



ASPEN2024 Nutrition Science & Practice Conference Proposal Submission Guide

Submission Site Access: <https://nutritioncare.confex.com/nutritioncare/aspen24/cfs.cgi>

Submission Deadline: **Monday, May 8, 2023 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.
- Do not include individuals who work for a corporate entity, as they cannot participate in the conference. This is a strict accreditation requirement and applies to both speakers and moderators.

PLEASE NOTE:

- Submitting a session proposal does not guarantee acceptance of proposal.
- Accepted proposals are subject to modification by the Conference Program Committee.
- ASPEN does not provide funding for travel expenses to the conference. Information regarding honoraria and registration discounts will be confirmed in the fall.

Submission Site User Guide

ASPEN is using a new proposal system for ASPEN24. Please review this guide if you have any questions about navigating the new system.

Proposal Submission Template

Download a document that you can use to gather the information that you will need to complete your proposal submission by clicking the following link: [Proposal Submission Template](#)

Submission Site Link:

<https://nutritioncare.confex.com/nutritioncare/aspens24/cfs.cgi>

Main Landing Page

After clicking on the submission site link, you will see the following page. This is where you will begin the proposal submission process. Click on New Proposal to begin your submission.

ASPEN 2024
NUTRITION
SCIENCE &
PRACTICE
CONFERENCE

MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

ASPEN Home

Submission Site for
ASPEN 2024 Nutrition Science & Practice Conference

General Information

The ASPEN Nutrition Science & Practice Conference is the annual conference of the American Society for Parenteral and Enteral Nutrition (ASPEN). The conference is designed to showcase the collective expertise of the practitioners and researchers who gather each year to share knowledge and advance the field of clinical nutrition. The conference features a comprehensive educational and scientific program focusing on the latest research, clinical practice, and technological advances in clinical nutrition. Each year, the conference attracts more than 2,000 nutrition professionals from around the world. Join attendees including physicians, nurses, dietitians, pharmacists, researchers, educators, and others involved in nutrition support therapy at this landmark conference.

Proposal Submission Deadline: **May 8, 2023**

Proposal Acceptance Notifications: **Mid-July 2023**.

Proposal Submission Guidelines

Submit a New Proposal:

New Proposal


Your Account

User Portal

Page 2 of 20

Account Set-up

1. The first time you enter the system, you will need to set up a user account. Enter your email address and click on Login.




User Login

Please enter your login credentials for the ASPEN conference submission platform.
The login credentials are specific to the conference submission platform.
If you do not already have an account, you will be prompted to create one.

Email Address

Password

2. You will then see the next screen. Complete all fields and click on Login to create your account.



User Login

Please enter your login credentials for the ASPEN conference submission platform.
The login credentials are specific to the conference submission platform.
If you do not already have an account, you will be prompted to create one.

Invalid username or password
Unrecognized email address,
please correct or complete the
form below to login:

Email Address

Password


Confirm Password

First Name

Last Name

Login to System

After creating a user account, you can login to the system with your email and password.



User Login

Please enter your login credentials for the ASPEN conference submission platform.
The login credentials are specific to the conference submission platform.
If you do not already have an account, you will be prompted to create one.

Email Address

Password

Login

After logging in to the system, you will see the next screen. Click on the word “here” to begin a proposal submission.



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ASPEN User Portal - ASPEN 2024 Nutrition Science & Practice Conference

Call for Sessions
Technical Support

Submit a session proposal [here!](#)

Renee Cooke

Proposal Submission Steps

There are seven steps in the proposal submission process. After you complete the steps, you will be able to review, confirm, print, and submit your proposal.

Step 1: Session Details

Answer the questions and enter information in this step as required (see [Proposal Submission Template](#) for list of required information).

Step 2: Session Topic Area

Choose the session topic area from the list of options.

Step 3: Session Summary and Rationale

Enter the summary of and rationale for the proposed session. You must enter information for each of the following:

- Background and Motivation:** What is the problem and why do you care about it?
- Methods or approach:** Describe your methodology for addressing the problem or issue in your session.
- Results or product:** Summarize the key findings that will be presented, being as specific as possible.
- Conclusions and/or Implications:** What is the take-home message and larger implications for the problem identified in your background/motivation?

To submit your text, click in the box next to each header. You may type directly into the box or copy and paste from your completed template document.

The screenshot shows the 'Session Submission' interface. The top navigation bar includes tabs for Session Details, Session Topic Area, Session Summary and Rationale (active), Learning Objectives, People, Disclosures, Verification, and Confirmation. The 'Session Summary and Rationale' section is titled 'Session Summary And Rationale' and includes a link to 'Click here to show/hide instructions.' Below this, it states '4 words entered.' and provides a rich text editor with various formatting options. The editor contains four sections: 'Background: Test', 'Methods: Test', 'Results: Test', and 'Conclusion: Test'. A red arrow points to the text input area next to the 'Background: Test' header. A red box with the text 'Click in box next to each header to enter information.' is overlaid on the right side of the input area. At the bottom, there is a 'Save and Continue' button and a 'Next step: Confirmation' indicator.

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Session Summary And Rationale
Click here to show/hide instructions.

4 words entered.

Background: Test
Methods: Test
Results: Test
Conclusion: Test

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

Save and Continue

Next step: Confirmation

Step 4: Learning Objectives

Enter the session learning objectives. Additional instructions:

- Enter one Learning Objective per box.
- Do not number the Learning Objectives.
- Begin each learning objective with an action word (such as list, describe, define, demonstrate, conduct, etc.).
- Provide a minimum of 3 learning objectives for breakout sessions, skills lab sessions, or pre-conference course sessions. Provide 1-2 learning objectives for roundtable sessions.

For assistance with writing strong learning objectives:

- [Model for Writing Learning Objectives](#)
- [Learning Objectives Action Verbs](#)

Step 5: People

When you get to this step, the system will automatically add you as the proposal submitter.

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Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives **People** Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Add/Edit People

You must add each of the following before you can proceed to the next step:

- at least 1 Moderator
- at least 1 Speaker

| ROLE | PERSON | EDIT | DELETE |
|--------------------|-------------------|------|--------|
| Proposal Submitter | Renee Cooke, APTD | | |

Add new person

To add presenters and moderators to the session, click on Add a new person for each individual that needs to be entered and to the following:

- Enter the presenter's email address.
- Select all roles that apply.
- Enter the presentation title.
- If you are participating in the session as a speaker or moderator, you will also need to add yourself as a new person and input your information here.

Click on Search.

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MARCH 2-5, 2024
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Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives **People** Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Search For A Person

Before adding a new name, search the database to see if that name and contact information have already been entered.

- The search is not case sensitive and returns only exact matches.
- Do not use wildcard characters such as *.
- You may use accented characters but it is not necessary to do so.
- If the name is not found, enter it in the data entry form that appears next.

Email Address:

Role:
☒ Moderator
☐ Speaker

Enter Title of Speaker's Presentation (required):

Search

Individual Is NOT IN SYSTEM

If the person you are adding is not in the system, you will see the following screen.

×

Session Submission

ID: 1105

✓ Session Details

✓ Session Topic Area

✓ Session Summary and Rationale

✓ Learning Objectives

✓ People

✓ Disclosures

✓ Verification

✓ Confirmation

Options:

User Portal

View Submission

Withdraw Session

Help:

Report a Technical Issue

Contact Information

No matches found. Please complete the form below.

* — Indicates required field.

First Name *

John

Last Name *

Doe

Credentials *

(enter N/A if no credentials)

RD

Email Address *

By submitting this form you are giving the organization permission to contact this person about this meeting. This email address will not be sold to or shared with other organizations, nor will it be included in any publications by the organization.

johndoe@noemail.com

Presenter's Specialty / Professional Interests *

nutrition support

Job Title *

Dietitian

Institution/Organization/Company *

EFG Institution

City *

Las Vegas

Country *

United States of America

State/Province *

Nevada

Add a New Affiliation

Save and Continue

Input the following information for the person you are adding:

- First Name
- Last Name
- Credentials
- Specialty/Professional Interests
- Job Title
- Institution/Organization/Company
- City, State, and Country

Click on Add a New Affiliation if you would like to add an additional organization or academic appointment for this individual. You will need to enter the Job Title, Organization, City, State, and Country for the new affiliation.

Click on Save and Continue at the bottom of the page you are done entering information.

Individual Is IN SYSTEM

If the person you are adding is in the system, you will see the following screen. Click on the circle next to their name.

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MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives **People** Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Search Results
Please select the appropriate name from the list below, or go back and search again.

☒ Renee Cooke, APTD - ASPEN

Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

Select Select and Edit

If you want to review their information, click on Select and Edit. You will see the following screen.

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives **People** Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Contact Information
Please select at least one Affiliation
* — Indicates required field.

First Name * Last Name * Credentials *
Renee Cooke APTD
(enter N/A if no credentials)

Email Address *
By submitting this form you are giving the organization permission to contact this person about this meeting. This email address will not be sold to or shared with other organizations, nor will it be included in any publications by the organization.
cookedoreen@gmail.com

Presenter's Specialty / Professional Interests *
Nutrition support

USE EDIT/VIEW AFFILIATION INFORMATION

☒ ASPEN

Job Title *
Education Manager

Institution/Organization/Company *
ASPEN

City * Country *
Silver Spring United States of America

State/Province *
Maryland

☐ [Add a New Affiliation]

Save and Continue

You can change or update their information if needed.

If everything looks okay, click on the box under “Use” next to the affiliation that you would like to use.

If you would like to add a new affiliation, click the box next to Add a New Affiliation and enter the Job Title, Organization, City, State, and Country for the new affiliation.

Select Save and Continue when done.

USE EDIT/VIEW AFFILIATION INFORMATION

☒ ASPEN

Job Title *
Education Manager

Institution/Organization/Company *
ASPEN

City *
Silver Spring

Country *
United States of America

State/Province *
Maryland

☐ [Add a New Affiliation]

Save and Continue

See All People in Session

After you have added the speakers and moderators to the session, you will see the next screen with everyone listed and their roles.

At the bottom of this screen, you will see all of the presenter's session titles listed. Click on the presentation title for each presenter.

ASPEN 2024
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PRACTICE
CONFERENCE

MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

Session Submission

Session DetailsSession Topic AreaSession Summary and RationaleLearning Objectives**People**DisclosuresVerificationConfirmation

Options:
User Portal
View Submission
Withdraw Session
Help:
Report a Technical Issue

Add/Edit People

| ROLE | PERSON | EDIT | DELETE | MOVE | |
|--------------------|-------------------|------|--------|------|-----------------------|
| Proposal Submitter | Renee Cooke, APTD | | | | |
| Moderator | Jane Doe, RD | | | | |
| Speaker | Jane Doe, RD | | | | Jane's Presentation |
| Speaker | Renee Cooke, APTD | | | | Doreen's Presentation |

Add new person

You will not be able to proceed to the next step until all Presentations have a checkmark after each title below.
Presentation titles followed by an "X" are incomplete. Click on the presentation title for each speaker and enter a brief presentation outline to complete this section.

| Presentation | Speaker | Delete | Move |
|-------------------------|-------------------|--------|------|
| Jane's Presentation X | Jane Doe, RD | | |
| Doreen's Presentation X | Renee Cooke, APTD | | |

Click on each presentation title in this box

Page 11 of 20

Add Presentation Outline

After clicking on the presentation title, you will see a pop up window where you can add a brief presentation outline. Enter the presentation outline and Click Save when you are done.

Presentation Title

| | | | | |
|-----|---|---|----------------|----------------|
| ↶ ↷ | Ω | I | x ₁ | x ² |
|-----|---|---|----------------|----------------|

Jane's Presentation

Presentation Outline

Provide a brief outline of content in this presentation.

| | | | | |
|-----|---|---|----------------|----------------|
| ↶ ↷ | Ω | I | x ₁ | x ² |
|-----|---|---|----------------|----------------|

Jane's Presentation Outline

Save

You should now see the following screen with all session presenters listed.

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives **People** Disclosures Verification Confirmation

Options:
 User Portal
 View Submission
 Withdraw Session

Help:
 Report a Technical Issue

Add/Edit People

| ROLE | PERSON | EDIT | DELETE | MOVE |
|--------------------|-------------------|------|--------|------|
| Proposal Submitter | Renee Cooke, APTD | | | |
| Moderator | Jane Doe, RD | | | |
| Speaker | Jane Doe, RD | | | |
| Speaker | Renee Cooke, APTD | | | |
| Speaker | John Doe, RD | | | |

[Add new person](#)

You will not be able to proceed to the next step until all Presentations have a checkmark after each title below.
 Presentation titles followed by an "X" are incomplete. Click on the presentation title for each speaker and enter a brief presentation outline to complete this section.

| Presentation | Speaker | Delete | Move |
|-------------------------|-------------------|--------|------|
| Jane's Presentation X | Jane Doe, RD | | |
| Doreen's Presentation X | Renee Cooke, APTD | | |
| John's Presentation X | John Doe, RD | | |

Next step: [Disclosures](#)

The red "x" next to the presentation titles will change to a green checkmark when the outline has been added. Please be sure to do this before moving on to the Disclosures step!

From this page, you can do the following:

- Change the order of presenters (use up and down buttons in Move column)
- Change the order of presentations (use up and down buttons in Move column in Presentation box)
- Delete presenters (Delete column)
- Delete presentations (Delete column in Presentation box)
- Edit presenter information (Edit column)
- Add new presenters

Once each presentation title has a green check mark and all information is correct, click on Disclosures at the bottom of the screen to proceed to the next step.

Step 6: Disclosures

You should see your information as the proposal submitter on this screen. Click on Not Answered to enter your disclosure information.

ASPEN 2024 NUTRITION SCIENCE & PRACTICE CONFERENCE

MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives **People** Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Disclosure

Add or Edit

The Proposal Submitters shown below are required to complete a Disclosure form. Click on the hyperlink in the "Relationships" column to add or edit a disclosure.

| Person | Role | Relationships? |
|-------------------|--------------------|------------------------------|
| Renee Cooke, APTD | Proposal Submitter | Not Answered |

You will see a pop-up window where you will answer a few questions and enter the following financial relationship disclosure information for yourself:

- Organization Name
- Relationship with Organization (speaker, consultant, etc.)
- Indicate if relationship has ended (yes or no)
- Select mitigation strategy (select all that apply)

Select Add Another Row to add an additional relationship. **Each row should only contain information for one relationship.**

ASPEN Conflict Of Interest Disclosure Statement

Renee Cooke

ASPEN Financial Relationship Disclosure Policy

To maintain compliance and scientific integrity of our educational programs, all persons in a position to affect or control the content of an educational activity must adhere to the following:

- Provide ASPEN with information on all financial relationships with ineligible companies over the past 24 months. ASPEN may not confirm your participation prior to receiving this information and mitigating any relevant financial relationships.
- Eliminate commercial bias. Whenever possible, classes or groups of similar products or treatment approaches should be discussed using generic names rather than trade names. Varying or conflicting viewpoints should be explored.
- Advertising may not be a part of educational materials or venue. Promotional activities of any kind may not occur during / in the space of an educational activity. This includes faculty promoting a book they have authored for which there is a financial gain.
- Recommendations for clinical practice will be supported by and will reference best-available evidence.
- Scientific research used to support recommendations for clinical practice must conform to generally accepted standards of experimental design, data collection and analysis.

I have read the ASPEN Financial Relationship Disclosure Policy and agree to abide by the stated terms. *

☐ Yes ☐ No

I agree that I will not actively promote or sell products or services that serve my professional or financial interests during accredited education. *

☐ Yes ☐ No

Financial Relationship Disclosure: I am disclosing financial relationships that I have had in the past 24 months with an **ineligible company**. *

You must disclose the name of the ineligible companies with which you have this relationship, the nature of the relationship(s), and indicate if the relationship has ended (enter yes or no). Disclose all financial relationships with ineligible companies regardless of the financial amount and relevance to the education content.

| Organization Name | Relationship | Relationship Ended: <input type="radio"/> Yes <input type="radio"/> No | Mitigation Strategy: <input type="checkbox"/> a. Divest in the financial relationship. <input type="checkbox"/> b. Recusal from controlling aspects of planning and content with which there is a financial relationship. <input type="checkbox"/> c. Peer review of planning decisions by persons without relevant financial relationships. <input type="checkbox"/> d. Peer review of content by persons without relevant financial relationships. <input type="checkbox"/> e. Attest that clinical recommendations are evidence-based and free of commercial bias (e.g. peer-reviewed literature, adhering to evidence-based practice guidelines). <input type="checkbox"/> f. Other <input type="text"/> | Delete |
|-------------------|--------------|--|--|--------|
| | | | | |

[Add another row](#)

Required Signature: *

[Submit](#)

Editor Reuse Files

If you are disclosing multiple relationships, you should see each relationship displayed on a separate row.

- Recommendations for clinical practice will be supported by and will reference best available evidence.
- Scientific research used to support recommendations for clinical practice must conform to generally accepted standards of experimental design, data collection and analysis.

I have read the ASPEN Financial Relationship Disclosure Policy and agree to abide by the stated terms. *

☐ Yes ☐ No

I agree that I will not actively promote or sell products or services that serve my professional or financial interests during accredited education. *

☐ Yes ☐ No

Financial Relationship Disclosure: I am disclosing financial relationships that I have had in the past 24 months with an ineligible company. *

☐ Yes ☐ No

You must disclose the name of the ineligible companies with which you have this relationship, the nature of the relationship(s), and indicate if the relationship has ended (enter yes or no). Disclose all financial relationships with ineligible companies regardless of the financial amount and relevance to the education content.

| | | | | |
|--|--|--|--|------------------------|
| <p>Organization Name:</p> <p>ABC Company</p> | <p>Relationship:</p> <p>Speaker's Bureau</p> | <p>Relationship Ended:</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> | <p>Mitigation Strategy:</p> <p><input type="checkbox"/> a. Divest in the financial relationship.</p> <p><input type="checkbox"/> b. Recusal from controlling aspects of planning and content with which there is a financial relationship.</p> <p><input checked="" type="checkbox"/> c. Peer review of planning decisions by persons without relevant financial relationships.</p> <p><input type="checkbox"/> d. Peer review of content by persons without relevant financial relationships.</p> <p><input checked="" type="checkbox"/> e. Attest that clinical recommendations are evidence-based and free of commercial bias (e.g. peer-reviewed literature, adhering to evidence-based practice guidelines).</p> <p><input type="checkbox"/> f. Other <input type="text"/></p> | <p>Delete:</p> <p></p> |
| <p>Organization Name:</p> <p>XYZ Institution</p> | <p>Relationship:</p> <p>Consultant</p> | <p>Relationship Ended:</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> | <p>Mitigation Strategy:</p> <p><input type="checkbox"/> a. Divest in the financial relationship.</p> <p><input type="checkbox"/> b. Recusal from controlling aspects of planning and content with which there is a financial relationship.</p> <p><input checked="" type="checkbox"/> c. Peer review of planning decisions by persons without relevant financial relationships.</p> <p><input checked="" type="checkbox"/> d. Peer review of content by persons without relevant financial relationships.</p> <p><input checked="" type="checkbox"/> e. Attest that clinical recommendations are evidence-based and free of commercial bias (e.g. peer-reviewed literature, adhering to evidence-based practice guidelines).</p> <p><input type="checkbox"/> f. Other <input type="text"/></p> | <p>Delete:</p> <p></p> |

Add another row



Editor

Reuse Files

Editor

Reuse Files

When you have added all of your disclosure information, type in your signature and click on Submit.

| <p>You must disclose the name of the ineligible companies with which you have this relationship, the nature of the relationship(s), and indicate if the relationship has ended (enter yes or no). Disclose all financial relationships with ineligible companies regardless of the financial amount and relevance to the education content.</p> | | | | |
|---|---|---|--|---|
| <p>Organization Name:</p> <input type="text" value="ABC Corporation"/> | <p>Relationship:</p> <input type="text" value="Speaker's Bureau"/> | <p>Relationship Ended:</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> | <p>Mitigation Strategy:</p> <p><input type="checkbox"/> a. Divest in the financial relationship.</p> <p><input type="checkbox"/> b. Recusal from controlling aspects of planning and content with which there is a financial relationship.</p> <p><input checked="" type="checkbox"/> c. Peer review of planning decisions by persons without relevant financial relationships.</p> <p><input type="checkbox"/> d. Peer review of content by persons without relevant financial relationships.</p> <p><input checked="" type="checkbox"/> e. Attest that clinical recommendations are evidence-based and free of commercial bias (e.g. peer-reviewed literature, adhering to evidence-based practice guidelines).</p> <p><input type="checkbox"/> f. Other <input type="text"/></p> | <p>Delete:</p>  |
| <p>Organization Name:</p> <input type="text" value="XYZ Institution"/> | <p>Relationship:</p> <input type="text" value="Consultant"/> | <p>Relationship Ended:</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> | <p>Mitigation Strategy:</p> <p><input type="checkbox"/> a. Divest in the financial relationship.</p> <p><input type="checkbox"/> b. Recusal from controlling aspects of planning and content with which there is a financial relationship.</p> <p><input checked="" type="checkbox"/> c. Peer review of planning decisions by persons without relevant financial relationships.</p> <p><input checked="" type="checkbox"/> d. Peer review of content by persons without relevant financial relationships.</p> <p><input type="checkbox"/> e. Attest that clinical recommendations are evidence-based and free of commercial bias (e.g. peer-reviewed literature, adhering to evidence-based practice guidelines).</p> <p><input type="checkbox"/> f. Other <input type="text"/></p> | <p>Delete:</p>  |
| <p>Add another row</p> | | | | |

Required Signature: *

After you sign and submit your disclosures, you will see the following screen. Click Save and Continue to proceed to the next step.

ASPEN 2024
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PRACTICE
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MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives People Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Disclosure

Add or Edit

The Proposal Submitters shown below are required to complete a Disclosure form.
Click on the hyperlink in the "Relationships" column to add or edit a disclosure.

| Person | Role | Relationships? |
|-------------------|--------------------|----------------|
| Renee Cooke, APTD | Proposal Submitter | Answered |

Save and Continue

Step 7: Verification

Click the box next to "I have read and agree to the above statements.to confirm agreement with the verification statements."

Click Save to proceed to the Confirmation page.

ASPEN 2024
NUTRITION
SCIENCE &
PRACTICE
CONFERENCE

MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives People Disclosures Verification Confirmation

Options:
User Portal
View Submission
Withdraw Session

Help:
Report a Technical Issue

Verification

- I verify that the proposed education session was planned without the influence of any commercial supporter or industry personnel, otherwise defined as an **ineligible company**.
- I verify that this submission **DOES NOT** include participants from companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.
- I understand that presenters **may** be eligible for an honorarium or discounted conference registration. ASPEN will confirm honoraria amounts and registration discounts with individual speakers after proposal acceptance.
- I understand that if this proposal is accepted, I am responsible for notifying all session presenters and confirming their intent to participate in the conference.
- I verify that I have checked my proposal for accuracy. I understand that once the submission site closes, I can no longer make changes to my proposal.

☒ I have read and agree to the above statements.

Save

Step 8: Confirmation

Use this page to proof the proposal submission details. You should see ALL information that you entered for the proposal.

If you need to make changes, click on the appropriate header to return to that step to make changes.

Once everything looks okay, click on Submit at the bottom of the page to submit your proposal. You must click on Submit or the proposal will not be submitted!

Session Submission

ID: 1105

Session Details

Session Topic Area

Session Summary and Rationale

Learning Objectives

People

Disclosures

Verification

Confirmation

Options:
User Portal
View Submission
Withdraw Session
Help:
Report a Technical Issue

Conclude Submission

Please **PROOF** what you have entered.
If all of the information looks OK, then click 'Submit'. What you see is what we have in our database for this presentation.
To change anything, click on a link in the Session control panel.

Click [here](#) to print this page now.

Session Title (required)

Doreen's Test for Screenshots

Submitter Email

cookedoreenr@gmail.com

Session Type

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)

Audience

Dietitian

Session Content

Adult

Encore Presentation

No

Teaching Level

Intermediate: Assumes general knowledge of literature and clinical practice; for individuals wishing to expand skills and knowledge base.

Teaching Methods

Lecture

Session Topic Area:

Acid-Base, Fluids, Electrolytes

Session Abstract:

Background: Test
Methods: Test
Results: Test
Conclusion: Test

Learning Objective:

1. Test Objective 1

Verification

I have read and agree to the above statements.

Individual Speaker Talks ID# 1058:

Presentation Title

Jane's Presentation

Presentation Outline

Jane's Presentation Outline

Jane Doe, RD, ABC Organization, Silver Spring, MD

Individual Speaker Talks ID# 1059:

Presentation Title

Doreen's Presentation

Presentation Outline

Doreen's Outline

Renee Cooke, APTD, ASPEN, Silver Spring, MD

Moderator

Jane Doe, RD
Email: janedoe@noemail.com -- Will not be published
ABC Organization
Dietitian
Silver Spring MD
USA

Proposal Submitter

Renee Cooke, APTD
Email: cookedoreenr@gmail.com -- Will not be published
ASPEN
Education Manager
Silver Spring MD
USA

I have read the ASPEN Financial Relationship Disclosure Policy and agree to abide by the stated terms. Yes
I agree that I will not actively promote or sell products or services that serve my professional or financial interests during accredited education. Yes
Any relevant financial relationships? Yes

| Organization Name | Relationship | Relationship Ended | Mitigation Strategy |
|-------------------|------------------|--------------------|---|
| ABC Corporation | Speaker's Bureau | No | Attest that clinical recommendations are evidence-based and free of commercial bias (e.g. peer-reviewed literature, adhering to evidence-based practice guidelines), and Peer review of planning decisions by persons without relevant financial relationships. |
| XYZ Institution | Consultant | No | Peer review of content by persons without relevant financial relationships, and Peer review of planning decisions by persons without relevant financial relationships. |

Signed on 04/19/2023 by Renee Cooke

Speaker

Jane Doe, RD
Email: janedoe@noemail.com -- Will not be published
ABC Organization
Dietitian
Silver Spring MD
USA

Speaker

Renee Cooke, APTD
Email: cookedoreenr@gmail.com -- Will not be published
ASPEN
Education Manager
Silver Spring MD
USA

Submit

Submit Proposal

Headers

Page 17 of 20

If the proposal has been successfully submitted, you should see “Successful Session Submission” at the top of the next page.

The screenshot displays the 'Session Submission' page with a progress bar at the top indicating the following steps: Session Details, Session Topic Area, Session Summary and Rationale, Learning Objectives, People, Disclosures, Verification, and Confirmation. The 'Confirmation' step is currently active. A red box highlights the 'Options' menu on the left, which includes 'User Portal', 'View Submission', 'Withdraw Session', and 'Report a Technical Issue'. Another red box highlights the main content area, which features a 'Successful Session Submission' message, a link to print the page, and a thank-you note. Below this, the session details for 'Doreen's Test for Screenshots' are listed, including the session title, submitter email, session type (Breakout Session), and audience. The moderator and proposal submitter information is also provided.

Session Submission ID: 1105

Session Details Session Topic Area Session Summary and Rationale Learning Objectives People Disclosures Verification Confirmation

Options:

- User Portal
- View Submission
- Withdraw Session
- Report a Technical Issue

Successful Session Submission.

Click [here](#) to print this page.

Thank you for your abstract submission; we've sent you an email confirmation.

Doreen's Test for Screenshots

Session Title (required)
Doreen's Test for Screenshots

Submitter Email
cookedoreenr@gmail.com

Session Type
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)

Audience

Moderator
Jane Doe, RD
Email: janedoe@noemail.com -- Will not be published
ABC Organization
Dietitian
Silver Spring MD
USA

Proposal Submitter
Renee Cooke, APTD
Email: cookedoreenr@gmail.com -- Will not be published
ASPEN
Education Manager

Options Menu Navigation

User Portal: See all sessions that you have submitted.

View Submission: See all details in a proposal.

Withdraw Submission: Withdraw proposal submission.

User Portal Menu

Submitted Entries:

- The session titles will be listed under the Sessions header. Click on session title to see proposal details.
- The presentation titles will be listed under the Individual Speaker Talks header. You do NOT need to click on the presentation titles.

ASPEN User Portal - ASPEN 2024 Nutrition Science & Practice Conference

Submitted Entries

- Call for Sessions
- Technical Support

Education Session Proposal Submissions

Sessions

[Doreen's Test for Screenshots](#)

Individual Speaker Talks

[Doreen's Presentation](#)

[Jane's Presentation](#)

Call for Sessions:

This menu item will take you back to the main landing page.

ASPEN User Portal - ASPEN 2024 Nutrition Science & Practice Conference

Submitted Entries

- Call for Sessions**
- Technical Support

Submit a session proposal [here!](#)

On the landing page, click on New Proposal at the bottom of the screen to start a new session proposal. If you would like to see a list of all of your submissions, click on User Portal.

ASPEN Home

Submission Site for ASPEN 2024 Nutrition Science & Practice Conference

General Information

The ASPEN Nutrition Science & Practice Conference is the annual conference of the American Society for Parenteral and Enteral Nutrition (ASPEN). The conference is designed to showcase the collective expertise of the practitioners and researchers who gather each year to share knowledge and advance the field of clinical nutrition. The conference features a comprehensive educational and scientific program focusing on the latest research, clinical practice, and technological advances in clinical nutrition. Each year, the conference attracts more than 2,000 nutrition professionals from around the world. Join attendees including physicians, nurses, dietitians, pharmacists, researchers, educators, and others involved in nutrition support therapy at this landmark conference.

Proposal Submission Deadline: **May 8, 2023**

Proposal Acceptance Notifications: **Mid-July 2023.**

[Proposal Submission Guidelines](#)

Submit a New Proposal:

[New Proposal](#)

[Your Account](#)

[User Portal](#)

View List of Submitted Proposals

Begin New Proposal

Log Out of System

To log out of the proposal submission system, go to user portal and click on your name on the top right of screen.

ASPEN 2024
NUTRITION
SCIENCE &
PRACTICE
CONFERENCE

MARCH 2-5, 2024
TAMPA CONVENTION CENTER
TAMPA, FLORIDA

ASPEN User Portal - ASPEN 2024 Nutrition Science & Practice Conference

Submitted Entries

Call for Sessions

Technical Support

Education Session Proposal Submissions

Sessions

Doreen's Test for Screenshots

Individual Speaker Talks

Doreen's Presentation

Jane's Presentation

John's Presentation

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