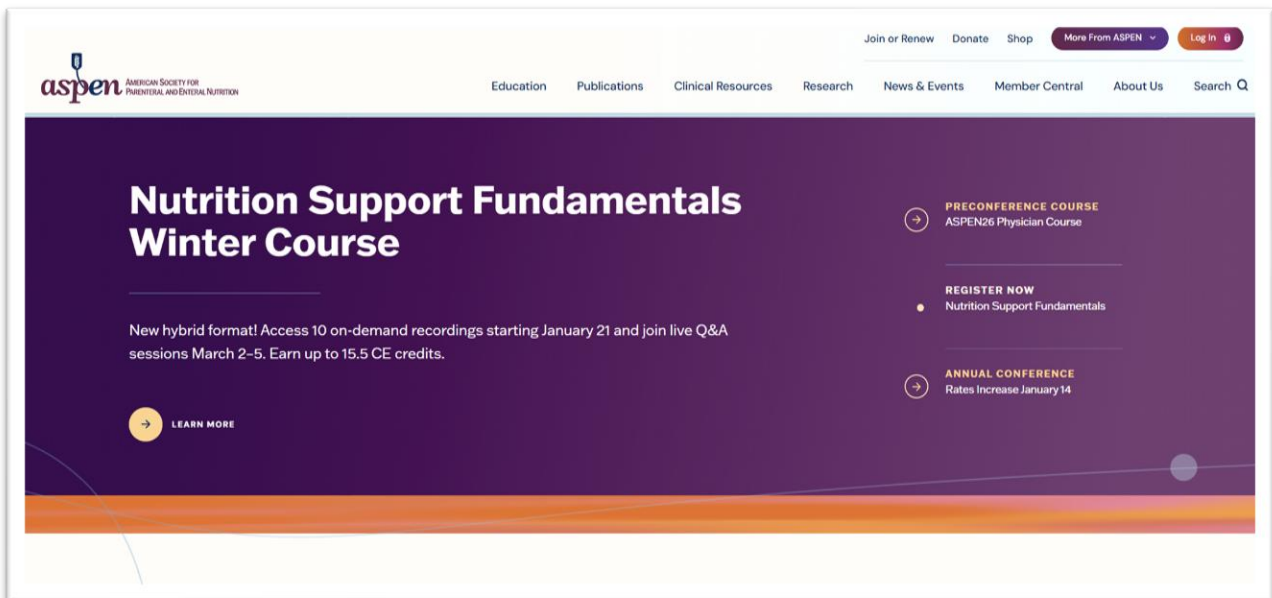


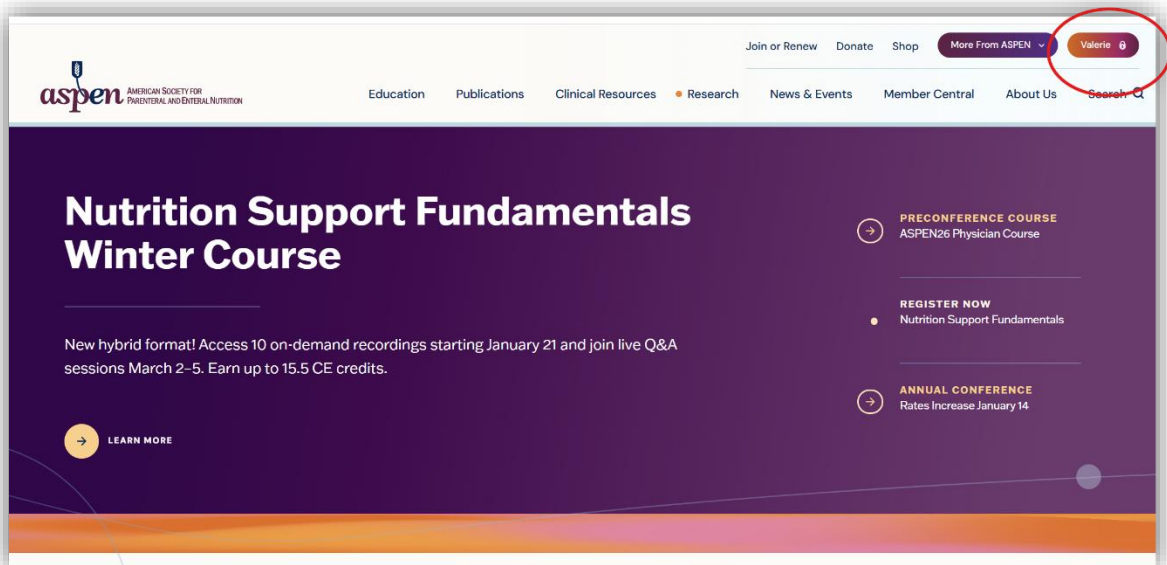
## Exhibit Staff Registration Instructions

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.**

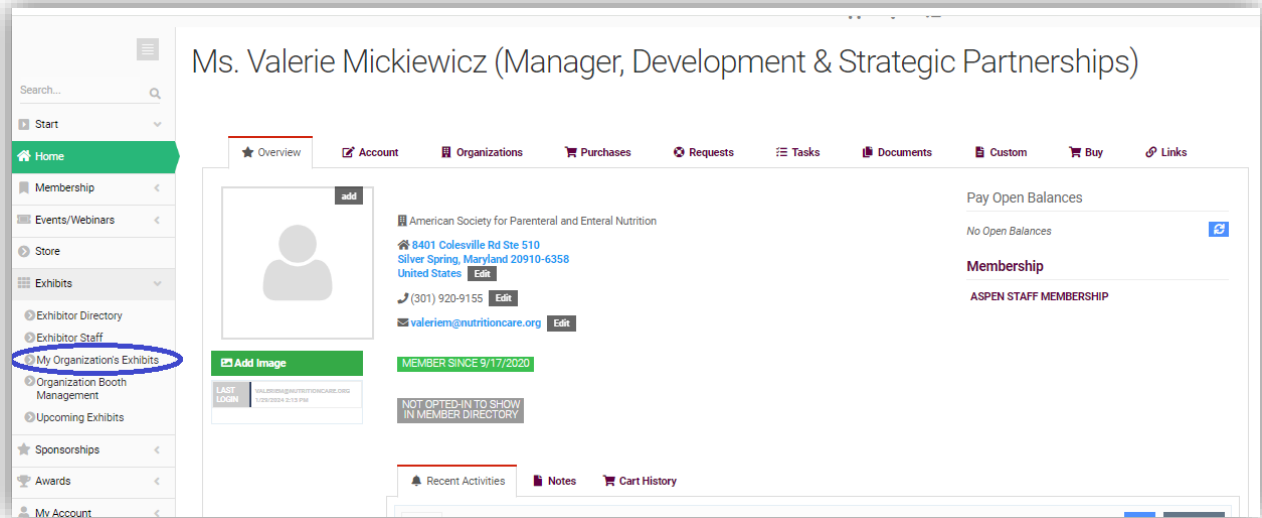


2. Click on your name in the top right corner to go to your profile page.

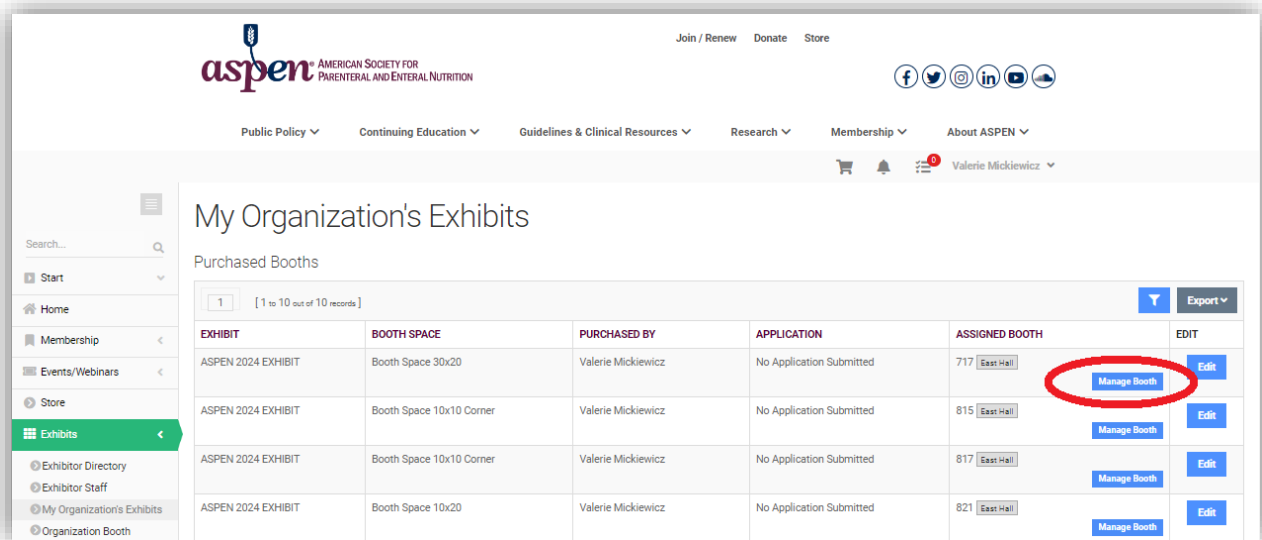


3. Click on "My Organization's Exhibits" under the "Exhibits" dropdown in the left-hand menu.

## Exhibit Staff Registration Instructions



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



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

My Account  
Donate Now  
CNSC Certifications  
My Shopping Cart

0

Full Description

A Normal text Bold Italic Underline

Save Cancel

Booth Staff Documents Reservation History

Add Booth Staff +

1 [1 to 1 out of 1 records]

NAME	TITLE	EMAIL ADDRESS	ORGANIZATION	APPOINTMENTS	EDIT	DELETE
Valerie Mickiewicz (Manager, Development & Strategic Partnerships)	Manager, Development & Strategic Partnerships	valeriem@nutritioncare.org	American Society for Parenteral and Enteral Nutrition	Appointments	Edit	Delete

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.

Awards  
My Account  
Donate Now  
CNSC Certifications  
My Shopping Cart

Add Booth Staff

Organization: American Society for Parenteral and Enteral Nutrition

Name or Email: \* Valerie Mickiewicz (Manager, Development & Strategic Partnerships) #7687520 +

Primary: ☒ (Red arrow points here)

Title: \* Manager, Development & Strategic Partnerships

Save Cancel

### 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

**Add Booth Staff**

Organization: American Society for Parenteral and Enteral Nutrition

Name or Email: \* Search for Record

Primary: ☐

Title: \*

Save Cancel

NAME	TITLE	EMAIL ADDRESS	ORGANIZATION	APPOINTMENTS	EDIT	DELETE
Valerie Mickiewicz (Manager, Development & Strategic Partnerships)	Manager, Development & Strategic Partnerships	valeriem@nutritioncare.org	American Society for Parenteral and Enteral Nutrition	Appointments	Edit	Delete

- 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).
- 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