



ASPEN2025 Nutrition Science & Practice Conference Proposal Submission Guide for Session Planning

Submission Site Access:

<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=ZULUJQAX>

Submission Deadline: Monday, April 29, 2024

ASPEN gladly welcomes program proposals on all topics in nutrition support. Proposals should be easily aligned with one of these topic areas.

1. Advocacy and Patient Safety
2. Career Development: Research, Mentorship, Teams, etc.
3. Critical Care
4. Disease and Condition Specific (obesity and bariatrics, oncology, renal, transplant, trauma, etc.)
5. Ethics
6. Gastrointestinal, Intestinal Failure
7. General Nutrition Topics
8. Home Care
9. Malnutrition: Screening, Assessment, and GLIM
10. Principles of Enteral Nutrition
11. Principles of Parenteral Nutrition
12. Teaching Methodology
13. Technology and Artificial Intelligence
14. Transitions of Care

Session developers should submit proposals that contain a thorough review of the scientific literature and applications to clinical practice as evidenced by the literature.

Checklist for Education Session Proposals

Overall Proposal

- Read all submission instructions and include all required materials/sections/information (title, presentation type, topic area, description, educational objectives, rationale and needs assessment, outline, moderator and speakers, content focus, teaching level, teaching format and methods, and evaluation methods)
- Proposed topics/sessions not presented at the conference within the last few years. For a list of previous years' sessions, click here: [ASPEN24 Sessions](#), [ASPEN23 Sessions](#).

- Topics should be current and relevant to *interprofessional* nutrition support clinicians and scientists; this should be documented in the needs assessment and reflected for the target audience (i.e. those who will be in the room during the program)
- Design sessions that flow from basic science to translational to bedside implementation of the recommendations. In other words, connect research presented in the session to current professional practice, so that there will be an impact on patient care.
- Integrate published standards and guidelines into session content to ensure consistent messages are given to clinicians.
- Explain how information presented during the session impacts patient outcomes.
- Subject matter should be advanced, but not overly specific.
- Justified (data-driven) need for the topic/presentation. Practice gaps are identified, and a needs assessment based on the practice gaps is outlined and includes supporting references.
- Program description should be complete and should summarize the need for and intent of the program.
- Educational objectives should be specific and measurable, and consistent with the proposal description and target audience(s) following Bloom's Taxonomy and using appropriate keywords/verbs (<https://www.nutritioncare.org/LearningObjectives> and <https://www.nutritioncare.org/ActionVerbs>)
- Integrate active learning for improved learning outcomes. Include methods that increase interactivity, such as patient case studies, audience response, think-pair-share, etc. Any opportunity for hands-on learning is valuable.
- Avoid unclear or unnecessary abbreviations or jargon.

Proposal Submitters

- Have experience in the topic area and can explain how they are an expert in the topic being proposed.
- Agrees to serve as the point of contact for session proposal and the session coordinator if proposal is accepted.
- Agrees to work with the conference program committee, ASPEN staff, and speakers to plan, organize, and finalize the session.
- Submits a maximum of three proposals. Groups (section forums, committees, etc.) that develop multiple proposals should assign proposal submissions to different members so that no one member submits more than three proposals.

Proposed Speakers

- Include top-level faculty and balance the number of faculty for the length of the session:
 - Breakout Session: 2-3 speakers for a 90-minutes session.
 - Roundtable: 1-2 speakers for a 90-minute session (3 rotations of 25 minutes).
 - Preconference Course: 4-7 speakers for a 4-hour session.
 - Skills Lab: Number of speakers can vary based on the number of stations.
- Ideal proposals will include faculty who are:
 - well-known experts in the topic area who have experience presenting; and
 - from various facilities to ensure various perspectives are included in the sessions.
- Include a variety of disciplines, and faculty who are both domestic and international (when possible).
- Proposed speakers have expertise in the area and can teach others. Faculty qualifications and their relation to the proposed topics are closely reviewed. Faculty should have documented expertise in the proposed topic area on their resume or CV.
- Do not include individuals who work for a corporate entity/industry, as they cannot contribute to accredited education presented at the conference. This is a strict accreditation requirement and applies to planners, speakers, and moderators.
- Propose a diverse faculty pool. The conference program committee should not see the same names proposed repeatedly in numerous proposals. Additionally, suggestions of new faculty are desired.
- Proposed speakers should know you are including them in a proposal. There should be no surprises about the commitment to attend and present at the conference in Columbus, OH from March 22 – 25, 2025 if the proposal is accepted.

PLEASE NOTE:

- Submitting a session proposal does not guarantee acceptance of the proposal or presentation at the conference.
- 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 will be confirmed in the fall.