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

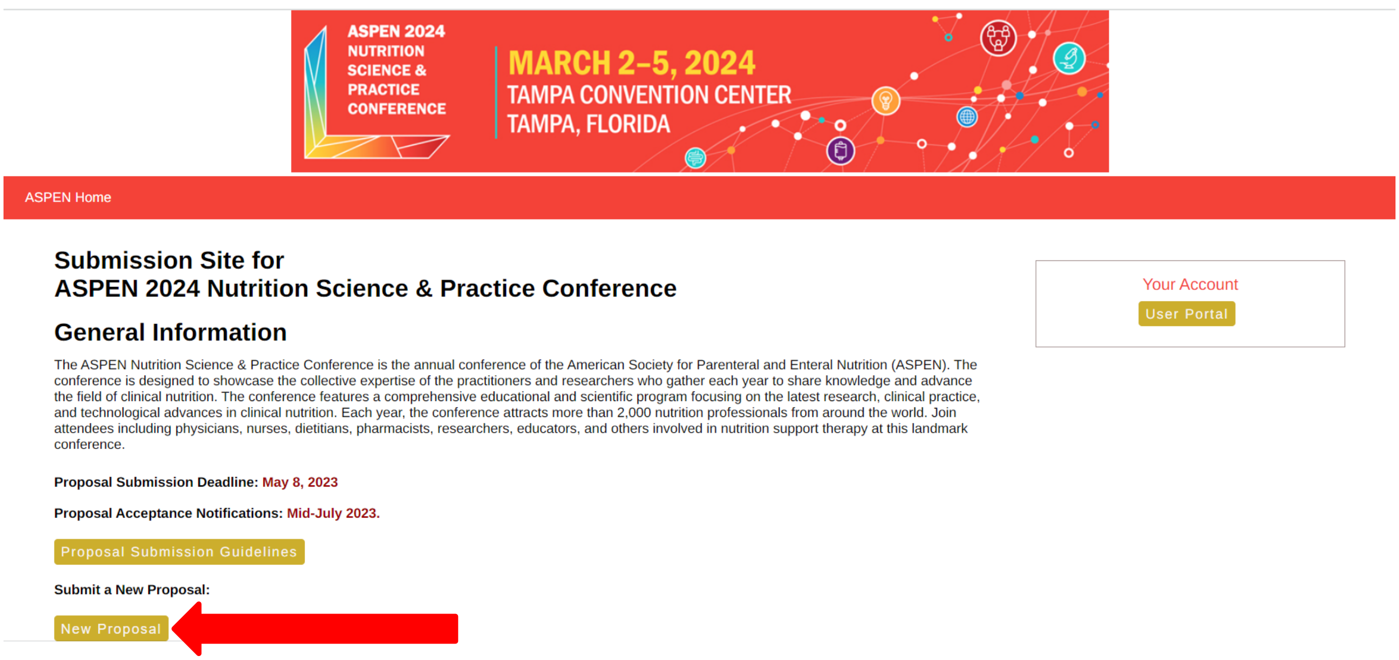
Download a document that you can use to gather the information that you will need to complete your proposal submission by clicking the following link: [Proposal Submission Template]

Submission Site Link:

https://nutritioncare.confex.com/nutritioncare/aspen24/cfs.cgi

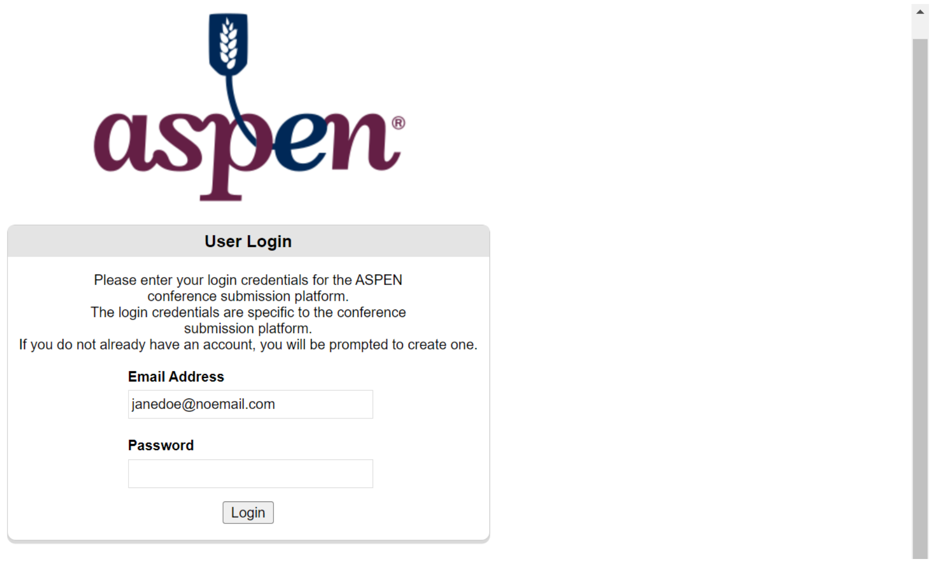
Main Landing Page

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.

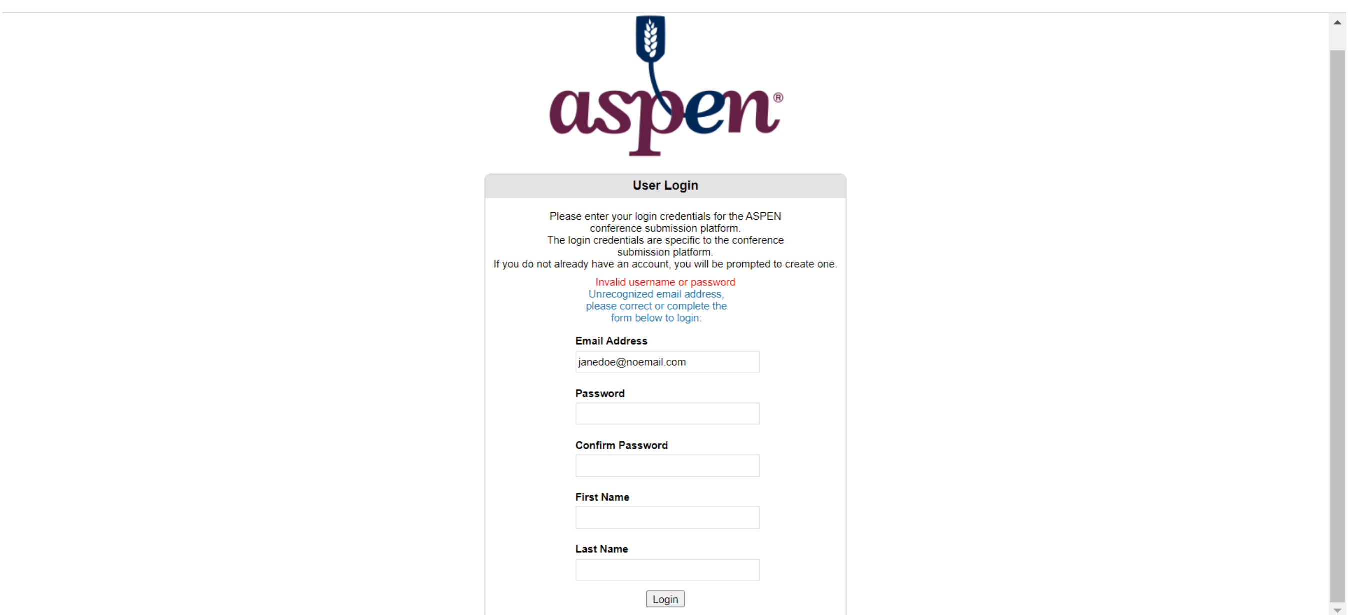


Account Set-up

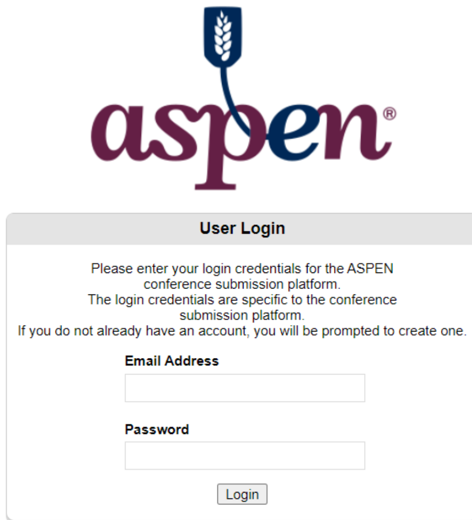
1. The first time you enter the system, you will need to set up a user account. Enter your email address and click on Login.



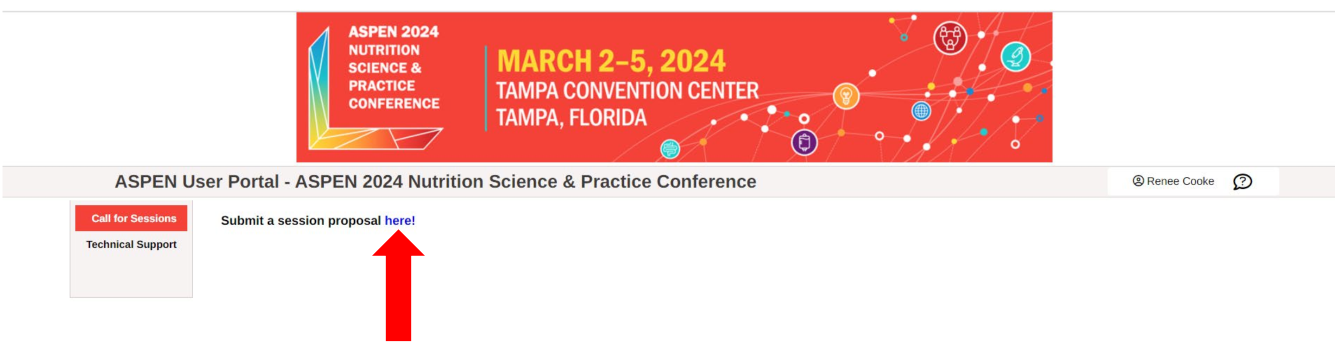
2. You will then see the next screen. Complete all fields and click on Login to create your account.



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



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



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

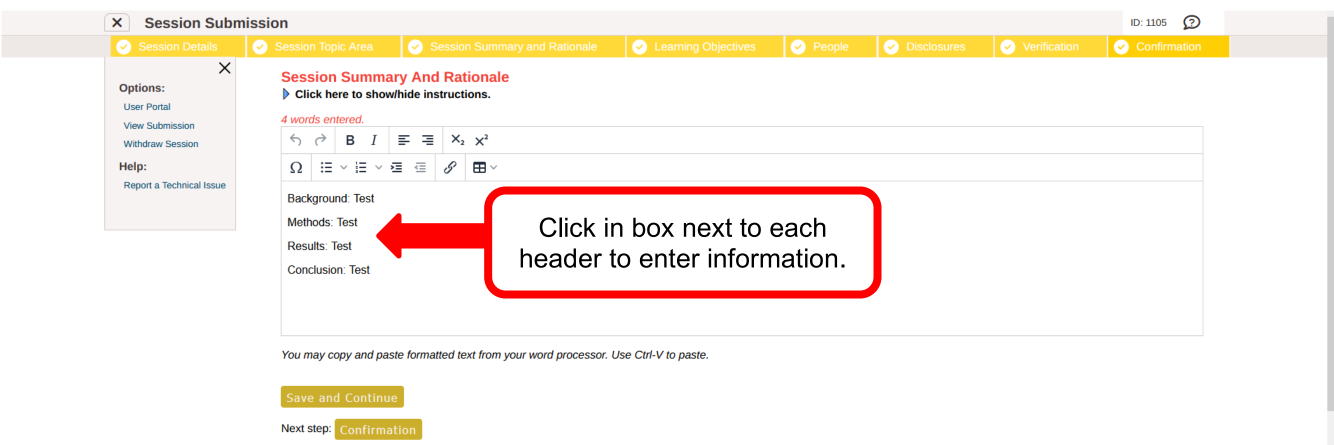
Choose the session topic area from the list of options.

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:

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?

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.



Step 4: Learning Objectives
Enter the session learning objectives. Additional instructions:

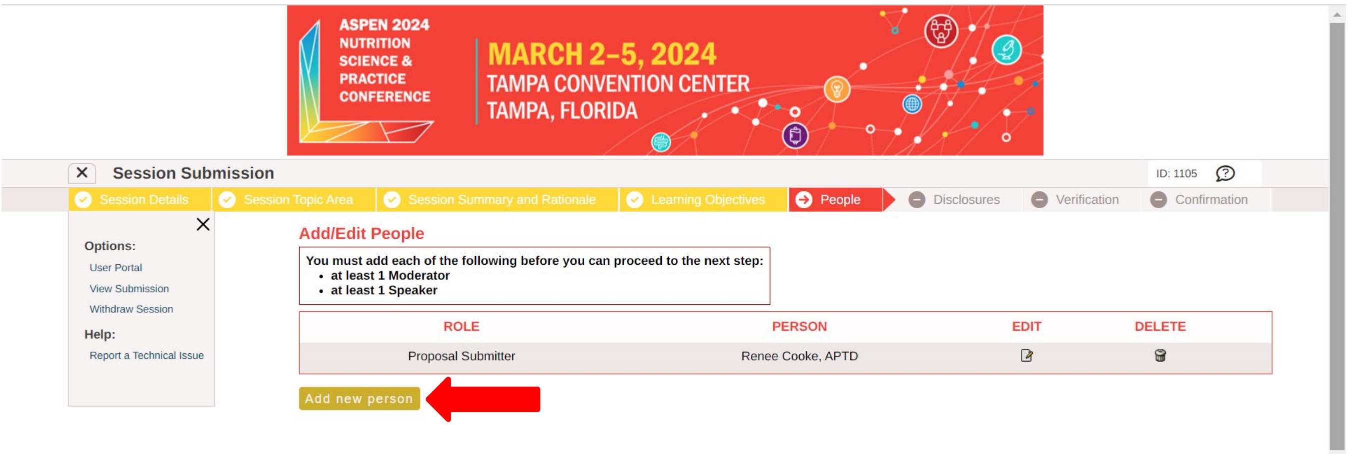
- Enter one Learning Objective per box.
- Do not number the Learning Objectives.
- Begin each learning objective with an action word (such as list, describe, define, demonstrate, conduct, etc.).
- Provide a minimum of 3 learning objectives for breakout sessions, skills lab sessions, or pre-conference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

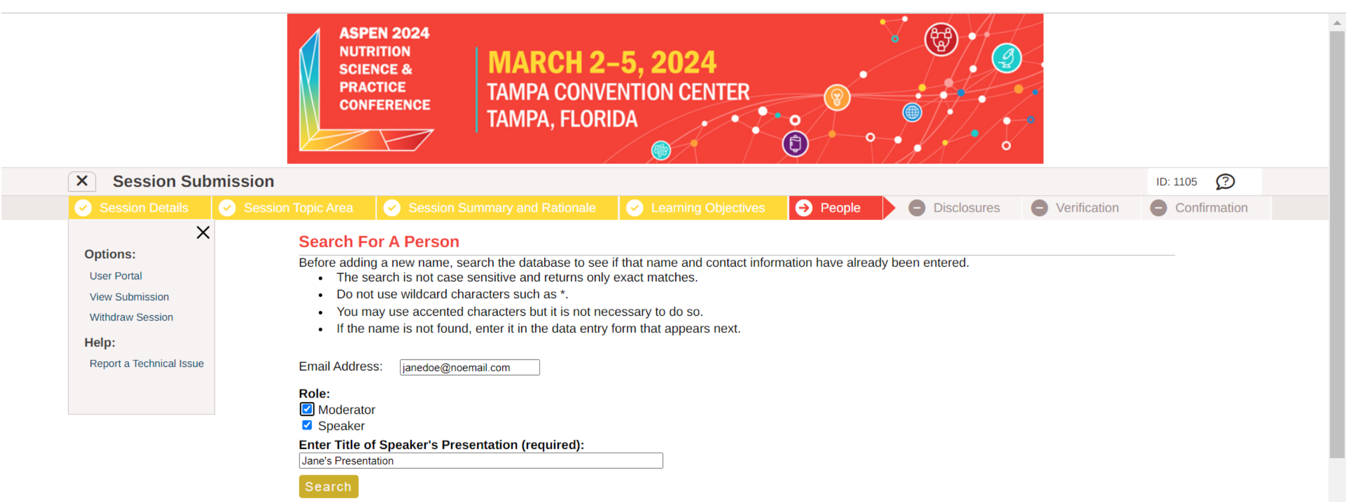
When you get to this step, the system will automatically add you as the proposal submitter.



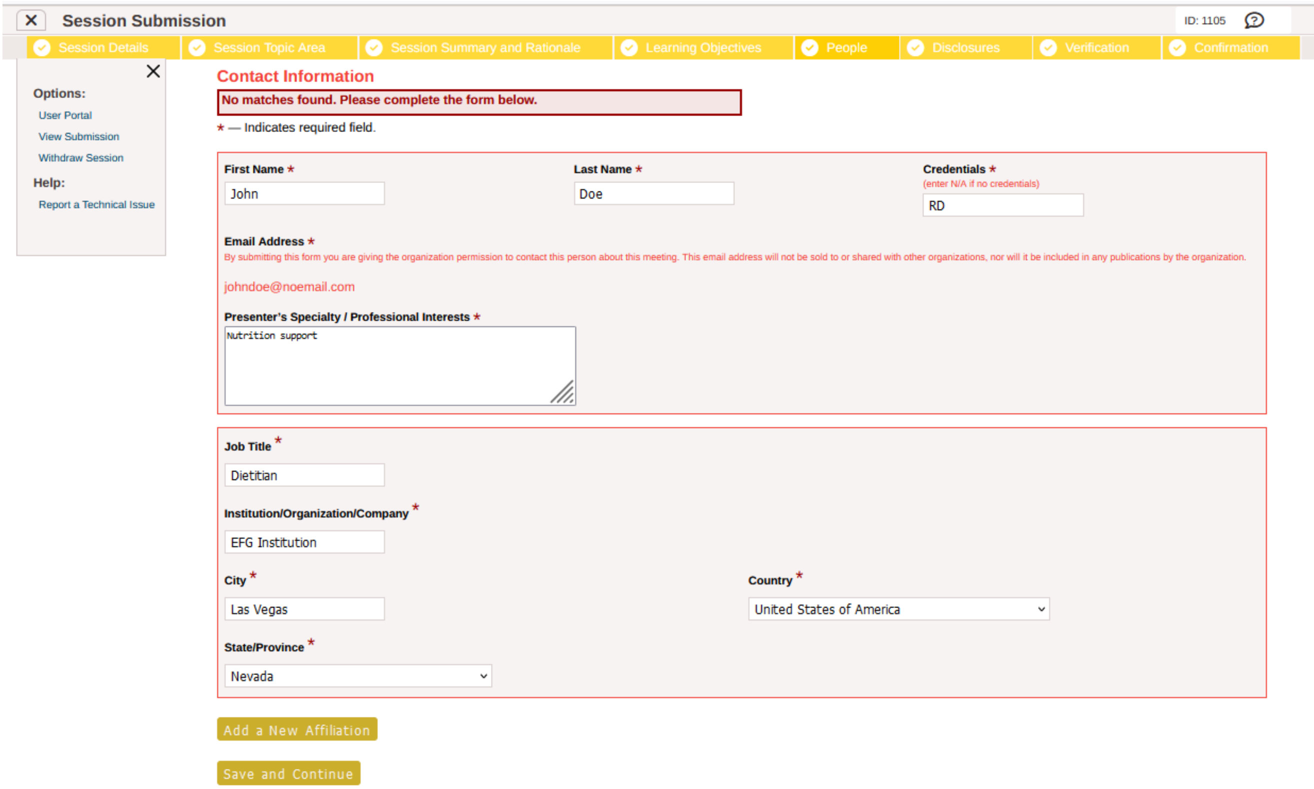
To add presenters and moderators to the session, click on Add a new person for each individual that needs to be entered and to the following:

- 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.



Individual Is NOT IN SYSTEM
If the person you are adding is not in the system, you will see the following screen.



Input the following information for the person you are adding:

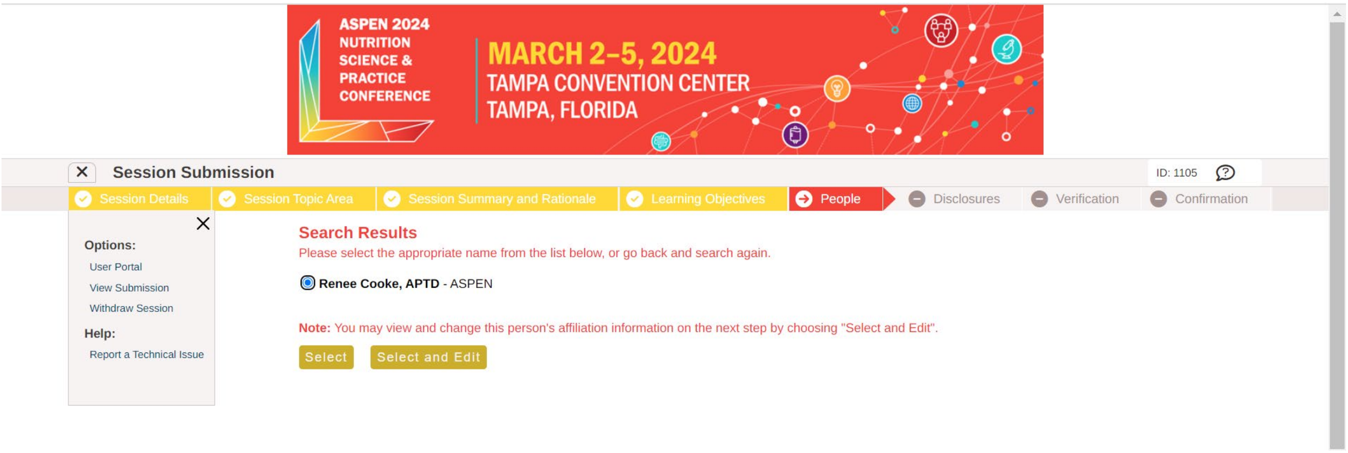
- First Name
- Last Name
- Credentials
- Specialty/Professional Interests
- Job Title
- Institution/Organization/Company
- City, State, and Country

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.

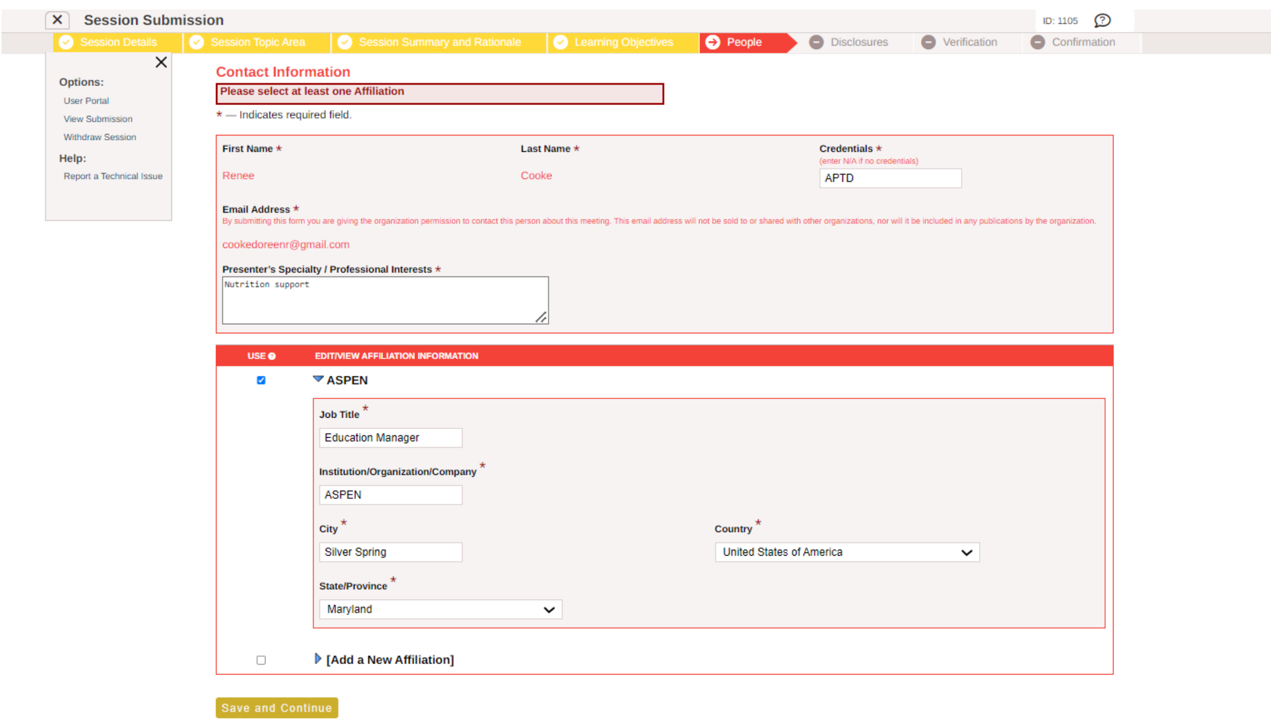
Click on Save and Continue at the bottom of the page you are done entering information.

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.



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

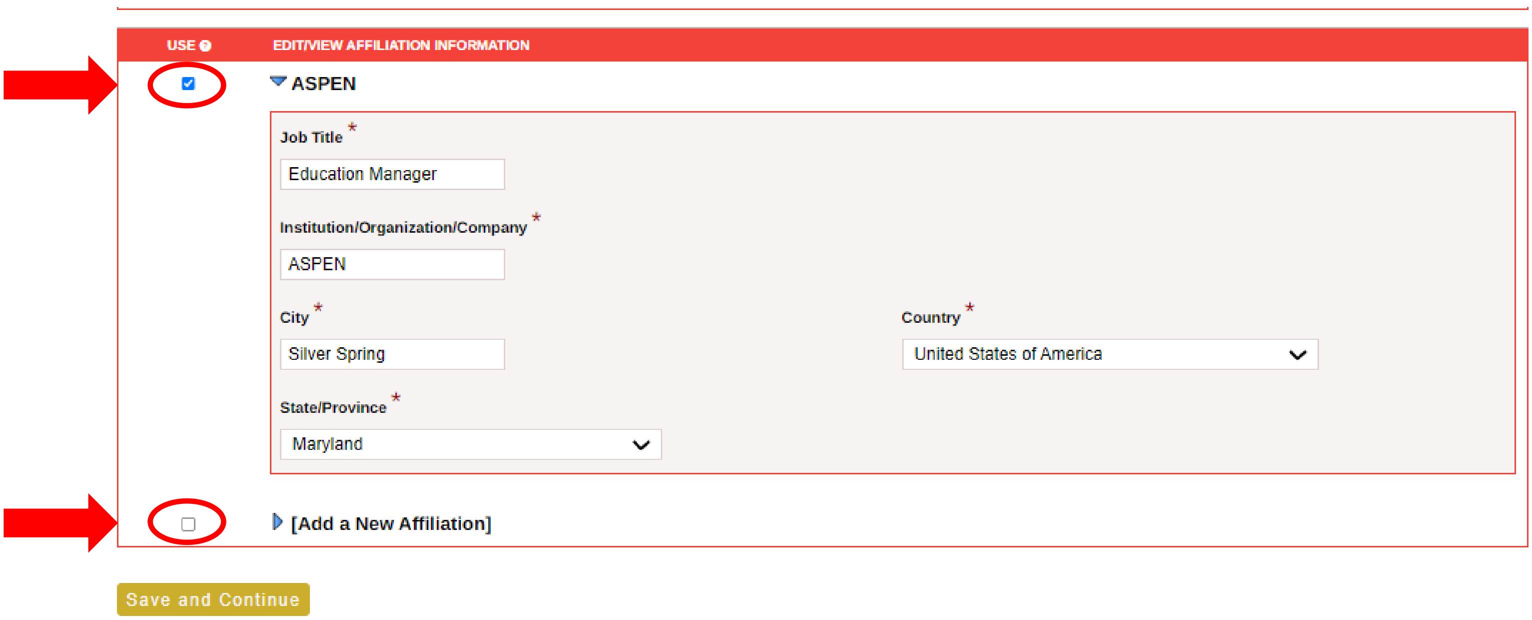


You can change or update their information if needed.

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.

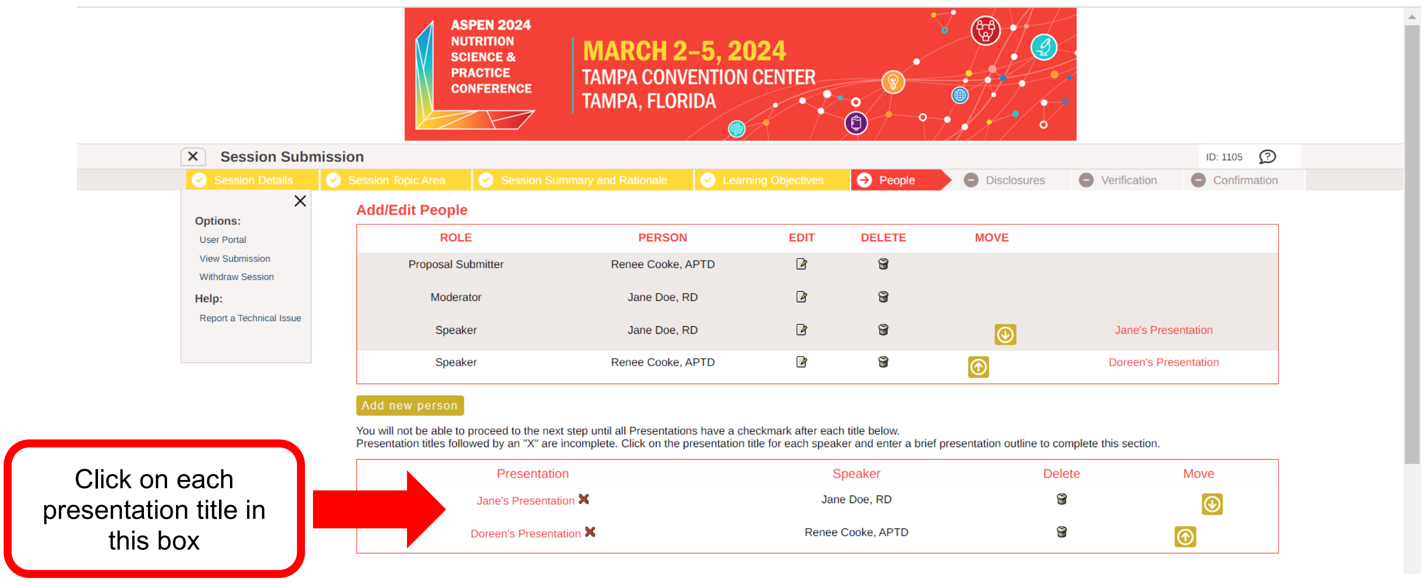
Select Save and Continue when done.



See All People in Session

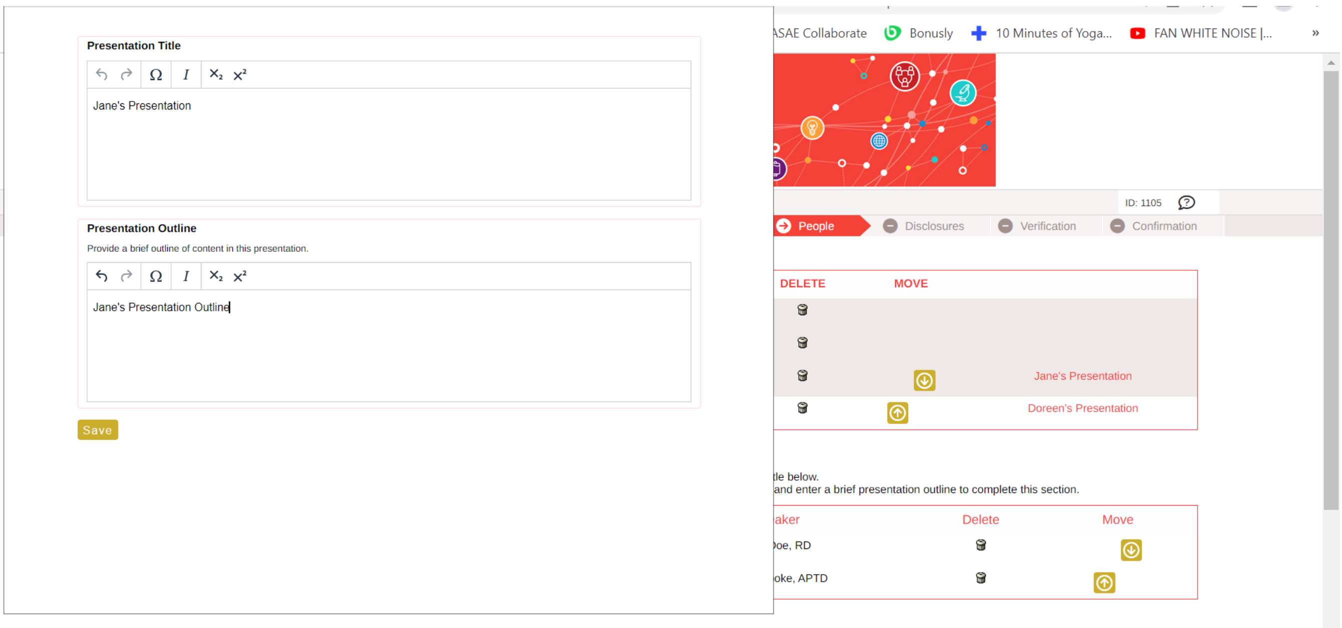
After you have added the speakers and moderators to the session, you will see the next screen with everyone listed and their roles.

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.

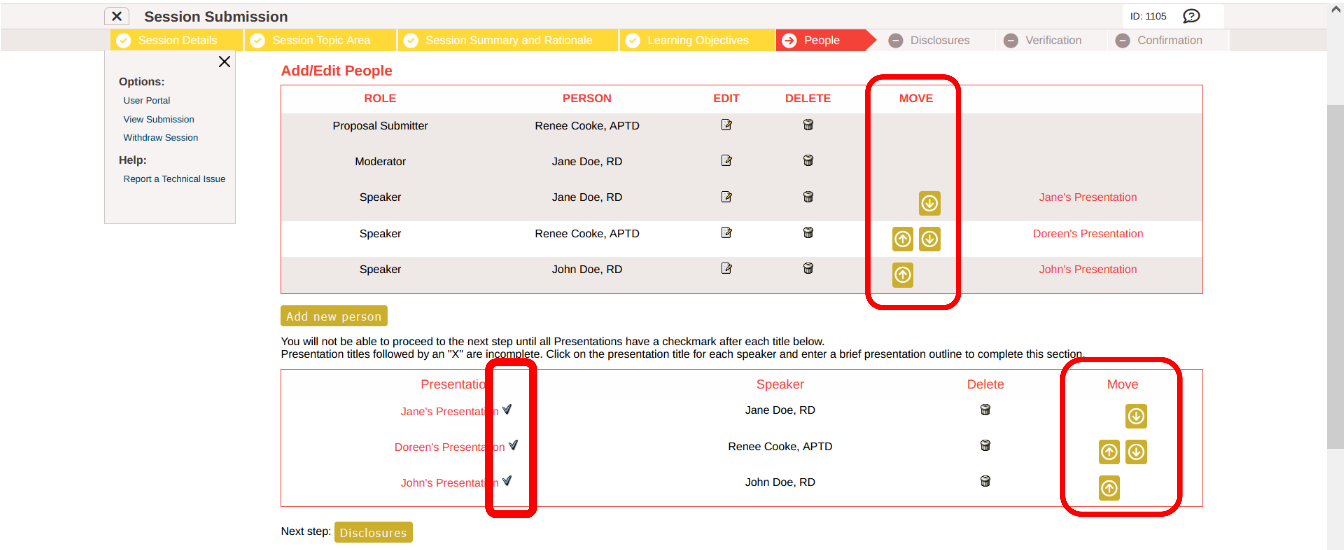


Add Presentation Outline

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.



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



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!

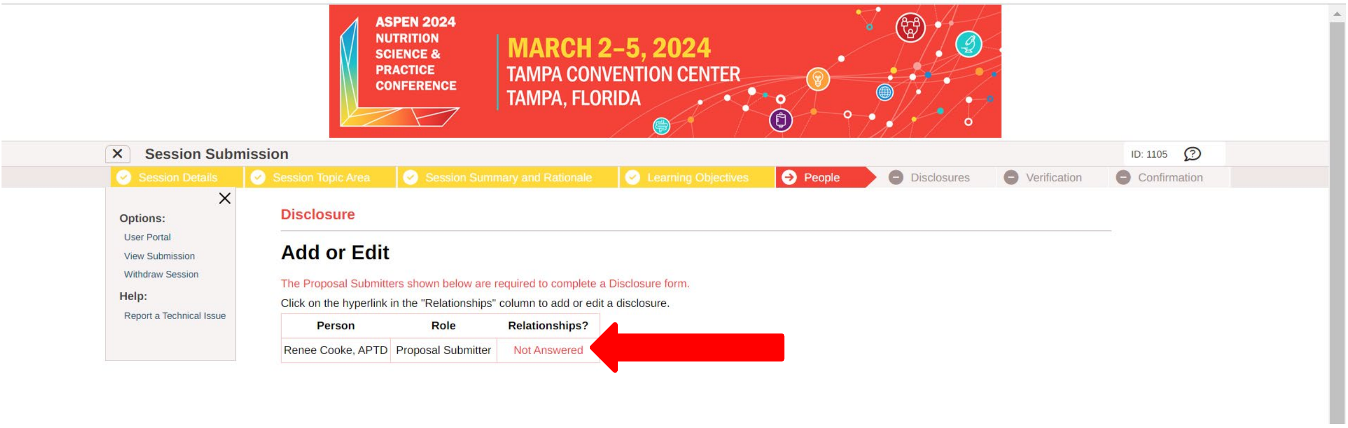
From this page, you can do the following:

- 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

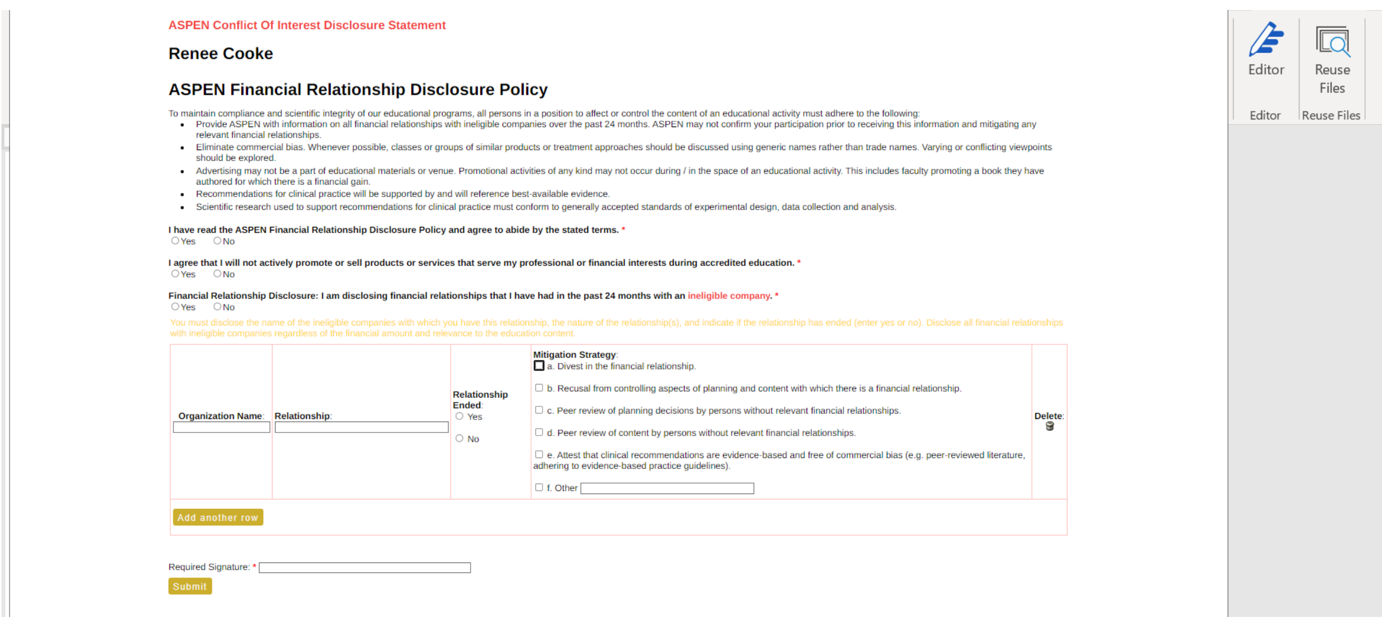
You should see your information as the proposal submitter on this screen. Click on Not Answered to enter your disclosure information.



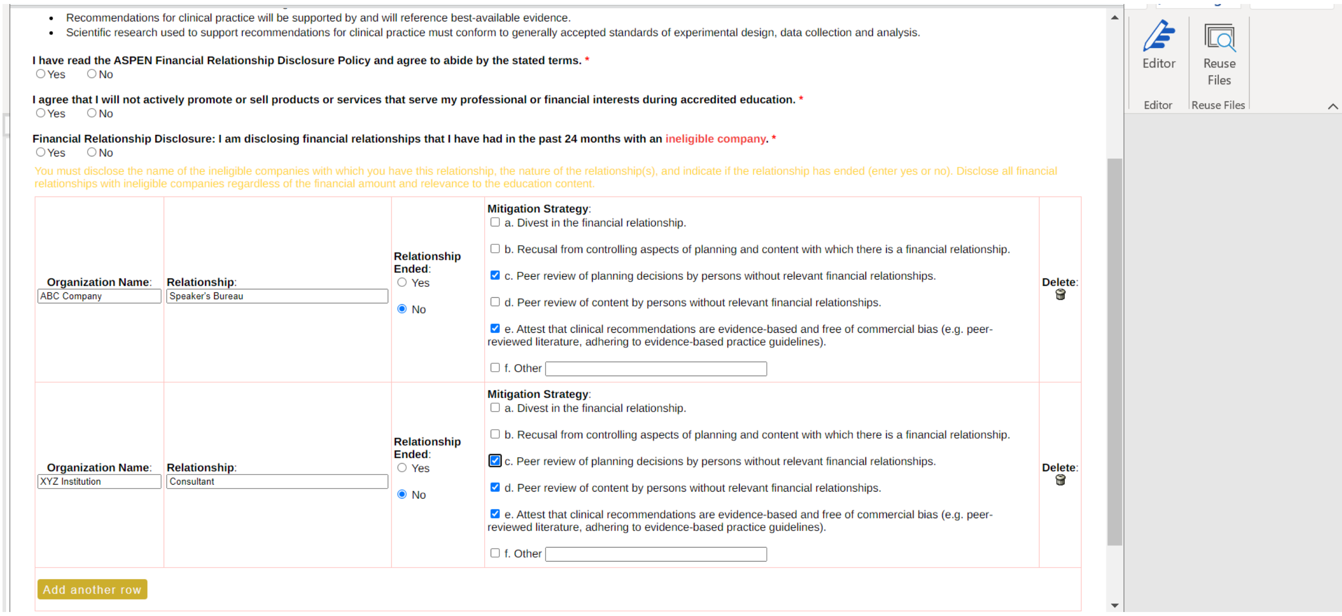
You will see a pop-up window where you will answer a few questions and enter the following financial relationship disclosure information for yourself:

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

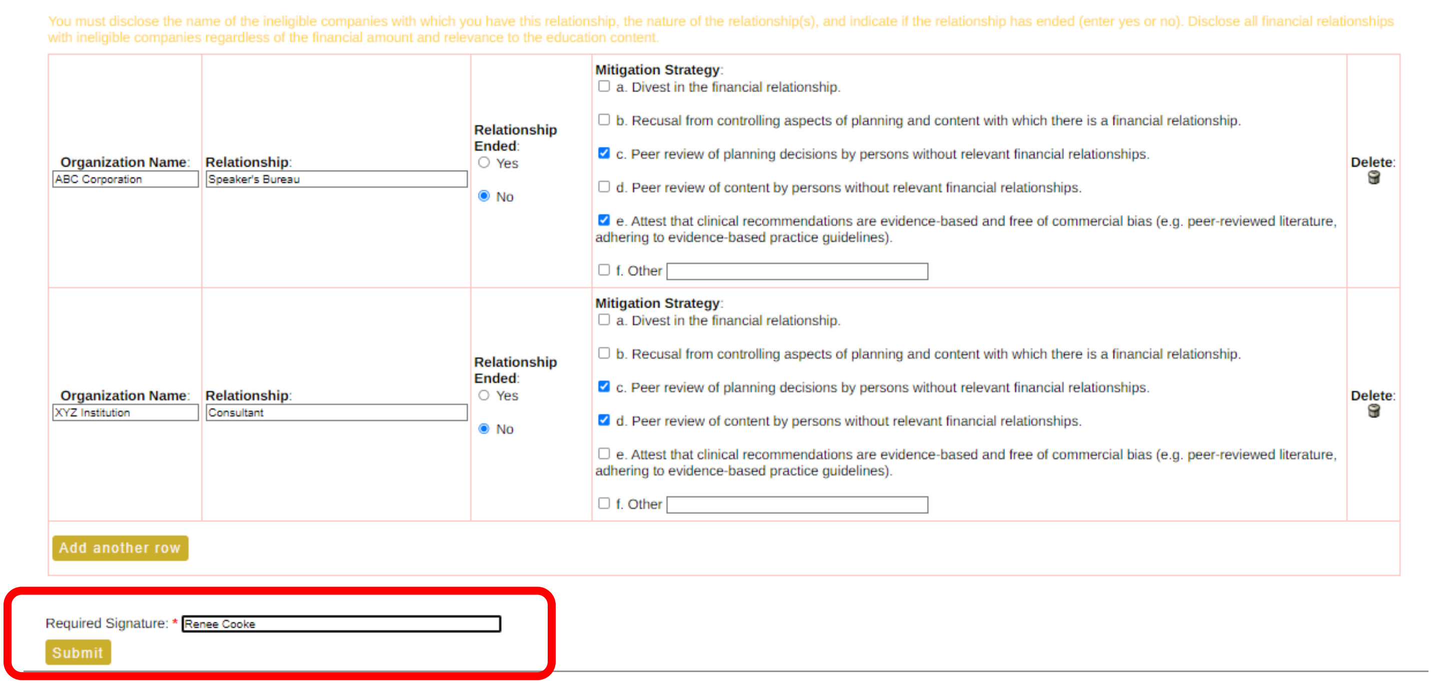
Select Add Another Row to add an additional relationship. Each row should only contain information for one relationship.



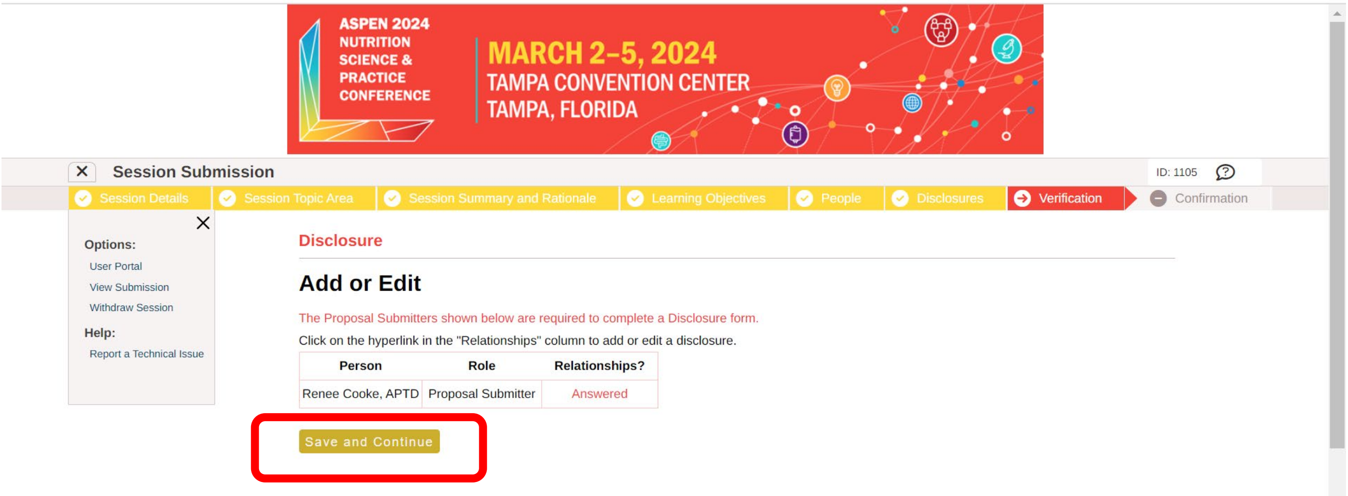
If you are disclosing multiple relationships, you should see each relationship displayed on a separate row.



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



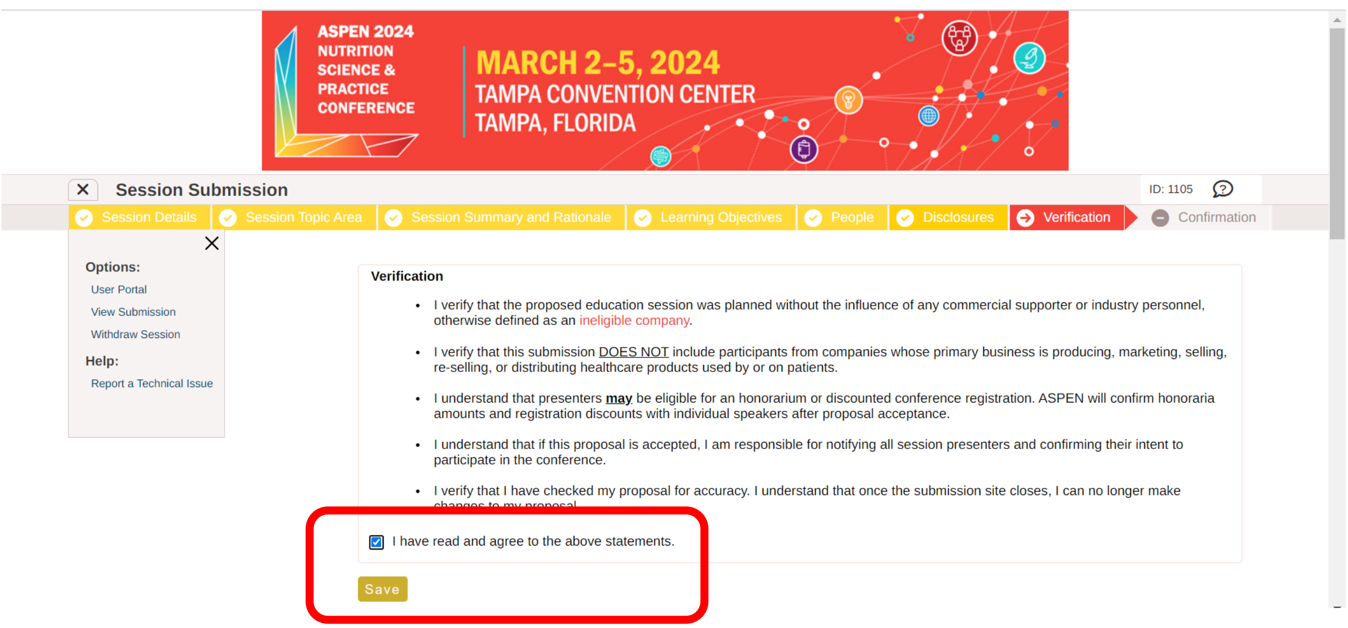
After you sign and submit your disclosures, you will see the following screen. Click Save and Continue to proceed to the next step.



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.

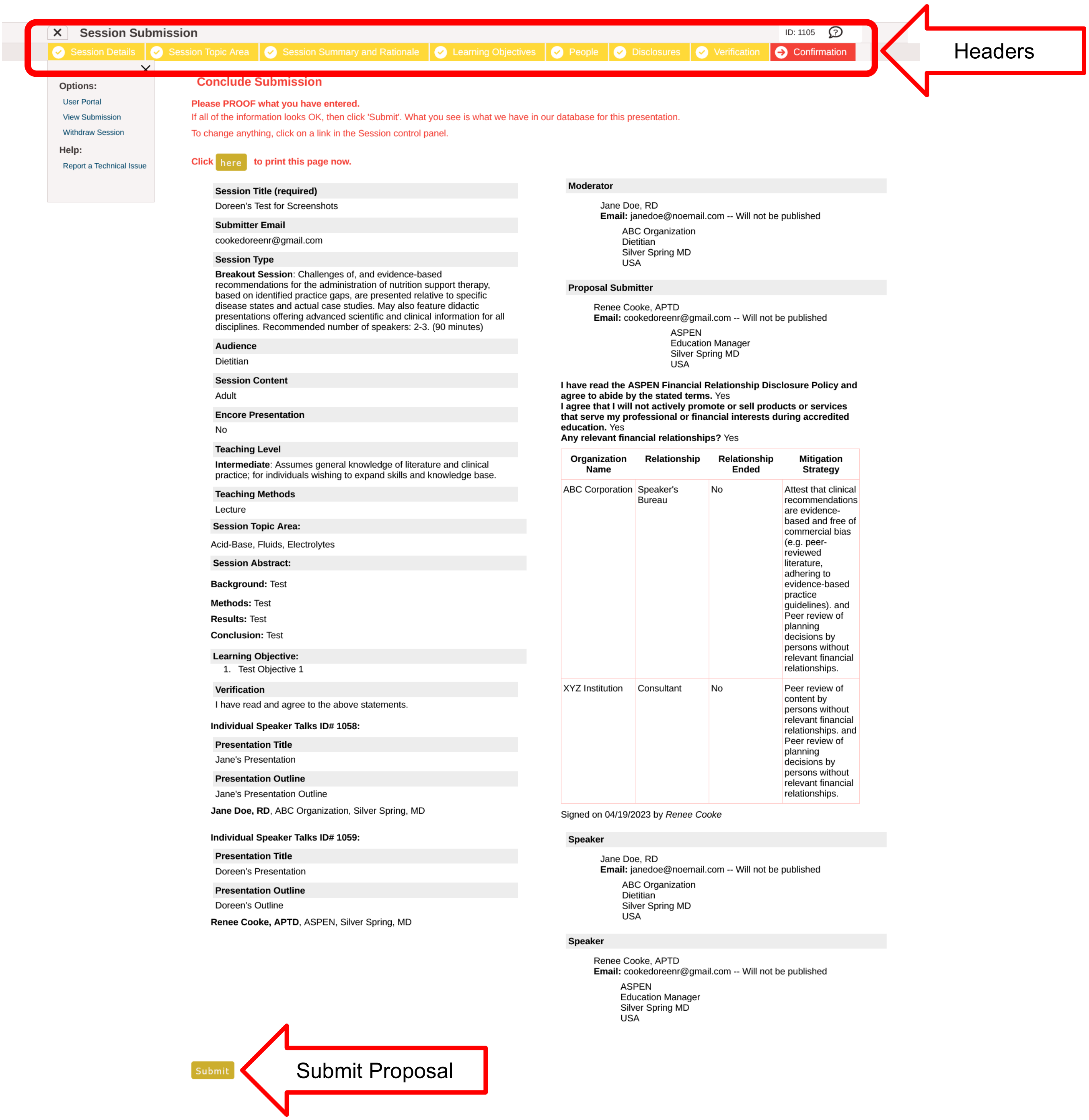


Step 8: Confirmation

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.

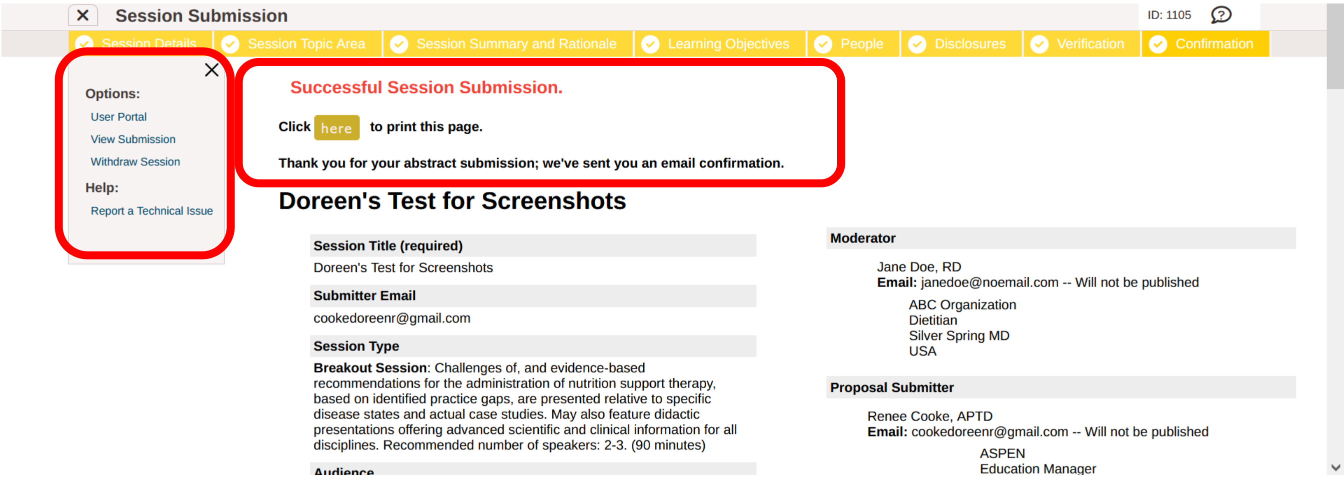
Signed on 04/19/2023 by *Renee Cooke*

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

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



Options Menu Navigation

User Portal: See all sessions that you have submitted.

View Submission: See all details in a proposal.

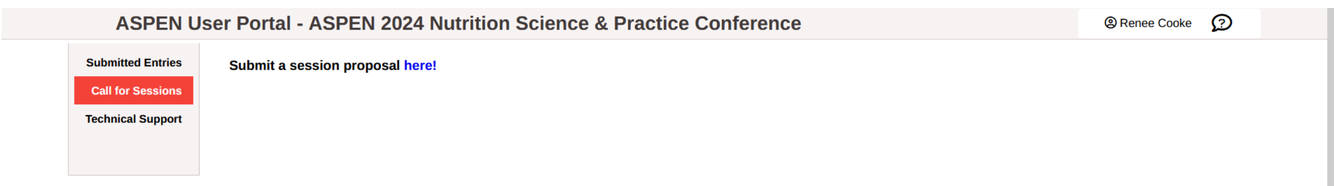
Withdraw Submission: Withdraw proposal submission.

User Portal Menu

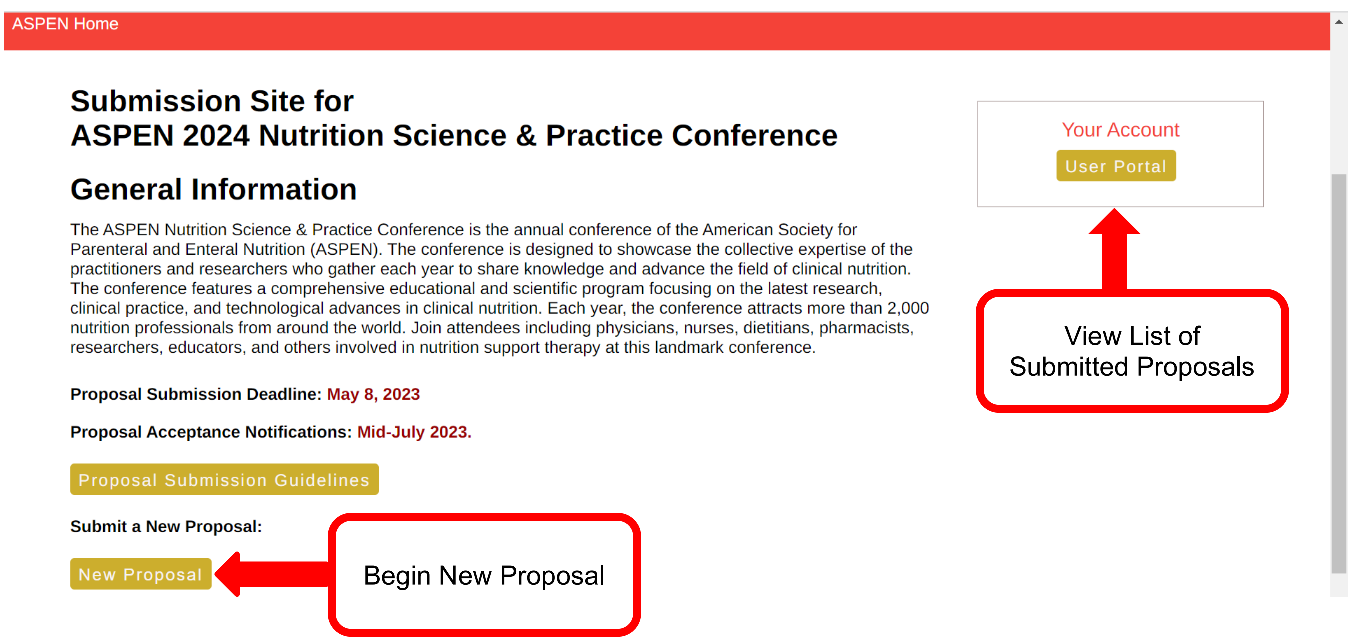
Submitted Entries:

- 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.

Call for Sessions:
This menu item will take you back to the main landing page.



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.



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.