

Topic Area:

Estimated # of sessions:

Abstracts Submitted:

Platforms* – 6 abstracts each:

Highlighted Posters* – 10 abstracts

Poster Clusters – max 20 abstracts each:

***moderators needed**

Dear Coordinating Chair(s),

Sessioning begins! Apologies for the long email—we've packed in lots of tips and important information.

We are attaching the following items to assist with this process:

- **Score Report** by category and/or sub-category – Excel spreadsheet (**confidential**)
- List of volunteers for **Moderators** by category – PDF and Excel
- **Abstract Session Allotment** – PDF – shows how many oral sessions for each topic area and the members of the coordinating chair team. The **Lead Coordinating Chair** has final responsibility; if there are multiple chairs, you can all see the same records—please collaborate to make your selections.

Items found on the [Program Committee Website](#):

- **Abstract Sessioning Tutorial**
- **Abstract Sessioning Webinar**
- **Abstract Review & Selection Presentation**: video of Power Point slides from video training session

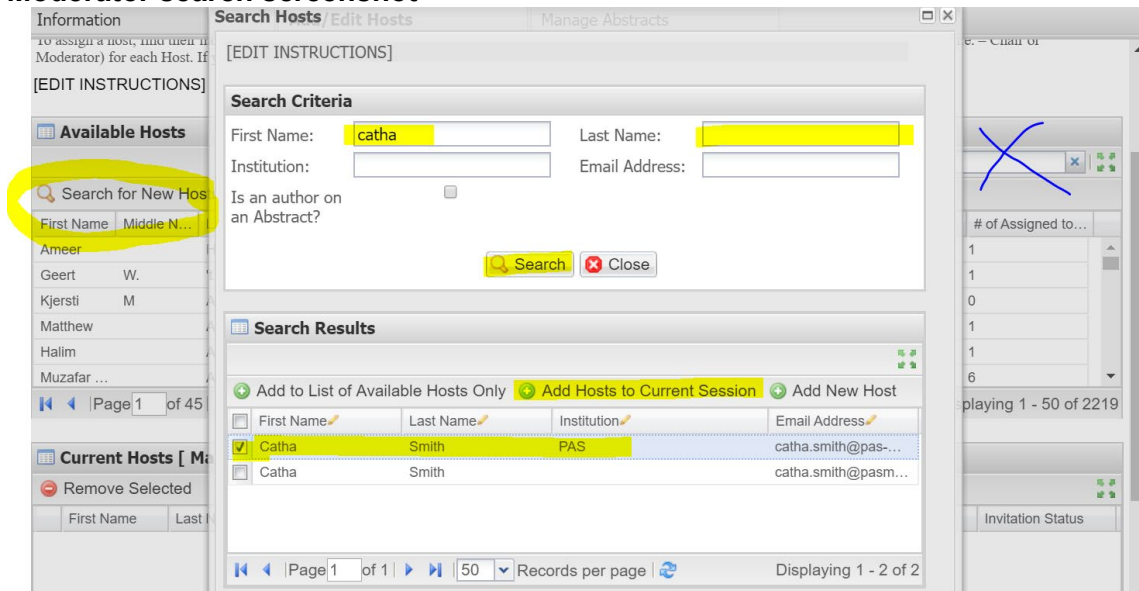
The **Vimeo password** for all presentations: **PAS2021**

Keep in mind:

1. **Go to the [PAS Program & Events Center](#)** >>> Session >>> Sessioning to see the abstracts and the sessions you have been assigned.
2. **Platforms** will each have six 10-minute presentations. All Platform presentations will be pre-recorded and available on demand. Some sessions will also include attendee interaction during Q&A. We will not have Oral Poster Symposia this year.
3. Be mindful of the **quality** of your abstract selections—do not feel obligated to use all your Platforms if quality doesn't warrant. If you have abstracts that would be best presented in a collaborative session with another topic area, please reach out to the Program team.
4. Remember to **put the Platform abstracts in the order you want them presented**, based on best flow of material.
5. **Designate two moderators per Platform.**
 - a. Best practice is to also designate one or two Moderator-Alternates, so we can easily reach out to them if one of the originals can't participate.
 - b. Be thinking about moderators who would be good in a virtual format. If you don't see a volunteer that you think would be great, feel free to add them.
 - c. Tip: It's easier to search for people using the "Search for New Hosts" box (by the magnifying glass), rather than the search box near the green arrows. Better results! (see screenshot below)
6. **Wrong Category:** If you find an abstract that should be considered by another team, please use the link or send us an email and we will follow up:
<https://app.smartsheet.com/b/form/3c083317ea4d49339c89eb62ce9e5be4>
7. **Poster clusters** hold 20 posters each. You do not need to use all 20 slots; if you need more slots, please let us know.
 - a. **Highlighted Posters:** Your topic area will also be assigned a 10-abstract cluster for "Highlighted Posters."

- i. This group should include the best and most interesting abstracts. They will likely be featured in one of the Poster Discussions at the end of each day, in which presenters will be available to answer questions via video chat.
 - ii. Please assign a Moderator and a Moderator-Alternate to this group of poster abstracts.
- b. **Posters** can be grouped thematically, if you'd like, putting similar studies near each other, or simply put in a cluster in no particular order. (Moderators are not needed for these clusters).
- c. **ePoster presenters** will be able to upload a pdf of their poster and some will also have a three-minute audio description of their work.
8. **Titles:** feel free to modify the titles of your sessions, but keep the category name first—e.g., Neonatal Pulmonology II: Interventions and Human Studies
9. **Ask for help!** If you hit a roadblock, send an email to both Catha and me and we will assist you. We'd like to make this as stress-free as possible.
10. **The deadline for sessioning is Tuesday, Feb. 9 at 11:59 pm EST. The Program Committee meeting is on Wednesday, Feb. 10, at 2:00 pm CT. If you do not have an invitation in your calendar, please let us know asap.**

Moderator search screenshot



Questions? Please contact:

Program Committee Website: <https://www.pas-meeting.org/program-committee-2021/#toggle-id-5-closed>

Planning Process Assistance, Questions or Suggestions:

Belinda Thomas ~ bthomas@pasmeeting.org or 832.404.2425
 Catha Smith ~ Catha.smith@pasmeeting.org or 832.460.5485

Abstract Selection Questions:

Benard Dreyer ~ Benard.Dreyer@nyumc.org

Technical Support: s1abstractshelp@clarivate.com or 888.503.1050; M - F: 12 am - 8:30 pm (EST)

Feedback about the PAS 2021 Program Planning Process:

<https://www.surveymonkey.com/r/PASPCfeedback>

We're looking forward to meeting with you virtually on February 10.

Best regards,