

FNCE 2025 | Developing Your Proposal

The following are the key elements of your session proposal. You may download our [2025 Proposal Form](#) to compile this information before entering it into the submission site.

Title: In ten (10) words or less, provide a brief, creative, accurate description of the session content and theme.

Track & Target Audience: Select the most appropriate track and audience for your session.

Session Format: See our [Session Format guide](#) for details.

Description: Provide a two- to three-sentence focus statement explaining the session content and rationale for the presentation to conference attendees. Academy staff may use and/or modify this statement in promotional materials that describe the session, so it should be reflective of the Learning Objectives.

CDR CPE Criteria: As of April 1, 2024, the new [CDR CPEU Prior Approval Policies](#) have been enforced by CDR. These updated policies impact the content permissible in presentations. Below, you'll find key highlights from these revised policies.

- CPE may contain informational content but must not contain promotional content.
- CDR defines informational content as that which raises awareness through education. Informational content is based on best available research evidence, which is supported by documentation from reputable, peer-reviewed scientific research.
- CDR defines promotional content as that which advertises an organization, product, or service, and is used to influence purchasing decisions.
- All FNCE® sessions are recorded and made available for viewing/purchase 3-4 weeks post-FNCE®. Per new CDR Prior Approval Guidelines, session recordings are required to be accompanied by five multiple choice quiz questions relating back to the objectives of the session in order to provide CPE.

Learning Objective Tips

A learning objective should complete the following statement with an observable and measurable verb: **“After this presentation, the attendee should be able to...”**

<u>Consider...</u>	<u>Instead of...</u>
list, describe, define, explain, demonstrate, identify, conduct	know, learn, grasp, enhance, understand, improve

Dietetic Practice Group (DPG)/Member Interest Group (MIG) Spotlight: The Committee will accept one Spotlight session submission from each DPG and MIG. See our [DPG Spotlight Session guide](#) for details. DPG and MIG members are encouraged to submit proposals apart from the Spotlight process.

Scheduling and Webinar Eligibility: Please contact your speakers in advance to determine their availability for all dates of the conference, as times/dates cannot be guaranteed in advance. Determine if they wish to be considered for a Lifelong Learning Webinar Series presentation if the session is declined.

Performance Indicators: Select the three most appropriate [Performance Indicators](#) for your session.

Learning Objectives: Provide three learning objectives describing the outcomes resulting from the presentation. e.g. Describe how changes in the aging gut impact digestion and absorption, and utilize this knowledge **in order to plan** effective nutrition strategies. See sidebar for more information.

Speaker/Moderator Information: Follow the instructions on the submission site to add your Speakers and Moderator to your session profile.

Speaker Bio: Add a biographical sketch for each speaker, highlighting accomplishments, publications, research, work experience, and presentations or experience relevant to the proposal topic within the last two years. Also include current contact information for each speaker, as well as a resume or CV. Video or audio samples of relevant live presentations by the speaker(s) are encouraged.

Speaker Outline: Briefly describe each speaker’s presentation: key points, teaching methods, parallels to the session’s learning objectives, and any unique audiovisual or equipment requirements. Highlight new and/or significant contributions, and/or cutting-edge information to the profession. A separate outline for each speaker, with individualized talking points, is required.

Additional Tips

- Be sure to proofread your proposal thoroughly in advance of submission. Check for typos and grammar or usage errors.
- Read and review the benefits associated with each role with your Speakers and Moderator before submitting your proposal.
- All financial arrangements and negotiations are managed by the Academy’s Lifelong Learning staff.