**ASPEN CONFERENCE MODERATOR SCRIPT**

Session Introduction

* Hi everyone! Welcome to the Nutrition Science and Practice Conference, the annual conference of the American Society for Parenteral and Enteral Nutrition (ASPEN).
* I am (insert name), the session moderator, and this is session (number), (Session Title as listed in program materials).
* Please take your seats, remove any personal belongings from the chairs, and move to the center sections to allow maximum seating.

*Note: Repeat several times while the room is filling up. If applicable, let everyone know that seats are available in the front of the room. Emphasize that all chairs must be filled with people, not bags or luggage.*

* Please silence all cell phones and electronic devices.
* Before we begin the session, we have a few housekeeping notes.
* Please note that recording and taking images of the scientific content presented during this session is strictly prohibited. If you are posting to social media, feel free to use hashtags and descriptions of what you are learning, but please respect the faculty and their original work and do not share images or recordings of the session content.
* Session recordings and handouts will be available in ASPEN’s eLearning Center after the conference. Full conference attendees will receive complimentary access to all session recordings, slides, and handouts. Please note that the availability of recordings and materials is contingent upon speakers granting permission. If a speaker does not grant ASPEN permission to post the recording of their presentation or release their materials, then that presentation will not be available after the conference. Please refer to the conference website for more information.
* CE credit can be claimed by completing and submitting the session evaluation form available under the Evaluations and Claim CE Credits tab in the conference online platform.
* Finally, there will be a Question-and-Answer period following the speaker presentations. Please hold all questions until the designated Question-and-Answer period.

Speaker Presentations

* I am pleased to introduce the speakers for this session. Provide a brief introduction (30 seconds) for each speaker. Speaker bios will be posted in the conference online platform.
* **Please watch the time of each speaker. Signal speaker when time is almost up.**

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Question and Answer Period (Last 15 minutes of session)

* We will now open the Question-and-Answer portion of the session. For those of you on-site, please move to one of the floor microphones in the aisles to ask your question. If you are attending the session virtually, submit your question under the Questions tab in the conference player.
* The Moderator should prepare 3-4 questions in advance of the session to prompt the audience to ask questions if needed. The Q&A period should run for approximately 15 minutes.
* Remember to include questions submitted by virtual participants.

Session Wrap-up

* We have reached the end of this session. Thank you to the speakers for their excellent presentations. As a reminder, the session recordings and handouts will be available in the eLearning Center if ASPEN has permission to release that information. Also, please remember to complete the session evaluation form to claim CE credit. Instructions for claiming CE credit and accessing session recordings and materials are located under the Evaluations and Claim CE Credits tab in the conference online platform.
* Thank you all for joining us for this session!