**ASPEN25 Justification Toolkit:
Needs, Opportunities, and Budget Worksheet**

The time you spend at the ASPEN 2025 Nutrition Science & Practice Conference will be the most cost-effective educational and training choice you will make all year. When you propose attending the conference, **it’s important to emphasize what you will bring back to the organization as a return on their investment**.

Use the following worksheet to help you focus on the benefits of your attendance at ASPEN25 and determine which conference offerings will help you address and meet the needs of your team and organization/institution. (See the ASPEN25 conference program in the toolkit.)

Consider the following:

* Which conference sessions are relevant to your organization’s work?
* Which sessions address the issues your organization/institution is facing?
* Which sessions will most positively impact your practice?
* Which workshops will teach the skills your team needs to manage future challenges in nutrition science and practice?

Next, complete the budget portion of the worksheet to help approximate the costs of attending ASPEN25. Add this information to the request to your supervisor.

**Benefits of Attending ASPEN25**

Feel free to add a few of these benefits to your email requesting approval from your supervisor.

* The ASPEN Nutrition Science & Practice Conference is four days of nutrition-focused education, cutting-edge research, and networking. Exchanging ideas and inspiring and learning from one another as a community is essential to advancing the field of nutrition support.
* The Conference Program Committee—made up of members from every discipline—**plans the conference with you and your pressing issues in mind** and creates an unparalleled interdisciplinary education curriculum.
* It’s a once-a-year opportunity to have so many experts under the same roof—researchers, educators, prescribers, and industry and thought leaders—so you can have your questions answered in one place.
* The ASPEN Nutrition Science & Practice Conference provides many opportunities to network and collaborate with fellow physicians, dietitians, pharmacists, and nurses or to seek advice from other professionals in your specialty.
* Conference participants gain valuable knowledge from the education and research sessions, small workshops, skills labs, roundtables, and poster presentations. There’s also the chance to meet with vendors at the product expo. You’ll return to your institution with new evidence-based research, best practices, tools, and resources to share with your team and colleagues.
* By attending ASPEN25, you are investing in yourself and your team—nutrition support professionals working alongside researchers, advocates, and other nutrition experts—to help improve patient care and outcomes.

**Tips to Save Up to $455 on Registration**

* **Become an ASPEN member and pay the member rate for registration.** An [ASPEN membership](https://www.nutritioncare.org/membership/) also includes access to clinical nutrition experts, mentors, and peers; subscriptions to the *Journal of Parenteral and Enteral Nutrition* and *Nutrition in Clinical Practice*; discounts on education resources and events; growth opportunities through volunteer projects; research grants; awards and recognitions; and more!
* **Register early for the lowest rate and chances to win additional conference perks.** Register before January 8 to take advantage of the [early registration rate](https://aspen.nutritioncare.org/register/) and you’ll be entered in [weekly drawings](https://aspen.nutritioncare.org/attend/early-registration-prize-drawing/) for additional conference perks!

**Needs and Opportunities Table**

|  |  |
| --- | --- |
| **Needs of Organization/Team**  | **Opportunities That Meet Needs** |
| Education on Best Practices/Processes  |  |
| Knowledge of Future Practices and Processes  |  |
| Updates on the Latest Research |  |
| Access to Nutrition Experts and Industry Thought Leaders |  |
| Building a Network of Nutrition Peers From a Variety of Disciplines |  |
| Learning the Latest Tools/Technologies in Nutrition Support from Vendors/Exhibitors |  |

**Budget Table**

|  |  |
| --- | --- |
|  | **Cost** |
| **Expense** | **With Membership** | **Without Membership** |
| **ASPEN Membership Fee***Join at* [*nutritioncare.org/JoinToday*](https://www.nutritioncare.org/jointoday)*.* |  |  |
| **Conference Registration***Register at* [*nutritioncare.org/registration*](https://aspen.nutritioncare.org/register/) *by 1/8/25 for the lowest rate!* |  |  |
| **Preconference Course Fees (if applicable)***Register at* [*nutritioncare.org/registration*](https://aspen.nutritioncare.org/register/) *by 1/8/25 for the lowest rate!* |  |  |
| **Airfare** |  |  |
| **Hotel***Make housing reservations at* [*nutritioncare.org/HotelandTravel*](https://aspen.nutritioncare.org/aspen25housing/)*.* |  |  |
| **Other Transportation Costs** *Include parking, mileage reimbursement, shuttle/Uber/Lyft, etc.* |  |  |
| **Meals** (Per Diem) ([*See IRS guidelines for rate in conference city*](https://www.gsa.gov/travel/plan-book/per-diem-rates)*.*)*ASPEN25 provides lunch on Sunday, March 23, and Monday, March 24.* *Corporate symposia and section meetings may also offer food and beverages.* |  |  |
| **Total** |  |  |