**ASPEN CONFERENCE PRESENTER GUIDELINES**

* **Please submit your information and materials on time!** ASPEN is required to submit your information to various accreditation organizations to remain in compliance. ASPEN also makes presentation materials available to attendees prior to the conference. Please help us have a successful conference by submitting your information and materials by the deadline dates.
* Please be sure you understand what is expected of you: your topic, the topics covered by other faculty in your session, the duration of your individual presentation, and the sequence of speakers.
* Be mindful of the educational level of your topic. All sessions should be presented at the advanced or intermediate level unless they are basic skills sessions or labs. For advanced level sessions, faculty should assume the audience has the appropriate knowledge base; therefore, there is no need to review basic level content.
* Think about creative ways to help participants understand the material being presented. Provide opportunities for participants to begin applying the information to practice while in the session. Refer to the [Interactive Presentation Methods](https://aspenmail-my.sharepoint.com/%3Aw%3A/g/personal/doreenc_nutritioncare_org/EaXDvWIuvaNPobmZ_2uJ-wEBpqW6_RmHVTV4HLVL6_de_Q?e=6LYyQ1) document for different ideas to present your content and engage participants (for example, case studies, games, and polling).
* **Please adhere to the allotted time for your presentation to ensure that all speakers in your session have adequate time to present their material.**
* Presentations and materials should not include any type of promotional marketing, advertisement, or selling of any products or services.
* **ILE Terms and Abbreviations for Written Documents/Slides:** Please use the following terms and abbreviations in your written presentations to remain consistent with the style convention and abbreviations in the ASPEN definitions document. Product names should never be used in an accredited education program. Product names are listed in this table for reference purposes only.

|  |  |  |
| --- | --- | --- |
|  **Term**  | **Abbreviation**  | **Products\***  |
| lipid injectable emulsion | ILE |  |
| soy oil-based ILE  | SO-ILE  | Intralipid, Nutrilipid  |
| fish oil-based ILE  | FO-ILE  | Omegaven  |
| olive, soy oil-based ILE  | OO, SO-ILE  | Clinolipid  |
| soy, MCT, olive, fish oil-based ILE  | SO, MCT, OO, FO-ILE  | SMOFLipid  |

*\*Product names are included for reference purpose only. Product names must not appear in accredited education program materials.*

* **ILE Guide for Verbal Presentations:** Please use the following terms during your verbal presentations. First state the oils as listed in the “ILE Product/Term” column and then use the term listed in the “Referred to As” column for subsequent mentions.

|  |  |
| --- | --- |
|  **ILE Product/Term**  | **Referred to As**  |
| soy oil-based ILE  | soy oil ILE or soy ILE  |
| olive and soy oil-based ILE  | 2- oil ILE  |
| soy, MCT, olive, fish oil-based ILE  | 4-oil ILE  |

**Accreditation Requirements**

* **State any relevant disclosures before beginning your presentation**
* All recommendations for clinical practice are evidence-based
* Presentations should provide a balanced view of therapeutic options
* **Generic product names/descriptions/abbreviations should always be used**
* The Accreditation Council for Continuing Medical Education (ACCME) prohibits commercial supporters from suggesting topics or speakers for educational activities or reviewing content for accuracy

All requirements listed above are to ensure ASPEN remains in compliance with the various accrediting bodies to offer CE credit to physicians, dietitians, pharmacists and nurses. We appreciate your efforts to ensure that all accreditation requirements are included in your presentation.