

Education Session Proposal Review Criteria

Below is a summary of the session proposal review criteria for the ASPEN Nutrition Science & Practice Conference. The program committee will use these criteria to evaluate each session proposal. Use this information to plan your session and increase the chances of proposal acceptance.

Criteria	Description
Overall Quality of Proposal	<ul style="list-style-type: none"> • Proposal is complete and contains all requested information. • Proposal contains a thorough review of scientific literature and applications to clinical practice as evidenced by the literature. • Session is not promotional or commercial in nature.
Needs Assessment	<ul style="list-style-type: none"> • Practice gaps are identified and described. • Need for topic is outlined based on identified practice gaps. • A data-drive approach is used to justify the need for topic. • References are included to support the need for topic.
Content	<ul style="list-style-type: none"> • Relevance and importance of topic to ASPEN audience is explained. (For example, updated or new guidelines, new research, current hot topics, new developments, etc.) • Impact of topic on patient outcomes is explained. • Topic/session has not been presented at ASPEN conference within last few years. • Topic is relevant to <i>interprofessional</i> nutrition support. • Research presented connects to current professional practice and bedside implementation. • Professional standards and guidelines are integrated into session content. • Learning objectives are clearly defined, specific, and measurable. • Session has active learning methods to increase attendee interactivity.

	<ul style="list-style-type: none"> • Proposal does not contain unclear or unnecessary abbreviations or jargon.
Presenters	<ul style="list-style-type: none"> • Proposed speakers and moderators have been notified of their inclusion in proposal and have agreed to participate. • Speakers are well-known experts in topic area and are experienced presenters. • Speakers are from multiple disciplines. International speakers are included (when possible). • Speakers are not all from the same institution or organization. • Speakers are not from a corporate entity/industry or ineligible companies (<i>this is a strict accreditation requirement</i>). • Number of speakers is adequate for session type: Breakout session: 3-4 Roundtable: 1-2 Preconference course: 4-7 Skills Lab: Can vary based on number of stations.
Proposal Submitter	<ul style="list-style-type: none"> • Submitter has expertise in or experience with topic area and proposal includes details regarding expertise and experience. • Submitter agrees to perform proposal submitter responsibilities listed in submission form. • Submitter does not submit more than 3 proposals. • Proposals developed by groups have been assigned to several members so that no one person submits more than 3 proposals.