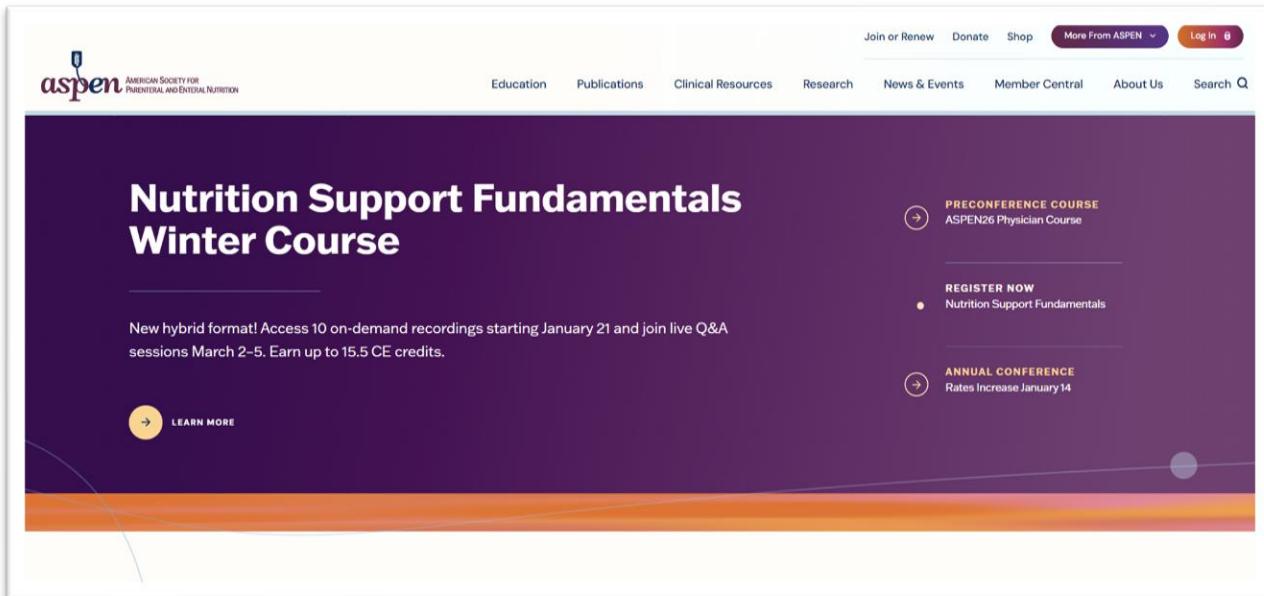


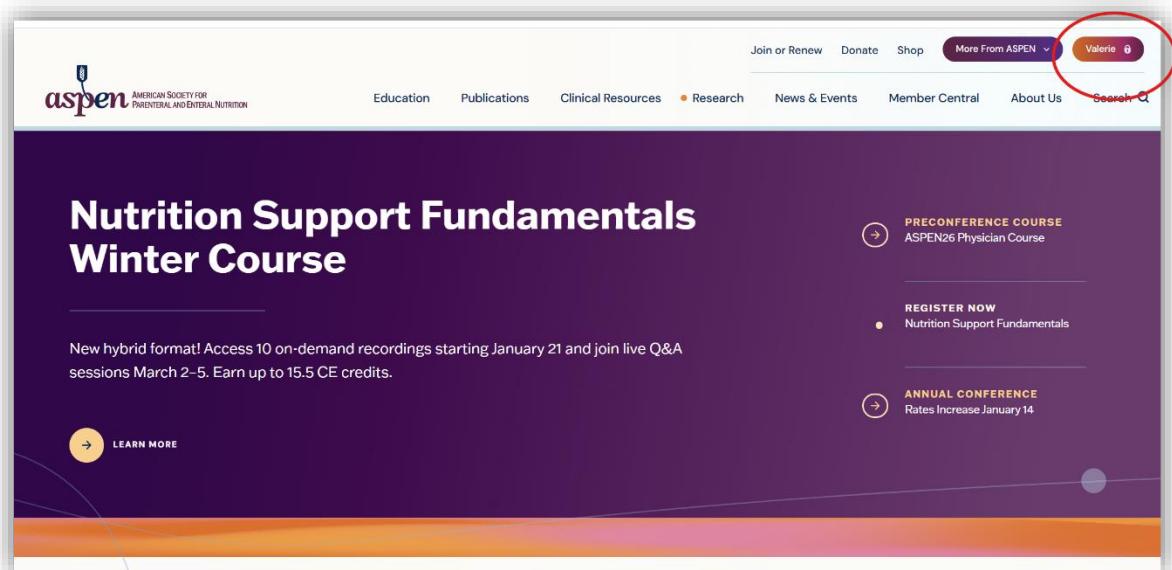
## Exhibit Staff Registration Instructions

Exhibit Staff Registration will take place in our primary database this year. To manage your booth staff, please follow the instructions below.

1. Login to your **ASPEN** account at [www.nutritioncare.org](http://www.nutritioncare.org). **NOTE: Only the exhibit manager can edit the staff list.**

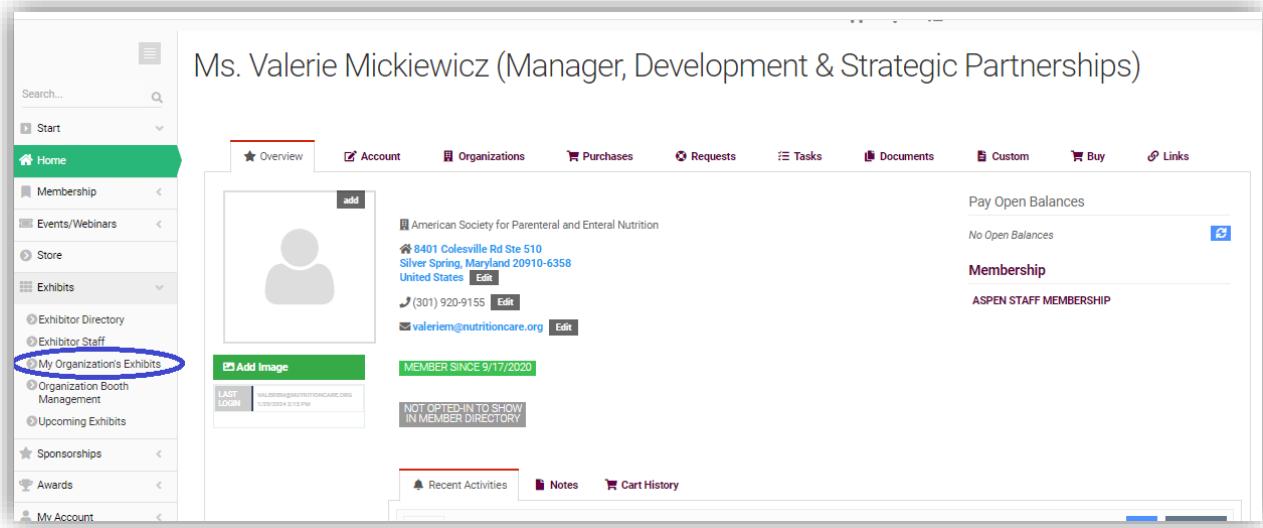


2. Click on your name in the top right corner to go to your profile page.



3. Click on "My Organization's Exhibits" under the "Exhibits" dropdown in the left-hand menu.

# Exhibit Staff Registration Instructions



Ms. Valerie Mickiewicz (Manager, Development & Strategic Partnerships)

Search... Search

Start

Home

Membership

Events/Webinars

Store

Exhibits

Exhibitor Directory

Exhibitor Staff

My Organization's Exhibits

Organization Booth Management

Upcoming Exhibits

Sponsorships

Awards

My Account

Overview

Account

Organizations

Purchases

Requests

Tasks

Documents

Custom

Buy

Links

American Society for Parenteral and Enteral Nutrition

8401 Colesville Rd Ste 510  
Silver Spring, Maryland 20910-6358  
United States Edit

(301) 920-9155 Edit

valeriem@nutritioncare.org Edit

MEMBER SINCE 9/17/2020

NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY

LAST LOGIN 10/20/2024 5:13 PM

Recent Activities

Notes

Cart History

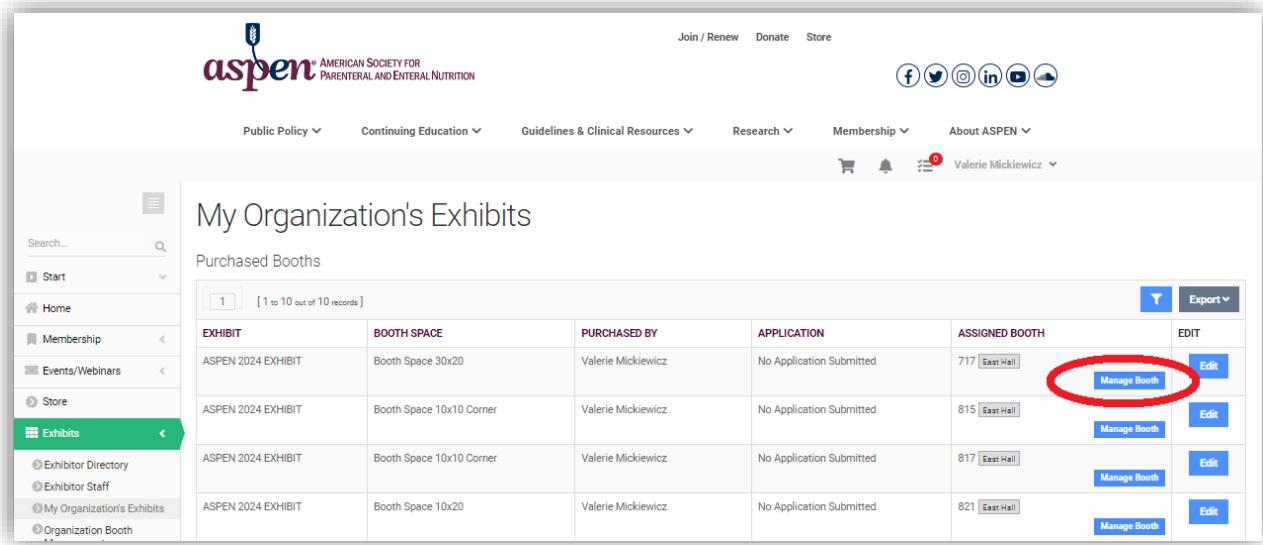
Pay Open Balances

No Open Balances

Membership

ASPEN STAFF MEMBERSHIP

## 4. Select “Manage Booth” on the ASPEN24 booth listing.



Join / Renew    Donate    Store

Facebook    Twitter    Instagram    LinkedIn    YouTube    RSS

Public Policy    Continuing Education    Guidelines & Clinical Resources    Research    Membership    About ASPEN

Cart    Valerie Mickiewicz

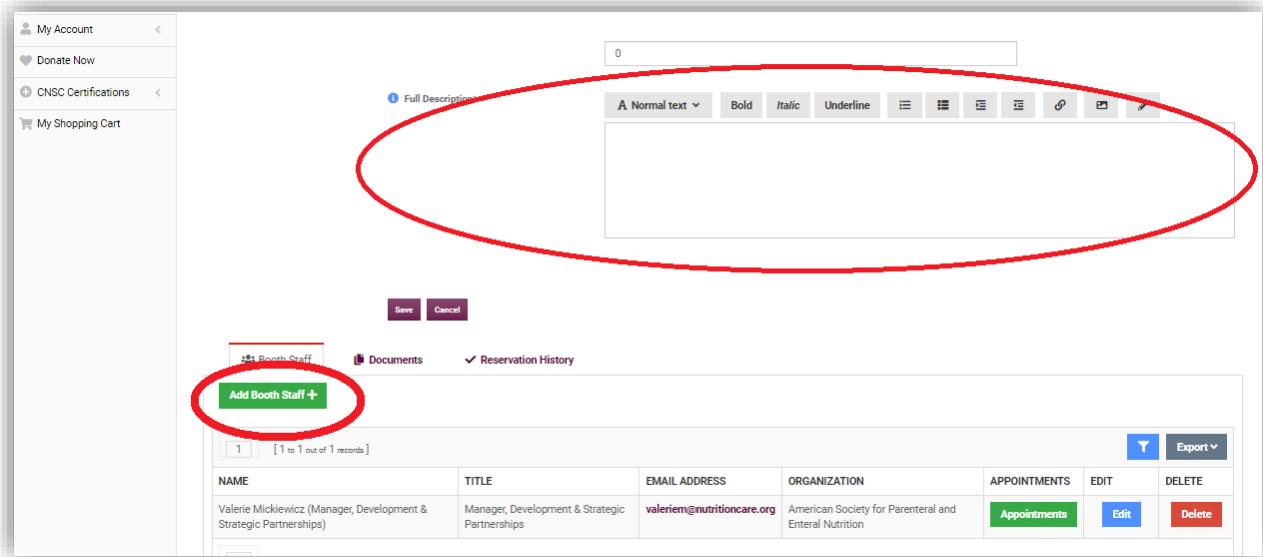
My Organization's Exhibits

Purchased Booths

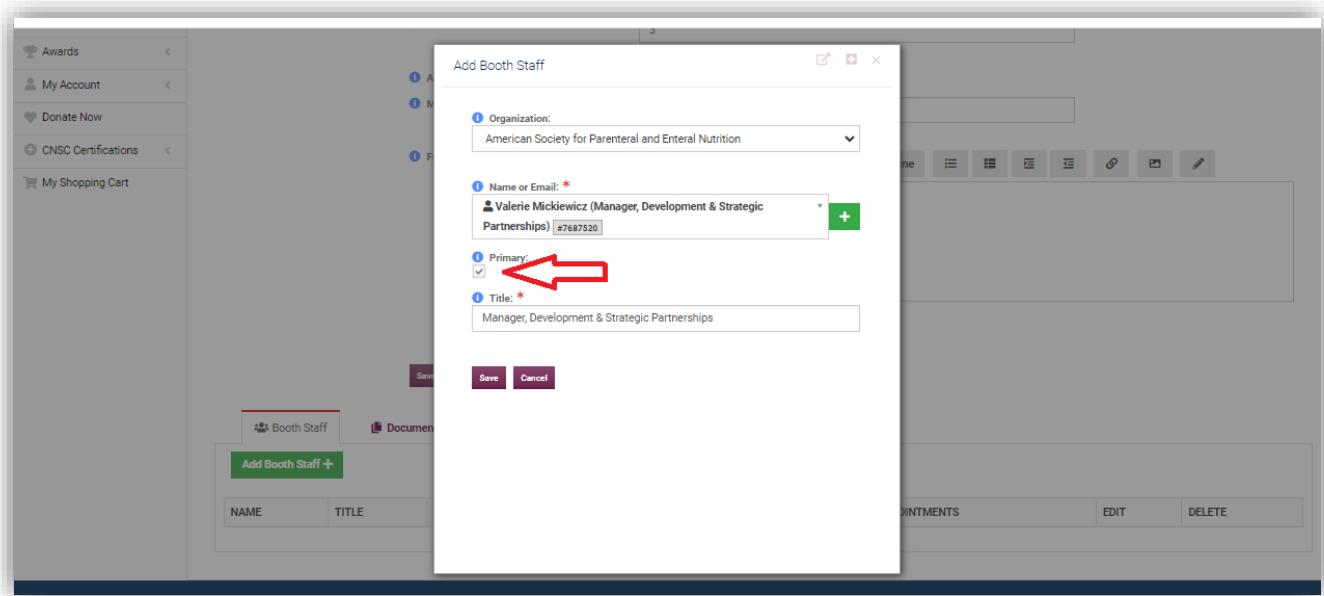
EXHIBIT	BOOTH SPACE	PURCHASED BY	APPLICATION	ASSIGNED BOOTH	EDIT
ASPEN 2024 EXHIBIT	Booth Space 30x20	Valerie Mickiewicz	No Application Submitted	717 <span>East Hall</span>	<span>Manage Booth</span> <span>Edit</span>
ASPEN 2024 EXHIBIT	Booth Space 10x10 Corner	Valerie Mickiewicz	No Application Submitted	815 <span>East Hall</span>	<span>Manage Booth</span> <span>Edit</span>
ASPEN 2024 EXHIBIT	Booth Space 10x10 Corner	Valerie Mickiewicz	No Application Submitted	817 <span>East Hall</span>	<span>Manage Booth</span> <span>Edit</span>
ASPEN 2024 EXHIBIT	Booth Space 10x20	Valerie Mickiewicz	No Application Submitted	821 <span>East Hall</span>	<span>Manage Booth</span> <span>Edit</span>

5. Scroll to the end of the next screen.
6. Complete the field marked “full description” to update your company description.
7. Click on “Add Booth Staff +” to begin registering your team.

# Exhibit Staff Registration Instructions



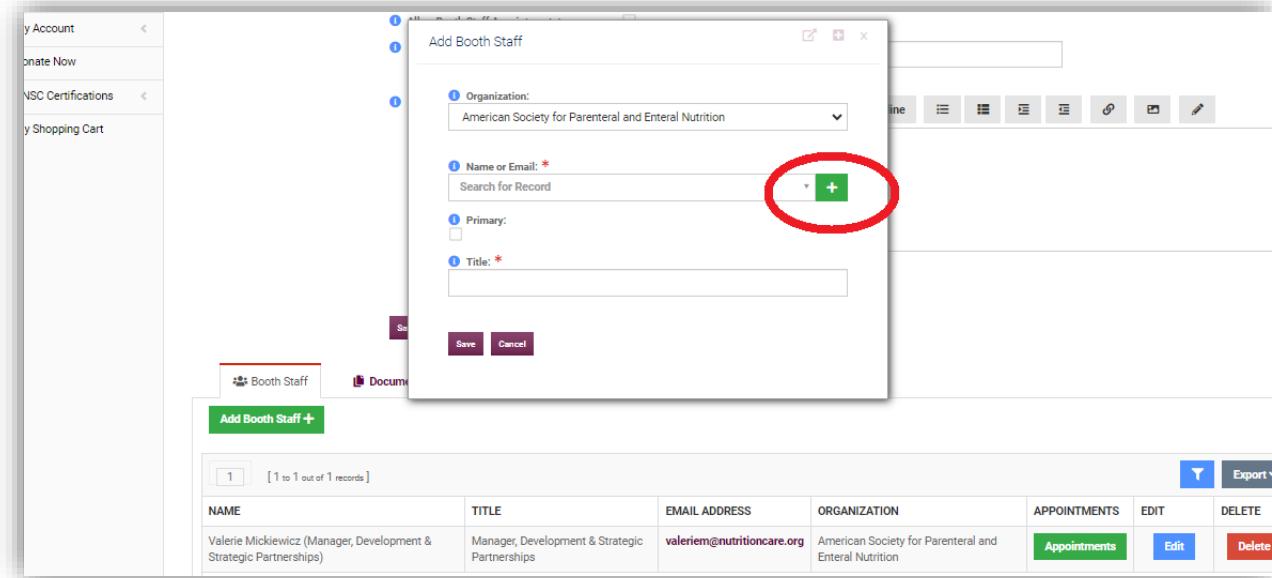
8. To designate a booth recipient as a **FULL REGISTRATION**, check the “Primary” box as shown below. Leave **BLANK** if they need an **Expo-only badge**.
  - a. NOTE: You complimentary badge allotment is listed at the end of this document.



## Troubleshooting tips:

1. You may search for staff by name or email address. If no record is found, click the “+” sign in the image below to add a new record for the staff member.

## Exhibit Staff Registration Instructions



2. If you are told a duplicate record has been found, it is likely because that individual's record has no company affiliation established or they are affiliated with another company already. To correct this issue, please send the name and email address to Valerie Mickiewicz at [valeriem@nutritioncare.org](mailto:valeriem@nutritioncare.org).
3. Each booth is configured to include complimentary badges associated with your booth. The calculation is as follows:

Booth Size	Complimentary Expo Only Badges	Complimentary Full Registrations
10' x 10'	3 Expo-only badges	1 Full Registration
10' x 20'	6 Expo-only badges	2 Full Registration
20' x 20'	12 Expo-only badges	4 Full Registration
20' x 30'	18 Expo-only badges	6 Full Registration