

Call for Sessions & Workshops Submission Guide

1. Should I Submit?

If you have expertise, insights, or new ideas that can move the profession forward, the answer is **yes!** We're seeking advanced-level, evidence-based presentations that address the real challenges and opportunities facing nutrition and dietetics professionals today.

What makes a strong proposal:

- Subject matter experts and thought leaders, practitioners with real-world experience, researchers presenting new findings, and educators with innovative teaching strategies.
- Advanced, evidence-based, practice-focused content
- Original, practical, and innovative approaches
- Relevance to current and emerging issues in nutrition and dietetics
- Engagement strategies that encourage audience interaction
- Inclusive perspectives that promote collaboration, equity, diversity, and applicability across settings

Both new and experienced speakers are encouraged to apply. We especially value diversity of background, perspective, and thought.

Proposals not accepted for FNCE® may also be considered for the Academy Webinar Series, giving you another opportunity to share your expertise with colleagues.

2. What are the Proposal Requirements?

Submission portal opens: September 1, 2025

Deadline: November 20, 2025, 5 PM CT

Notifications: If accepted: Speaker Agreement & Conflict of Interest due April 2026. Slides, handouts, and CPEU questions due September 2026.

Support: Technical issues or concerns? Contact Caitlin Griffin at cgriffin@eatright.org

A strong proposal tells us not only **what you'll present**, but also **why it matters** and **how you'll engage the audience**. Below are the key elements we'll be looking for in both session and workshop submissions:

Key Session & Workshop Proposal Elements:

Element	Guidance
Title	Concise, creative (≤10 words); capture essence, draw interest, reflect content.
Format	Choose format from Section 5 to match style & audience needs.
Description	2–3 sentences highlighting content, value & rationale; why essential now.
Workshops	State max attendees; align with style/format; note AV/equipment needs.
Track	Select the track that best aligns with your topic.
Learning Objectives	Provide 3 measurable objectives with active verbs; define outcomes & impact.
CDR Performance Indicators	Identify 3 competencies your session supports.
Presenter Information	Bios, CVs, experience, links to past talks; outline objectives, methods, engagement.

Presenter Information:

Requirement	Details
Speaker & Moderator Bios	Spotlight expertise & topic relevance.
Past Speaking Links	Strongly encouraged to demonstrate presentation style.
CVs & Experience	Show background, credibility, and topic-related experience.
Speaker Outline	Clear objectives, teaching methods, and audience engagement strategies linking content to outcomes.

DPG/MIG Spotlight Sessions:

A Spotlight Session is an exciting opportunity for each DPG or MIG to showcase its expertise at FNCE®. Each group may submit **one official Spotlight proposal, that reflects advanced-level content and highlights the unique strengths of your practice area**. DPGs and MIGs may also collaborate on a joint Spotlight proposal; however, a combined submission will count as the one official proposal for each participating group.

- Strong Spotlight proposals feature significant findings, major outcomes, or breakthroughs that advance the field and inspire attendees. Sessions should bring fresh, innovative content not previously presented through a webinar or symposium.
- All Spotlight proposals must be approved by the group's Chair-Elect before submission. While acceptance is competitive, this is a valuable platform to elevate your group's thought leadership and contribute to the FNCE® program.

Pro Tip: If your group wants broader representation on the program, encourage members to submit multiple proposals. Just remember, only one can be designated as the official Spotlight session.

3. What are the Roles, Responsibilities, and Benefits?

Every FNCE® proposal must identify key roles for session delivery. Below is an overview of what each role entails, who's eligible, and what benefits they receive. Roles vary slightly depending on delivery format. Workshop-specific roles are noted accordingly.

Role	Key Responsibilities	Eligibility	Benefits
Program Planner	Coordinates planning calls, submits proposal, ensures deadlines are met. May also serve as Speaker or Moderator (but not both).	Academy membership not required.	Volunteer role; no compensation.
Moderator	Keeps session on time, introduces speakers, facilitates Q&A. Cannot be a Speaker.	Must be an RDN or NDTR and Academy member by June 1, 2026.	Volunteer role; no compensation.
Speaker	Delivers session content, aligns with objectives, reviews slides, participates in planning call(s).	Must be an Academy member by June 1, 2026 (if an RDN or NDTR). At least one participant on the proposal must be an RDN or NDTR. This individual, whether a presenter or the moderator, should help connect the content to practical applications for the profession.	\$500 honorarium + complimentary FNCE® registration and session recordings
Workshop Lead Facilitator	Leads interactive workshop session. Guides hands-on learning, facilitates discussions. Max two Leads per workshop.	Up to 2 per workshop. Membership not required.	\$700 honorarium + complimentary FNCE® registration and session recordings
Workshop Co-Facilitator	Supports Lead Facilitator with breakouts, demonstrations, or specific activities.	Membership not required. May be a nonmember if not eligible for membership.	Complimentary FNCE® registration and session recordings

Quick Notes:

- Program Planners may serve as Speaker -or- Moderator.
- Speakers cannot serve as Moderators.
- At least one participant must be an RDN or NDTR.
- Workshop roles (Lead/Co-Facilitator) apply only to pre- and mid-conference interactive workshops (not standard sessions).
- Speaker benefits are not transferable.
- Travel and lodging are the responsibility of all speakers, moderators, and facilitators. These costs are not covered by the Academy.

Note for DPG/MIG Spotlight Submissions:

Spotlight proposals must be coordinated with the DPG or MIG's leadership and approved by the group's Chair-Elect prior to submission. If accepted, session planning and delivery follow the same roles and expectations listed above.

4. How are Proposals Reviewed?

How Your Proposal Will Be Reviewed

Every FNCE® session proposal goes through a rigorous review process using a scoring rubric. Each proposal is rated on a **1–5 scale**, with *5 = outstanding*.

Criteria	What Reviewers Are Looking For
Relevance of Topic	Clearly connects to nutrition and dietetics practice.
New, Essential, or Applied Practice Information	Session provides information that is new, essential, or directly applicable in practice.
Learning Objectives	Each objective must describe measurable outcomes (e.g., “ <i>After this presentation, the attendee will be able to...</i> ”) using an appropriate verb and content . Strongest proposals also include an impact statement explaining why the learning matters. Example: “ <i>...evaluate comprehensive nutrition intervention frameworks to improve care coordination and influence health outcomes.</i> ”
Supporting Evidence	Include 1–3 references. For advanced-level sessions, references should be recent (within 3 years).
Systems Thinking	Connects to broader issues and disciplines, including: • Collaboration • Cross-disciplinary approaches • Diversity & inclusion
Speaker Outline	Clear and well-organized; should: • Connect to learning objectives • Explain what each speaker will cover • Highlight new, important, or emerging topics • Be easy to follow and well-written
Speaker/Moderator Qualifications	Presenters are topic experts with relevant, demonstrated experience.
Workshop Proposals: Engagement and Participation	Proposals should include highly interactive elements, i.e., skill practice stations, simulations, mock sessions, role-playing, small group discussions.

Bottom line: To make your proposal shine, ensure it’s **relevant, evidence-based, forward-thinking, and clearly tied to measurable outcomes**. Reviewers are looking for content that elevates the profession and delivers real value to attendees.

5. What Formats Are Accepted? + Engagement Tips

Workshop

- 1–2 lead facilitators | 2–3 hours
- Interactive, skill-building session designed for practical application.
- Emphasizes doing over listening; participants actively engage through hands-on exercises, guided practice, or small-group work.
- *Example:* Facilitators guide attendees through an exploration of global spices—tasting, blending, and experimenting with them in simple dishes—while discussing cultural significance, flavor profiles, and strategies for reducing sodium without sacrificing taste.

Panel Discussion

- 3 speakers | 90 minutes
- Moderated dialogue highlighting diverse perspectives; minimal slides, active facilitation.
- *Example:* An RDN, endocrinologist, and patient share different approaches to managing hypoglycemia.

Interview / Fireside Chat

- 1 interviewer + 1–2 experts | 60–90 minutes
- Conversational and informal in tone; explores experiences, research, or perspectives.
- *Example:* A sports RDN interviews an elite athlete and their physician on the role of wearable tech, adaptive fueling, nutrition periodization, and mental resilience in extending peak performance careers.

Debate

- 2 speakers | 90 minutes
- Structured exchange of opposing viewpoints, sparking critical dialogue and reflection.
- *Example:* Should nutrition assistance programs (like SNAP/WIC) include restrictions on food choices, or should they prioritize autonomy and access?

Round Table

- Facilitator + small group | 60–90 minutes
- Interactive discussions on niche or emerging topics; encourages peer-to-peer learning.
- *Example:* A facilitator leads small groups in exploring telehealth best practices across different care settings.

Case Study

- 1–2 speakers | 60–90 minutes
- Real-world applications with audience discussion on challenges, solutions, and outcomes.
- *Example:* An RDN and health system leader present how a hospital integrated food-as-medicine initiatives into electronic health records, sharing implementation barriers, data outcomes, and ROI.

Storytelling Session

- 1–2 speakers | 60 minutes
- Personal or professional narratives that connect emotionally and spark reflection.
- *Example:* NDTRs share powerful patient narratives from food insecurity screenings in clinics showing how uncovering hidden hunger reshaped their practice, advocacy, and personal connection to the profession.

Lecture

- 1–3 speakers | 60–90 minutes
- Formal presentation with advanced-level content (e.g., late-breaking research, case studies, program reviews).
- Uses slides/handouts; stronger when paired with interactive activities or case-based discussion.
- *Example:* An RDN, a public health advocate, and a food tech entrepreneur discuss the promise and pitfalls of lab-grown meat, plant-forward diets, and food system innovation in addressing both climate change and nutrition security.

Engagement Tips

No matter the format, sessions are most impactful when interactive. Consider:

Strategy	Description
Role-Playing	Assign participants roles in a scenario to explore diverse perspectives.
Group Breakouts	After short presentations, let audience members break into groups to discuss panel takeaways.
Movement-Based Engagement	Ask participants to stand, vote with their hands, or move into groups by opinion/experience level.
Think-Pair-Share	Give attendees a prompt, let them reflect individually, discuss with a partner, then share with the group.
Quick Quizzes or Polls	Use live polling tools or quick checks for understanding.
Gamification	Add competition, points, or rewards to increase energy and participation.
Reverse Q&A	Have the speaker ask the audience questions instead of the other way around.

*These strategies increase energy, participation, and learning retention.

6. What Policies Must I Follow?

To ensure FNCE® maintains the highest standards of **quality, integrity, and inclusivity**, all speakers must adhere to the following:

Commercialism & Conflict of Interest

FNCE® sessions must be educational, evidence-based, and unbiased. Product promotion, branding, or commercial influence is prohibited. Speakers are responsible for securing permissions for copyrighted material (photos, graphs, articles, etc.) and providing credit per license requirements, as well as covering any related costs.

CDR CPE Policies

Content must be informational, not promotional—based on peer-reviewed evidence. All sessions are recorded and made available 3–4 weeks post-event; per CDR policy, recordings (enduring activities) must include informal or formal assessment. This will consist of a four-option multiple choice test developed by session speakers. [See [Provider Policy Manual, Section 7.0](#)]

Ethics & Inclusion

Speakers must follow the [Academy's Code of Ethics](#) and uphold [scientific integrity](#). Sessions should include diverse perspectives and participants. Each speaker may present in only one session, and **all RDN/NDTR speakers must hold Academy membership by June 1, 2026**.

Other Helpful Resources:

Strategic Plan

<https://www.eatrightpro.org/about-us/our-work/academy-strategic-plan>

Academy Standards of Practice (SOP) and Standards of Professional Performance (SOPP)

<https://www.eatrightpro.org/practice/dietetics-resources/scope-and-standards-of-practice>

Updates to the Definition of Evidence-Based (Dietetics) Practice

Providing Clarity for Practice: [https://www.jandonline.org/article/S2212-2672\(20\)30460-3/abstract](https://www.jandonline.org/article/S2212-2672(20)30460-3/abstract)

Academy's Scientific Integrity Principles

<https://www.eatrightpro.org/practice/research/tools-and-initiatives/scientific-integrity-principles>

Frequently Asked Questions

1. Who can submit a proposal?

Any Academy member, group, or qualified professional may submit. We strongly encourage interdisciplinary collaboration (e.g., dietitians partnering with physicians, researchers, chefs, or community leaders) and proposals that highlight diverse perspectives, backgrounds, and practice settings

2. Can I submit more than one proposal?

Yes. Each proposal is evaluated independently, so make sure each submission reflects a unique idea or focus area. If a speaker is listed on more than one accepted proposal, they will be asked to choose which session to participate in, and an alternate speaker must be identified for the other. This ensures fair representation across the program.

3. Are commercial interests allowed?

No. Proposals must comply with the Academy's Conflict of Interest and Commercialism Policy. Education sessions must be free of product or service promotion. Speakers with industry affiliations must fully disclose relationships, which will be reviewed to ensure transparency.

4. Do I need to have all speakers confirmed before submitting?

Yes. All proposed speakers should be contacted and confirmed prior to submission.

- If your proposal is accepted, speaker changes must be reviewed and approved by the Committee for Lifelong Learning (CLL).
- Substitutions are only considered for unavoidable circumstances (e.g., illness, schedule conflict).

5. What is the submission deadline?

All proposals must be submitted by Thursday, November 20 at 5:00 pm CT. Late submissions cannot be accepted.

6. What information is required in the submission?

This Word document mirrors the submission portal. We suggest drafting your content [here](#) first, then copy it into the system to help prevent delays or technical issues.

7. When will I be notified if my proposal is accepted or declined?

Notifications will be sent in March 2026. All submitters, accepted and not accepted, will receive communication at that time.

8. If accepted, do speakers receive complimentary registration?

Speaker benefits are outlined in the FNCE® Speaker Agreement provided upon acceptance. These may include complimentary or discounted registration depending on the role (lead speaker, co-speaker, moderator, etc.). Travel and lodging are the responsibility of speakers.

9. Will my session be recorded?

Yes. All FNCE® sessions are recorded and made available for purchase post-FNCE®

10. What happens if my proposal is not accepted?

Due to the volume of submissions, not all proposals can be accepted. However, your idea may be referred for:

- FNCE® ancillary programming
- Webinars, Certificates of Training, or other Academy education opportunities
- Future consideration if the topic aligns with emerging practice priorities

11. How are tracks determined?

FNCE® tracks are shaped by attendee feedback, industry trends, and proposal patterns. We analyze surveys and evaluations, monitor emerging issues, and review the volume and quality of submissions to ensure tracks reflect current demand while balancing the full breadth of nutrition and dietetics practice.

12. Can students or early-career professionals submit?

Yes! We encourage proposals from professionals at all career stages. Submissions that include student or early-career voices alongside experienced practitioners are highly valued.

13. Who reviews conflict of interest disclosures?

All disclosures are reviewed by the Academy staff and the CLL. If a potential conflict is identified, the committee will determine whether it can be managed or if the proposal must be declined.

14. Do I need to be an Academy member to speak at FNCE®?

If a speaker or moderator is member eligible (if they are a RDN or NDTR), membership is required by June 1, 2026.

15. Can I be the Program Planner, Moderator and speaker?

A program planner can also be a speaker OR moderator. For logistical reasons, speakers cannot also serve as moderators.

16. What A/V technology is standard for a FNCE® session or workshop?

- Confidence Monitor
- Speaker Timer
- Laptop
- Wireless Slide Advancer
- Podium with microphone
- 2-Wireless lavalier microphones

17. Will I be reimbursed for supplies needed to facilitate my workshop?

Yes. Upon acceptance, the Academy will work with facilitators to ensure that materials needed for the workshop are ordered.

18. What makes a workshop different from other session formats?

Workshops (2–3 hours) are designed for active participation, not passive listening. Unlike lectures or panels, which focus on speaker-driven content delivery, workshops emphasize engagement and skill-building. Attendees should be involved through interactive activities, small-group work, guided practice, or hands-on application. A workshop is not a two-hour lecture—it must include meaningful opportunities for participants to practice, apply, and take away practical tools or experiences.

19. Where can I get technical help with the submission system?

If you encounter issues submitting your proposal, please contact Caitlin Griffin at cgriffin@eatright.org.