Abstract Submission Instructions

GENERAL INFORMATION

- Submission deadlines: abstracts must be completed no later than September 15, 2011 at 11:59pm US Eastern time. Late-breaking submission site will open September 22 and close October 24 at 11:59pm US Eastern time.
- Submission will be via the internet site only. Available via www.nutritionweek.org (ABSTRACT SUBMISSION TAB –left column)
- Submission fee: Abstracts are not accepted for scoring until the submission fee of $50 USD is paid online (credit card only: Visa, Master Card, or American Express). Fee is non-refundable whether or not the abstract is accepted. Late-breaking submission fee is $100 USD.
- Submitter must create a user account. The submitting author is responsible for the accuracy of all information supplied.
- Registration: Presenting authors must be registered for the conference, or at least for the days of any presentation.
- Posters will be presented in the exhibit hall from 6:00pm on Saturday January 21, 2011 through Monday January 23 at 4:15pm. Authors are expected to have their posters on display during this period.
- Presenting at our meeting is a voluntary effort. ASPEN cannot offer a stipend for your participation.
- Proofread and proofread again. Linguistic accuracy is your responsibility. A.S.P.E.N. will not proof your work. Abstracts will be reproduced as submitted.
- Encore abstracts will be accepted, but will not qualify for abstract awards and will be presented only as posters. You will need to obtain re-print permission from the copyright holder if you would like A.S.P.E.N. to re-print your abstract. You may elect not to have your abstract re-published/printed.

NEW IN 2012 – IMPORTANT NOTICE

- Abstract Topics: In 2012, all abstracts will be submitted in one system. The A.S.P.E.N. Abstract Review Committee will score all abstracts according to topic.
- Publication: All abstracts will be presented on A.S.P.E.N.’s website prior to the conference, and in a special online JPEN conference supplement. A.S.P.E.N. will make every effort to include late breaking abstracts in the Journal publication.
- Commercialism: A.S.P.E.N. will not accept abstracts that we feel have been ghostwritten or have been commissioned by a commercial entity for the express purpose of publicity for a product or service. Our decision is final.
- ASPEN reserves the right to limit the number of accepted abstracts from any one author or entity.
- Duplicate abstracts on the same data from one author or entity will not be accepted.
- Abstracts must meet local ethical standards. Clinical research should be approved by the appropriate ethics committee or institutional review board (human or animal) and, if appropriate, informed consent should be obtained for all subjects.
- AUTHORS will be notified of acceptance status the first week in November. Notices will be sent to the email of the submitting author as provided in the submission system.
- TEST YOUR EMAIL: The system will make sure your email will receive communications from us about your abstract, making sure email communications are not blocked. PLEASE do this test.

SPECIFIC SUBMISSION INFORMATION:

- Submission process
  - Create your online account. The submitter should be the presenting (primary) author or his/her representative, completing the information for the presenting author.
Abstracts may be saved in draft status to be edited / modified until the submission deadline of September 15.

- Only abstracts saved as final submission status will be considered. Payment of submission fee is required online to finalize the submission.

- **Title:** Abstract must have a short, specific title containing no abbreviations which indicates the nature of the investigation. Abstracts without titles will be disqualified.
  - Title should appear in title case (example: A Prospective Randomized Trial of Multi...) **Do not** capitalize all characters. Do not use bolded or italicized font.
  - Title should not contain the trade (brand) name of any product or service. You may mention a specific product, if needed to validate your work, **once** in the methodology section of your abstract.
  - **Do not** include author information in the title (entered elsewhere)
  - **Do not** include financial support information in the title (entered elsewhere)

- **Abstract format:** There is only one box in which the text of the abstract will be placed. **DO NOT** repeat the title or authors in this box! You will be asked to insert headers into your abstract (as applicable) to delineate sections: each header begins on a new line.
  - Introduction, Background, Objective or hypothesis (Use one: **select the most pertinent**)
  - Methods
  - Results
  - (This will be your data)
  - Conclusions

→ For **case studies or other abstract formats that do not follow this format**, please delineate the sections headers, using a new line for each section. We would suggest: Introduction (context of case, relevance, importance); Description (history, studies, patient progress/outcome); Discussion (rationale for decisions, lessons learned, etc.).

**Other important Information**

**Character counts** - There is a limit of 3780 characters, including spaces and punctuation, which is approximately 500 words.

**Entering and editing your abstract text:**
You should cut and paste your abstract from your word processing software (Microsoft Word, etc.), however, please see the procedure below regarding super/subscript special characters.

**Entering your abstract**
Your abstract should be written off-line in Microsoft Word, or other word processing software. Do not use bold or italic type face. Type size 10 Ariel Font is preferred. To **enter** it in the abstract text box, copy your document, go to the online abstract text box in Step 2 – Edit abstract contents, and paste.

**Editing your abstract**
Should you need to **edit** your abstract, do so in your original Word document off-line. When you go back online to the submission site, in Step 2 (Edit abstract), delete existing content. Then copy and paste your corrected abstract into the text box.

**Special Character Code:**
Super and Sub-script characters must be entered using special codes. The format of the code is as follows:
- For superscript, use: `<sup>X</sup>`, where X is the number you wish to have in superscript. Examples:
  - Superscript 980 = `<sup>980</sup>`
  - Superscript 2 = `<sup>2</sup>`
  - Superscript 10 = `<sup>10</sup>`
- For subscript, use: `<sub>X</sub>`, where X represents the number you wish to subscript. Examples:
Subscript 2 = <sub>2</sub>
Subscript 67 = <sub>67</sub>

**NOTE**: The code will display as code in step 6 Review and Confirm. When you request “Print this abstract” the code will translate into the desired super/sub script number.

If you are experiencing difficulty with this process, please contact technical support: support@cmcgc.com or by telephone at 888-711-1138 ext 241 Monday to Friday 9:00 a.m. — 5:00 p.m. EST.

- **Abstract Topics and Methodology selection.**
  - **Topics**: You will be asked to select a minimum of one, but no more than 3 topic areas that are most relevant to your abstract.

<table>
<thead>
<tr>
<th>Abstract Topic areas</th>
<th>Examples: These are not all-inclusive; please use your best judgment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrient and Metabolism Research</td>
<td>basic nutrient research, biotics, complementary and alternative medicine, macro &amp; micro nutrients, metabolic pathways, pharmaconutrition, pharmacokinetics</td>
</tr>
<tr>
<td>Nutrition Therapy</td>
<td>Parenteral: indications, lipid formulations, macro &amp; micronutrients, drug – nutrient interactions, acid-base &amp; fluid-electrolyte, safety, access devices, compatibility, stability, monitoring and complications Enteral: indications, macro &amp; micronutrients, formulas, drug – nutrient interactions, safety, access devices, monitoring and complications</td>
</tr>
<tr>
<td>Nutrition Support processes, structure, and organizational functions</td>
<td>body composition, education, evidence-based practice, guidelines, home care, long-term &amp; alternate site care, nutrition screening &amp; assessment, malnutrition, nutrition support teams, quality control &amp; improvement, registry data analysis, safe practices protocols</td>
</tr>
<tr>
<td>Nutrition and public health, genetics, ethics and legal considerations</td>
<td>childhood obesity, ethics, exercise physiology, genetics, malnutrition prevention, Medicare/Medicaid, metabolomics, nutrigenomics, product shortages, reimbursement, research funding, school diet</td>
</tr>
<tr>
<td>Critical Care, Trauma, Infection, Surgery, Inflammation, Transplant</td>
<td>Burns, cardiac , critical care, inflammation, long-term acute care, perioperative concerns (glucose control, CHO loading), pulmonary, Sepsis, wounds</td>
</tr>
<tr>
<td>Gastroenterology, Hepatic and Pancreatic Disease and Conditions</td>
<td>Cholestasis, gut microbiota, intestinal failure, insufficiency , IBD, liver disease or conditions, pancreatic insufficiency (cystic fibrosis)</td>
</tr>
<tr>
<td>Metabolic and Endocrine</td>
<td>Bariatric, diabetes, hormones – mediators, metabolic syndrome, obesity , renal</td>
</tr>
<tr>
<td>Allergy, Immunology, Oncology</td>
<td>Cancer, immunodeficiency and immunonutrition, nutrient “allergy”</td>
</tr>
<tr>
<td>Pediatric, Neonatal, Pregnancy &amp; Lactation</td>
<td>Development, ketogenic diets/restriction diets, neuro-cognitive, NICU health (NEC, BPD), pediatric malnutrition, pregnancy &amp; lactation</td>
</tr>
<tr>
<td>Advanced Age, Chronic and Degenerative Diseases</td>
<td>chronic diseases and nutrition, drug nutrient interactions/complexity, neurologic disorders, organ dysfunction with age , osteoporosis</td>
</tr>
</tbody>
</table>

- **Abstract Methodology**: You will be asked to indicate which methodology most closely represents your work.

<table>
<thead>
<tr>
<th>Research Methodology</th>
<th>Examples: (not all–inclusive, please use your best judgment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic science</td>
<td>“Bench research” In vitro studies or animal research</td>
</tr>
<tr>
<td>Clinical science</td>
<td>Observational or interventional clinical trials, case-controlled or case studies, registry driven analyses, qualitative studies</td>
</tr>
<tr>
<td>Education, Quality control &amp; Improvement</td>
<td>Education or quality improvement programs, non-scientific surveys, programmatic communication</td>
</tr>
</tbody>
</table>
- **Presentation preference:** You will be asked to check one of 3 boxes: [ ] Prefer Oral Presentation, [ ] Prefer Poster Presentation, or [ ] Either oral or poster. Please check Prefer Poster box if you do not wish to do an oral presentation. To the best of our ability, and dependent on how your abstract is scored, we will try to accommodate your preference.

- **Off-Label Use Discussions:** Does this abstract discuss a use of a licensed pharmaceutical or medical device product not approved by the U.S. FDA? If yes, you will need to state the product name and very briefly, the use being described in the abstract.

- **Encore Presentations (Previously presented at another conference or previously published)**
  Submission of previously published / presented material is permitted with appropriate disclosure. Previously presented material is not eligible for awards, and will be presented as a poster at CNW. If your abstract is selected, you must provide A.S.P.E.N. with permission to re-print the abstract in JPEN. The permission form must come from the original copyright holder, with instructions for A.S.P.E.N. on how to cite the abstract. If your abstract was not published, but was presented, then a statement must be provided from the conference organizer that they either give you permission to reprint or that they do not hold copyright. It is your responsibility to obtain permission to re-print your work from the copyright owner, and to submit it to A.S.P.E.N. (paulab@aspen.nutr.org). If permissions are not received by November 25, your abstract title, author list, and encore status will be published without the abstract text. You may opt out of having your abstract re-published selecting that option in the submission system.

- **Authors**
  o All investigators contributing to the work must be listed in the author block.
  o Do not use all capital letters.
  o **Designate one author as the presenting author***. If your abstract is accepted, the presenting author is expected to present the work at Clinical Nutrition Week. Further, all correspondence will be directed to the presenting author*.
  o Include credentials (discipline, registrations, licenses, certifications) and institution name for each author. Ex: MS, RD, CNSC; MD, DO, PhD; PharmD, BCNSP; MSN, RN, CNSC.
  o Each author must read and comply with A.S.P.E.N.’s Conflict of Interest Policy (available as a pdf in the online system), and agree to a copyright release. Commercial disclosures are required of all authors listed on the abstract. The person submitting the abstract will be asked to complete disclosure information for all authors. Please obtain this information in advance of submitting your abstract. You will be asked the following:
    - Did the author or his/her partner have a relationship over the past 12 months with a commercial entity and did that relationship have the potential of influencing the content of the abstract? If there was no potential influence, then report “no relationships to disclose”.
    - If the relationship had the potential to influence the content of the abstract, then report: the company, the nature of the relationship (such as speaker bureau, employee, grant received), and in general terms – no dollar amounts please, what was received (i.e. honorarium, grant financial support, stock options, etc.).

* If a different individual becomes the presenting author, notify the Research Program Administrator via email paulab@aspen.nutr.org immediately. You must identify your abstract title in the email.

- **Graphics and Tables**
  o Use the “Table” or “Image” buttons to submit files. Do not cut and paste graphics, images, tables or figures into the abstract text block.
  o Your charts/tables/figures will appear below the text of your abstract.
• The submission system only supports JPG, TIF or GIF formats. You will need to convert Word, Excel, PowerPoint files to one of these formats. Instructions below.

• Do not display identifiable products in figures.

• Maximum: two tables.

• Maximum: two images or figures or charts.

• All graphics will be reproduced in black and white. If you materials do not translate well without color, please do not submit them.

• Please keep all graphics to a reasonable size. Files should be 300dpi (open your image, right click and select properties to find out what your dimensions are) and no more than 3 inches wide including legend, titles, captions, etc. Text must be readable at that size. We reserve the right to decline acceptance of large files (any file over 300KB – absolute maximum).

HOW TO create an image (JPG file) from a Microsoft application
For Microsoft 2007 or XP:
1. WORD: Open your existing image in Word. Make sure all titles, legends and captions are typed in your document. This should be no more (and preferably less than) 3 inches. Using your cursor, highlight the area of your document that you wish to convert to JPG. Right click and select copy. Go to step 4 below.
2. EXCEL: Select the cells of your spreadsheet, chart, or graph. Right click and select copy. Go to step 4 below.
3. PowerPoint: view slides (left column of your screen). Select the slide you wish to convert and then right click and select copy. Go to step 4 below.
5. If you have extraneous white space around your image, use your cursor to grab the bottom of the white space and pull it up to meet your image.
6. Save the file as a JPG image.

For Windows Vista, Windows 7, or MAC
Use the Snipping Tool on your computer

For other OS:
There is a free program (Greenshot) that lets you select exactly what you want to turn into an image. Once you hit save, it gives you the option to save it as a JPG, PNG or other formats. Obtain Greenshot at: http://getgreenshot.org/ Please check with your IT department to make sure you are allowed to download programs from the web. A.S.P.E.N. will accept no responsibility for this shareware program.

• Brand Names and Industry Support

• Brand names of products are not to be mentioned in abstract title. Doing so is grounds for rejection of an abstract. Promotional abstracts will not be accepted. If your research is on or used a specific product, that product may be mentioned once in the methodology section. Use the product’s generic name in all other instances.

• If you have received financial support for your work, you will report this in the online submission system, not within the abstract body. For posters, additional instructions will be provided with your abstract acceptance letter.

Abstract Scoring
A.S.P.E.N.’s Abstract Review Committee is responsible for scoring each abstract and determining which abstracts will be accepted for presentation. The Committee is made up of expert senior faculty from diverse disciplines. All reviewers are blinded to the abstract authors’ identifying information throughout the process, and measures are taken to eliminate any conflicts of interest.

Committee members use the following criteria to evaluate each abstract.
• Relevance and uniqueness of the study or presentation to the field of nutrition and metabolic support
• Clarity of the introduction, hypothesis, or purpose for the study or presentation
• Quality of the research design and methodology
  o If relevant, is the hypothesis clearly stated?
  o Are the methods clear and appropriate?
  o If appropriate, is the sample of sufficient size to validate conclusions?
  o Did the investigators take measures to control for threats to validity and reliability?
• Validity and sufficiency of the data
  o Is there enough data or findings to form conclusions?
  o If relevant, is the statistical analysis of the data appropriate?
  o Was the study completed?
• Relevance of the conclusions to the data
• Grammar, syntax, spelling
  o Was the abstract carefully reviewed for spelling, grammatical or formatting mistakes?
• Abstract is free of promotional material and is it not commercial in nature. Brand names for products or services are not mentioned in the title, but may be mentioned once in the methodology section.

Acceptance

• Accepted abstracts designated for oral presentation will be presented at Clinical Nutrition Week during a paper session or in a topically-related general symposium or workshop.
• Accepted abstracts designated as a poster will be presented at a Poster Exchange. You must attend this session to discuss your poster.
• All accepted abstract will be published in the Journal of Parenteral and Enteral Nutrition (JPEN), either in print or in the online journal. Abstracts will also appear on the A.S.P.E.N. website.
• Guidelines for presentations will be provided to the presenting authors of accepted abstracts.
• Notifications will be sent via email to the presenting author via email by early November.

Assigned Sessions

Oral presentation at a general symposium or workshop:
• Abstracts related to the topics of Clinical Nutrition Week (CNW) symposia or workshops may be selected for oral presentation at these CNW sessions. Your abstract presentation would be about 10 minutes, with approximately 5 minutes for questions. You do not need to make a poster.

Oral presentation at a Paper Session:
• Abstracts selected for oral paper sessions will be grouped according to themes.
• The authors will be allotted approximately 10 minutes to present their work with approximately 5 minutes set aside for audience questions.
• You do not need to make a poster.

Poster presentation at a Poster Exchange
• Authors of abstracts that are designated to be posters will present and discuss their research findings in a Poster Exchange. Dates and times will be sent via email. Poster authors are required to be in attendance at this session.
• Posters are displayed from Saturday evening through Monday evening of Clinical Nutrition Week during exhibit hall hours.

Honorary Session for Abstracts: Premier Paper Session
• The five or six highest ranked qualifying abstracts will be presented. Authors are allotted 10 minutes presentation time followed by 10 minutes of audience interaction.
• These abstracts are eligible for the Vars Award, if eligibility criteria are met. (see Vars award – below)
Awards for Abstracts

Your abstract will be considered for awards ONLY if you have checked the boxes in the submission system requesting this consideration. Please pay attention to these boxes to insure that you will be included. Encore abstracts and late-breaking abstracts are ineligible for awards. NOTE ALSO: you must certify that you have read and understand the responsibilities associated with each award, and agree to comply.

You will be notified if your abstract is a candidate.


- Awards are presented to researchers in the early stages of their careers.
- The first authors of the three to five highest ranked abstracts from this category (paper or poster) will receive travel grants to attend the Research Workshop, and to present their work at Clinical Nutrition Week. The amount of the award depends on the number of abstracts selected, approximately $600-$1000 per award. You will be required to produce a poster for presentation at the Research Workshop. If you already are producing a poster for CNW, you may use the same poster for the Research Workshop. If awarded, you will also need to submit a travel expense voucher to substantiate your expenses for reimbursement.
- Contact Research Programs via email: paulab@aspen.nutr.org or visit www.nutritionweek.org for more information about the Research Workshop topic.

Vars Award
The Vars recipient receives a $1,000 cash award, a commemorative plaque, acknowledgement at Clinical Nutrition Week and in subsequent A.S.P.E.N. member communications. Candidates are selected by the Abstract Review Committee based on abstract score. The award recipient is selected by the Research Committee ONSITE at CNW, based on a research manuscript of the abstract, and the candidate’s presentation at the Premier Paper Session.

Vars candidates are selected according to:
- Candidates have chosen to participate in the Vars competition.
- The abstract score as reviewed by the Abstract Review Committee.
- The abstract represents original work that is presented for the first time at CNW.
- Originality and relevance of the abstract to nutrition therapy and/or metabolic support.
- Candidate agrees to comply with award responsibilities:
  - The presenting author is specified at the time of abstract submission and will attend CNW. This presenting author may be at any career stage and is the primary contributor to the research represented in the abstract.
  - A manuscript based on the candidate’s abstract will be produced and submitted to JPEN prior to the stated submission deadline, no later than January 5, 2012. You will have 8 weeks from candidacy notification until this due date. Failure to meet the deadline will result in disqualification of the candidate. The Committee will not consider papers that have been previously published or submitted for publication to a journal other than JPEN or NCP.
  - Candidates will attend CNW to present their abstract at the Premier Paper session, and other educational symposia, if the abstract is topically related and if asked to do an additional presentation.
  - Candidates will attend the Rhoads Lecture and Awards Ceremony to be available to receive the Vars award. Only one candidate will receive the award, however all candidates must attend.
- The quality of presentation and response to questions at the Premier Paper Session. NOTE: consideration will be made of the presenting author’s career stage, i.e., the presenter will be judged in the context of his/her career level and expertise in the subject matter.

Promising Investigator Awards
The Research Committee will decide the Promising Investigator Awards **ONSITE** at Clinical Nutrition Week, following the candidate’s presentations at the Premier Paper Session.

- These awards are presented to the top three abstract authors, who are also in the early stages of their careers.
- Winners receive $750 in travel funds to offset their travel expenses to and from Clinical Nutrition Week.
- Vars Award winners are eligible for these awards if they are in the early stages of their careers.
- Candidates are required to attend the Rhoads Research Lecture and Awards Ceremony to receive their award.
- Awardees also must submit a travel expense voucher to substantiate expenses for reimbursement.

**Abstracts of Distinction**
- Top ranking abstracts will receive this special designation during Clinical Nutrition Week and in *JPEN*.

**Abstract Withdrawal**
You can withdraw your abstract online until the submission deadline date (September 15, 2011). After that date, withdrawal requests must be made in writing and emailed to the Research Program Administrator, paulab@aspen.nutr.org, or faxed to 301.587.2365. Each request must include the abstract title, abstract number, presenting author’s name. You will receive confirmation when your withdrawal has been processed. A.S.P.E.N. will not issue refunds of the submission fee for withdrawn abstracts. Because of our early publication deadlines, abstracts withdrawn after November 25 may still appear on our website, or in publication. We cannot guarantee that the abstract will not be published. Only the primary author may withdraw the abstract.

**Frequently Asked Questions**

1. **How do I submit an abstract to be considered for presentation at Clinical Nutrition Week?**
   - Read the submission guidelines and then submit your abstract using A.S.P.E.N.’s online submission site. Access the site from [www.nutritionweek.org](http://www.nutritionweek.org) by clicking on “Abstract Submission.” The site will open by the end of June. There is a $50 US fee per submission, which is collected via e-commerce when the abstract is electronically submitted. Submissions are only accepted online. The submission fee for late breaking abstracts is $100 US.

2. **Can I revise my abstract after I have submitted it?**
   - Up until the submission deadline of September 15, you may revise your abstract even if you have completed the submission process. No revisions will be accepted after the submission deadline. Keep in mind – this is YOUR work. Abstracts will be published exactly as submitted, including any errors. Edit your abstract content in your original off-line document, and paste it into the abstract text box.

3. **How do I reach technical support?**
   - Contact support@cmcgc.com or by telephone at 888-711-1138 ext 241 Monday to Friday 9:00 a.m. — 5:00 p.m. EST.

4. **Do I have to complete the submission process all at once or can I return later to complete the process?**
   - You may return to the submission site as many times as necessary to complete the submission process up until the submission deadline. A.S.P.E.N. will only review your abstract if you have completed the submission process, including the payment step, by the submission deadline.

5. **Do I have to register for Clinical Nutrition Week if my abstract has been accepted?**
   - Yes, you must register for Clinical Nutrition Week if your abstract has been accepted.
6. Does A.S.P.E.N. provide funding for authors of accepted abstracts to present their work at Clinical Nutrition Week? 
   No. The only funding available for abstract authors are the cash prizes or travel grants given to winners of awards.

7. Will I be notified if my abstract has been accepted for presentation at Clinical Nutrition Week before the early bird registration deadline? 
   A.S.P.E.N. will make every effort to notify all abstract authors of their acceptance status prior to the early bird registration deadline. You are encouraged, however, to register for Clinical Nutrition Week when you submit your abstract.

8. Where can I find more information about Clinical Nutrition Week, including registration and housing? 
   Visit www.nutritionweek.org.

9. What is the acceptance percentage rate for Scientific Abstracts? 
   On average, A.S.P.E.N. accepts approximately 80 percent of all abstracts submitted.

10. What are common reasons why abstracts are not accepted for presentation at Clinical Nutrition Week? 
    a. The abstract appears to be commercial in nature. 
    b. There is insufficient data to support conclusions 
    c. Lack of conclusions or conclusions do not match data 
    d. Multiple abstracts from the same data. 
    e. Lack of data or measureable outcomes 
    f. Incomplete author disclosure statements. 
    g. The study is not methodologically sound. 
    h. Research is not original 
    i. Lack of scientific quality or validity 
    j. There are gross errors in language, grammar or syntax making it difficult to understand the abstract. 
    k. The study is not relevant to nutrition support or does not contribute new findings to the field.

   Note: There will be no reconsideration of non-accepted abstracts

11. What should I do if my abstract has been accepted for presentation but I am unable to attend Clinical Nutrition Week? 
    Contact the Research Program Administrator at A.S.P.E.N. as soon as possible at 301.920-9132, or via email paulab@aspen.nutr.org. You will have two options: 1) Designate a co-author on the abstract as the new presenting author; or 2) Withdraw the abstract.

RESOURCES

A.S.P.E.N. has provided two important resources for you on our website:

1. A "How-To" Guide in Preparing Abstracts and Poster Presentations
   Nutr Clin Pract 2007; 22; 641
   Joseph I. Boullata and Carissa E. Mancuso

2. A.S.P.E.N. Poster Policy on Use of Brand Names and Logos

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