On behalf of the American Society for Parenteral and Enteral Nutrition (ASPEN), thank you for agreeing to be a moderator at the 2018 ASPEN Nutrition Science and Practice Conference.

Session Moderators serve a critical role throughout the conference as it is their responsibility to frame the session content, introduce the speaker(s) and speaker conflict of interest disclosures, moderate the Q&A, summarize the session and identify the key take home messages while ensuring all sessions run during the allotted time. We hope that the following information is helpful in preparing for this important role.

Below is a list of items to assist you as you plan for your moderator role at the conference.

**Moderator responsibilities:**
Moderators are responsible for the overall session management from the development of materials and coordination with speakers to management of attendees and speakers during the live session. Moderators should set the tone of the session and are expected to follow the moderator script (separate document) in addition to the following responsibilities:

- assisting the speakers in the development of materials at the appropriate level – basic, intermediate or advanced. Basic is like starting at the beginning of the alphabet to provide the foundation of information; intermediate is starting around letter “L” in the alphabet – the faculty can already assume the foundation of knowledge is there and begin getting into the meat of the presentation; advanced is starting toward the end of the alphabet – the foundation and secondary level information are already known. Please note, all conference sessions, unless noted as basic skills labs should be planned at the advanced learning level.
- reviewing the speakers' slides for any signs of commercial bias prior to the information being presented
- setting up the computer in the presentation room with all presentations loaded and minimized, allowing for a quick transition between each speaker
- attendee management; reminding guests to silence phones, moving personal items from seats for others, reminder to complete evaluations etc. (slides and script will be provided to moderator to cover these items)
- introducing each speaker and providing the audience with a brief bio of the speaker
- enforcing that each presenter state their disclosure information prior to beginning their presentation
- ensuring the speakers stay within the allotted time frame for their presentations
- questioning speakers on 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
- managing the question and answer session and asking thought provoking questions of the speakers as related to the topic
- preparing to ask the speakers questions about the material presented in the event the audience members are a little shy
• briefly summarizing the key takeaways at the end of the session. This should also include ideas for continuing the conversation on thought provoking ideas discussed during the session or ideas for clinical application or further research.

Additional Information for All Speakers and Moderators:
• You will be asked to submit a current version of your CV (you only need to submit your CV once if you are speaking more than once).

• You will be asked to disclose any commercial relationships for each presentation that you will be involved with at the 2018 conference, this information is needed for ASPEN records. A relationship may be relevant for one presentation and not another, hence the requirement to disclose for each presentation.

• The Accreditation Council for Continuing Medical Education (ACCME) prohibits providers from asking commercial entities 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. We appreciate you taking the time to ensure all the requested information is included in both your submission and presentation.

What to Expect

• Meeting Registration – Moderators are responsible for their own meeting registration. If you are moderating a Pre-conference course, you do not need to register for it.

• Travel and Hotel Accommodations – All conference faculty are responsible for booking their own travel and hotel accommodations. Information on room blocks and other special discounts will be available at www.nutritioncare.org/cnw. See Attendees > Travel and Hotel.

Submission Deadlines for Moderators: All submissions can be submitted in the Speaker Resource Center when it opens later this summer.

  o Speaker Affirmations, disclosures, and CV: November 1, 2017

  o AV or Other Special Needs: November 1, 2017 (Note: N/A for Roundtable Speakers). Please email Doreen Cooke, Education Manager, with any AV or other special request/s at doreenc@nutritioncare.org
Included for your information is a list of the submission dates and other supporting information that has been shared with 2018 conference speakers:

1. Please be sure you understand what is expected of you — the general scope/educational level of the session and the topic covered by you, the topics covered by the other faculty, the duration of your individual presentation, and the sequence of speakers. If you have any questions, please contact the program planner for your session(s) or the ASPEN Education Manager, Doreen Cooke – doreenc@nutritioncare.org.

2. Through the Speaker Resource Center, you will learn more information on your session, including the title, program description, your honorarium (if applicable), along with other important information. You will also have the opportunity to submit required speaker documentation, along with your presentation and presentation summary by the necessary due dates. Please refer to the submission deadlines below.

**Submission Deadlines:** All items should be submitted in the Speaker Resource Center when it opens later this summer.

- Speaker Affirmations, disclosures, and CV: **November 1, 2017**
- Presentation Outline: **November 1, 2017**
- PowerPoint presentation: **December 1, 2017**
- Standard AV sets are available in each session room. Please contact Doreen Cooke by **November 1, 2017** if you have any special requests. Please email Education Manager, Doreen Cooke – doreenc@nutritioncare.org.

**Note regarding Outlines and PowerPoint presentations**

ALL faculty are REQUIRED to submit a thorough presentation outline and final presentation slides. While we understand the slides you submit may change prior to arriving at the conference, we strongly encourage all faculty to submit their presentation ahead of time. Anything submitted prior to the meeting will be made available to registered conference attendees.

Presentation slides are always requested by attendees to aide them in taking minimal notes and being able to focus on the session rather than writing. Help us make this an enjoyable experience for all!

3. When preparing your information for your presentation, be mindful of the educational level of your topic. All sessions should be presented at the advanced level unless they are basic skills sessions or labs. In planning an advanced level presentation, faculty should assume the audience has the appropriate knowledge base, therefore there is no need to review things such as basic physiology that the audience should already know. Faculty should assume the foundation and secondary level of knowledge is there and begin getting into the meat of the presentation to get the most out of their allotted presentation time while presenting the most evidence-based cutting edge information available.

4. Faculty are encouraged to think out of the box about creative ways to help ensure the participants have an understanding of the information presented that they can return home with and begin using. ASPEN encourages speakers to identify ways for the attendee to begin applying the information to practice while in the session – work through case studies as a group, having
attendees talk with one another about problems, etc. (anything to engage the learner and make the receipt of the information applicable to them and their practice).

5. Rehearse your presentation! Speakers will have lavalier microphones available to them. Feel free to move around the stage to engage the audience. Speakers do not need to confine themselves behind a podium.

6. ASPEN does provide a laptop in each meeting room. You should arrive early to pre-load your presentation onto the laptop.

7. Note: the laptops available onsite will only support a windows platform. Mac users should bring their own laptop and any additional attachments required (i.e. dongle) to be connected to A/V.

8. Although there is much information to cover, please do not go beyond your allotted time.

9. Visit the meeting room at least 25 minutes before the session begins to upload your presentation. If you submit your presentation ahead of time, it will be pre-loaded in your session room. Identify the audiovisual setup; make sure the appropriate equipment is available and running properly. If you have any problems or questions, notify the moderator or AV technician.

10. Accreditation guidelines require the following:

- 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

11. Please plan to remain at the end of the session for a few minutes to answer additional questions.

What to Expect

- **Meeting Discount** - Presenters receive 15% off of Main Conference Registration. Please do not register for the meeting until you have received your discount code.
  - If you are presenting in a pre-conference course, you do not need to register for that course.
  - If you plan to present only but do not plan to attend the conference, you do not need to register. Please notify the Education Manager, Doreen Cooke at doreenc@nutritioncare.org.

- **Honoraria** – How much honoraria you will receive, if applicable, will be communicated to you through the Speaker Resource Center. Please note that ASPEN does not provide funding for travel expenses to the conference. Presenters may be eligible for an honorarium but funding is limited.

- **Travel and Hotel Accommodations** – All conference faculty are responsible for booking their own travel and hotel accommodations. Information on room blocks and other special discounts will be available at www.nutritioncare.org/cnw. See Attendees > Travel and Hotel.

---

**Speaker Guide to Preparing Your Program Materials for 2018 ASPEN Nutrition Science and Practice Conference**

Please follow the guidelines below to design your presentation materials. Thank you for assisting us in providing attendees with a quality syllabus and presentation during the conference.
Outline Information for the Conference Online Content for Attendees:

- Name, Title, Affiliation
- Presentation Title
- Disclosure Information
- One paragraph overview/summary of your presentation, highlighting the key points. This should be thought of as an abstract of your presentation.
- Three (3) learning objectives (One (1) learning objective for roundtables) for the presentation. These learning objectives will also need to be included in your PowerPoint presentation, see information below. Learning objectives complete the statement: At the conclusion of the presentation, the learner will be able to: ________.
- Key Takeaways/Fast Facts related to the content being presented
- Five (5) multiple choice learning assessment questions with correct answers provided. Information on writing learning assessment questions is available at http://www.nutritioncare.org/Continuing_Education/Faculty_Item_Writing_Training/.
- A maximum of 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.
- Format: all information listed above should fit on less than two 8.5" x 11" pieces of paper with margins set at .75 inch on all sides; font size no less than 11 pt.

Information for the conference Power Point Presentation:

All requirements listed below are to ensure ASPEN remains in compliance with the various accrediting bodies to offer CE credit to physicians, dietitians, pharmacists and nurses. We appreciate you taking the time to ensure all the requested information is included in both your submission and presentation.

- Name, Title, Affiliation
- Presentation Title
- Second or third slide in the presentation must contain whether or not you, as a speaker have any commercial relationships to disclose that are relevant to the topic being presented. 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 should 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. During the presentation you can use audience polling or other methods of engagement to work through answers to the learning assessment questions.

- All questions need to relate to the session objectives and thus the identified learning/knowledge gap.

- Questions will be used as an assessment of attendees’ knowledge prior to and at the conclusion of the education session. The questions used pre and post education session can be identical, otherwise they should be similar in nature. Questions should appear on slides at the beginning of the presentation and again at the end of the presentation. The audience can be polled on site by a show of hands.

- Applicable charts, tables or graphs

- Current references to support the overall 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. Additionally, complete bibliographic information at the end of the presentation should be included.

- Many sessions contain several presenters. In order to ensure each presenter has adequate time to cover their information, please limit your content. For example, if you are giving a 20 minute talk, your material should include no more than 36 – 40 slides.

**Additional Information:**

- You will be asked to submit a current version of your CV (you may need to upload your CV more than once if you are speaking more than once).

- You will be asked to disclose any commercial relationships for each presentation that you will be providing at the 2018 conference, this information is needed for ASPEN records. A relationship may be relevant for one presentation and not another, hence the requirement to disclose for each presentation.

- 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. We appreciate you taking the time to ensure all the requested information is included in both your submission and presentation.