

## Abstract Review Committee Member Expectations

Thank you for serving as an ASPEN committee member. We sincerely appreciate the time, energy, and expertise you contribute as a volunteer in support of ASPEN's mission. Committee service is a voluntary opportunity available to ASPEN members, and we value the dedication our members bring to this work.

To support effective and respectful committee operations, we've outlined participation expectations below. These standards help us work collaboratively, remain accountable, and make meaningful progress. Due to high interest in and limited availability of committee seats, ongoing lack of engagement may result in removal from the committee.

### Committee Charge

The Abstract Review Committee (ARC) is charged with overseeing the abstract and poster processes for the ASPEN Nutrition Science & Practice Conference. The committee is interprofessional. Members of the Abstract Review Committee should have experience in either clinical or basic science research and have the necessary skills to review and critically evaluate scientific and clinical research submitted in abstract form.

### Committee Expectations

1. **Be Present and Engaged:** Attend committee meetings and stay actively involved. If you cannot attend, notify the chair, ASPEN staff liaison, or designated contact in advance.
2. **Follow Through on Commitments:** Take ownership of assigned tasks, meet deadlines, and complete work between meetings. Come prepared to provide updates and contribute to progress.
3. **Communicate Consistently:** Respond promptly to emails and messages. Keep the chair and fellow members informed and ask questions when clarification is needed.
4. **Maintain ASPEN Membership:** Maintain active ASPEN membership throughout your term of service.
5. **Support the Mission:** Advocate for the organization's goals and decisions, even when personal opinions differ. Represent the committee in a positive and unified way.
6. **Maintain Professionalism:** Uphold ASPEN's volunteer code of conduct in all interactions and settings.
7. **Foster Respectful Dialogue:** Listen actively, engage respectfully, and value diverse perspectives. Constructive disagreement is welcome; disrespect is not.

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8. **Collaborate Effectively:** Work as part of a team on the committee. Support and encourage others, and contribute to a positive, productive environment.
  9. **Stay Flexible:** Be open to change, willing to adapt, and ready to adjust as the committee's priorities evolve.

### **Specific Committee Activities**

- Review and rank scientifically and clinically based abstracts submitted for presentation at the ASPEN Nutrition Science & Practice Conference
- Identify award-winning abstracts (i.e., Vars Candidates, Abstracts of Distinction, Posters of Distinction, etc.)
- If requested, serve as a moderator in oral paper sessions at the conference
- If requested, serve as a poster professor at the conference
- If requested, serve as a group leader for one of the abstract topic categories

### **Total Anticipated Time Commitment**

The Abstract Review Committee work takes place from August through December annually. Committee members can expect to complete independent reviews of submitted abstracts and participate in remote/virtual meetings for abstract selection and determination of abstract award winners. There is no in-person meeting participation requirement.

### **Committee and Leadership Structure**

In compliance with accreditation standards, industry representatives and employees cannot be appointed to this committee. There are two overall committee chairs who serve for 2 years. There are also 1-year-long group leader roles. Group leaders are responsible for leading committee members through the abstract review process for the specific abstract topic area categories affiliated with abstract submissions.