendees select the roundtables they wish to attend.

   d. Lab or Hands-on Session
      (90 minutes)
      Teaching demonstrations designed to improve clinicians’ skills relative to administering nutrition support to the patient. These sessions are informal, and participants are free to drop in at their leisure.
2. **Program/Session title**
   A compelling title for the session being proposed.

3. **Summary of and Rationale for the Program**
   The rationale should be written in such a way that it will be clear to potential participants how your educational program will enhance their knowledge incorporating the tenets of adult learning theory, thus addressing any professional practice gaps* that exist. Ideally the rationale will include the following:
   a. Background and Motivation: What is the problem and why do you care about it?
   b. Methods or approach: describe your methodology for addressing the problem or issue in your session.
   c. Results or product: Summarize the key findings that will be presented, being as specific as possible.
   d. Conclusions and/or Implications: What is the take-home message and larger implications for the problem identified in your background/motivation?

   * Professional Practice Gap: A professional practice gap is defined as a gap between what the professional is doing compared to what is achievable on the basis of current knowledge. Basically, what do you want participants to do that they are not currently doing? Gaps can be in knowledge, competence, performance, or patient outcomes and should be measurable.
   a. Knowledge is defined as the presence of experience
   b. Competence is knowing how to apply knowledge to practice
   c. Performance is actually doing it
   d. Patient outcomes involves measuring patient records against the new knowledge

4. **Educational Learning Objectives**
   Educational Objectives (list 3 learning objectives for the overall session; 1 for roundtables. These objectives must relate to what attendees will accomplish towards closing the identified practice gap).

   Objectives should complete the following sentence "Upon conclusion of this program, the participant will be able to..."

   [Resources for writing strong learning objectives are available on the ASPEN website.](#)

5. **Target Audience**
   Based on your selected practice gap(s), who is the target audience for this program?

6. **Encore Presentation**
   Has this program been presented at another conference? If so you will need to enter the name of the conference and presentation date.

7. **Teaching Methods**
   Identify the methods you intend to employ in this program to accomplish the objectives, Strive for more interactive teaching methods. How will you engage the audience in learning?

8. **Teaching Level**
   Indicate your intended educational teaching level; Basic, Intermediate, Advanced
   Basic assumes little or no prior knowledge of areas covered. The basic session is aimed toward individuals building a foundation for competent practice. Intermediate assumes a general knowledge of the literature and clinical practice within the areas covered. Intermediate sessions are aimed toward individuals wishing to expand their skills and knowledge base. Advanced assumes thorough knowledge of the literature and clinical practice within the areas covered. Advanced sessions are aimed toward individuals seeking a synthesis of recent advances and future directions.
9. **Organization/ASPEN Section Affiliation**
   This section allows you to identify whether or not the proposal is being submitted on behalf of another group. Examples are: Canadian Nutrition Society, ASPEN Nutrition Support Nurses Practice Section, etc.

10. **Submitter, moderator, and presenter personal information:**
    If you do not have proposed faculty you can bypass this step. The program committee may accept an idea and then select faculty.
    a. First and last name
    b. Email address
    c. Credentials
    d. Job/Position title
    e. Department
    f. Institution/organization
    g. Specialty and Interests
    h. Presentation Title

**PLEASE NOTE:**
Completing a session proposal for the ASPEN Nutrition Science and Practice Conference does not imply acceptance to present. This is a proposal/suggestion for an educational program and acceptance is not guaranteed. Additionally, proposals that are accepted are subject to modification by the Conference Program Committee.

As you are creating the proposal and considering individuals to serve as potential presenters, please communicate to the potential presenters that ASPEN does not provide funding for travel expenses to the conference. Presenters **may** be eligible for an honorarium or discounted conference registration. Any available remuneration will be communicated once a proposal is accepted.

ASPEN gladly welcomes program proposals on all topics in nutrition support. Program developers should submit program proposals which contain a thorough review of the scientific literature and applications to clinical practice as evidenced by the literature.

**Tips for Designing Your Session:**

- Ideal sessions will be designed to flow from basic science to translational to bedside implementation of the recommendations including cases and case-based recommendations.

- Sessions should also integrate standards and guidelines into the content to ensure consistent messages are given to clinicians.

- An ideal session will include faculty experts from a variety of facilities both domestically and internationally. Additionally, the inclusion of talks within a session to target adult and pediatric populations is desirable.

- Sessions will also integrate active learning for improved learning outcomes. One possible approach is the inclusion of more case presentations with lectures to increase interactivity. Additionally, any opportunity for hands-on learning is desired.