ASPEN2021 Nutrition Science & Practice Conference
Instructions for Submitting Education Session Proposals

Submission Site Access: www.nutritioncare.org/ASPEN21SubmissionSite

Submission Deadline: Monday, May 11, 2020 at 11:59 pm ET

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

Tips for Session Design:

- Design sessions to flow from basic science to translational to bedside implementation of the recommendations including cases and case-based recommendations.

- Integrate standards and guidelines into session content to ensure consistent messages are given to clinicians.

- Include both domestic and international faculty, experts from a variety of facilities, and content targeting both adult and pediatric populations.

- Integrate active learning for improved learning outcomes. Include methods that increase interactivity, such as case presentations and demonstrations. Any opportunity for hands-on learning is desired.

- Connect research presented in the session to current professional practice.

- Explain how information presented during the session impacts patient outcomes.

PROPOSAL SUBMISSION SYSTEM

You will need to **set up a user account, complete your account profile, and sign a privacy notice** to access the system to submit a session proposal.

After completing the steps above, you will see your **Home** page. From this page, you can:
- View general conference information and important dates
- See the titles of your proposal submissions
- View the status of your proposal submissions underneath the session title
- Edit proposal submissions at any time by clicking on the session title

If you need to return to the Home page as you are working in the system, click on the word "Home" at the top left of the screen.

*If you do not receive confirmation emails upon creating an account and submitting proposals, please check your email spam folder. You can so add the site domain - @ConferenceAbstracts.com – to your safe senders list.

START A NEW PROPOSAL

From the Home screen, click on "**Click here to begin a new Education Session Proposal Submission**" and enter the following information.

1. **Submission Title**
   Enter a compelling title for the proposed session.

2. **Submission Category**
   Select one of the following options.

   a. **Breakout Session**
   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. Recommended number of speakers: 2-3. (90 minutes)

   b. **Roundtable 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 and actively participate in a small group discussion. Recommended number of speakers: 1-2. (25 minutes, repeated 3 times in a 90-minutes session)

   c. **Pre-conference Course**
   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 Saturday, March 28, 2020. (4 hours)

   d. **Lab or Hands-on Session**
   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. (90 minutes)

SUBMISSION TASKS

After you enter the submission title and select a submission category, you will see a list of tasks that must be completed for that session. Click on each task to enter the required information. A large green check mark will appear next to a task when it has been completed. The next section will explain what is required for each task.

*Please note that any field with a red asterisk must be completed.

Submission Guidelines Download Task	Download and review the Education Session Proposal Submission Guidelines. This task must be completed before any other task can be accessed.

Session Details Task	**1) Topic Area**
	Select a topic from the dropdown menu options.
	
	2) Encore Presentation
	Indicate if session has been presented at another conference by selecting yes or no from the dropdown menu.
	
	3) Encore Presentation Details
	If you answered Yes to Questions #2, enter the name of the conference and the presentation date.
	
	4) Teaching Level
	    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.
	
	5) Teaching Methods
	Select all that apply.
	
	6) Target Audience
	Describe the target audience based on identified practice gaps.
	
	7) Organization/ASPEN Section Affiliation
	If this session proposal is being submitted in conjunction with or on behalf of another organization or ASPEN specialty practice session, enter the organization or section name. Examples: Canadian Nutrition Society, ASPEN Nutrition Support Nurses Practice Section, etc.

Session Details Task	**8) Session Summary and Rationale**
	Enter the summary of and rationale for the proposed session. Explain how the session will enhance participants' knowledge and address any professional practice gaps*. 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 gap between what the professional is doing or accomplishing compared to what is achievable based on current professional knowledge. What do you want participants to do that they are not currently doing? Gaps can occur in knowledge, competence, performance, or patient outcomes, and gaps should be measurable.
	
	Knowledge: Facts, data, and information to increase understanding of a topic.
	
	Competence: Forming a strategy for turning "what you know" into a plan for "what you're going to do."
	
	Performance: Putting strategy, or competence, into practice.
	
	Patient outcomes: Impacts on the patient.

Learning Objectives Task	**Enter 3 learning objectives for Breakout Sessions, Lab Sessions, and Pre-conference Courses.** **Enter 1-2 learning objectives for Roundtable Sessions.** Use action words to begin learning objectives, such as list, describe, define, demonstrate, conduct, explain, review, apply, etc. 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 faculty information webpage: http://www.nutritioncare.org/ASPEN19Faculty/.

Speakers and Moderators Task	1) Enter the following information for each speaker **AND** moderator. If a speaker is presenting more than one topic or serving as both speaker and moderator, they only need to be entered once.
	
	    - First Name
	    - Last Name
	    - Email Address
	    - Role (Select from dropdown menu options)
	
	2) After all speakers and moderators have been entered, select **Edit Profile** under each individual's name and enter the following information.
	
	    - Prefix
	    - City
	    - State
	    - Country* (see note below for international presenters)
	    - Position/Title
	    - Institution / Company / Organization
	    - Credentials
	    - Specialty and Interests
	
	*For international presenters, select the country first. A list of states for that country will then appear in the dropdown menu under the State field.
	
	If presenter already has a complete profile in the system, this information will pre-populate and you will not be required to re-enter it.

Presentations Task	Click on **Edit Form** under each speaker and speaker/moderator's name to enter the presentation information for that individual.
	
	1) Speaker Name
	
	2) Topic Title
	   *If speaker will be presenting more than one topic in the session, list each topic on a separate line. For example:
	
	   Speaker Topic #1
	
	   Speaker Topic #2
	
	3) Presentation Outline (Provide a brief outline for topic)
	   *If speaker will be presenting more than one topic in the session, list each outline in a separate paragraph. For example:
	
	   Speaker Outline for Topic #1 – Paragraph 1
	
	   Speaker Outline for Topic #2 – Paragraph 2

Submitter Disclosure Task	**Conflict of Interest** Select the applicable response for the Conflict of Interest Disclosure question. If you have any disclosures, list each one separately and provide the following information: **- Name of the commercial entity** **- Your Role** (speaker, consultant, investigator, etc.) **- What You Received** (honorarium, consultant fees, etc.). Amounts DO NOT need to be listed. For additional information regarding disclosures, see ASEPN Education and Professional Development Conflict of Interest Policy.
Submission Verification Task	Read the proposal submission verification statements, indicate your agreement, and type in your name.

Once all tasks are complete, click on the **Save Submission button** at the bottom or top of the screen.

To review and print your proposal, scroll down to bottom of screen and click on "**Click here for a preview of your submission.**"

Click on the **Submit button** on the upper right-hand side of the screen to submit your proposal. You should see a message on your home page that says, "Thank you for completing your submission to ASPEN21!" You should also see Status: Complete (Submitted Date, Time) underneath the proposal submission title.

WITHDRAWING A SUBMISSION
From the Home page, click on the session title. You will then see the Task List page.

Click on the text just below the blue box that says Edit next to your Proposal Submission title. You will then see the Edit Submission page.

Scroll down to the bottom of the page to the Submission Status field. Click on the drop-down menu and select Withdrawn. (If you need to reinstate the proposal at a later time, return here and change the status to Active.)

Click on the Update Submission button to save the change. Return to the Home page. The submission will now show as Status: Withdrawn.

PLEASE NOTE:
- Submitting a session proposal for the ASPEN Nutrition Science & Practice Conference does not imply acceptance to present. Proposal acceptance is not guaranteed.

- Accepted proposals are subject to modification by the Conference Program Committee.

- 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 after a proposal is accepted and individual speaker details are sent.