APA & PAS SIG Submission Guide

Important Dates
Call for APA and PAS SIG Sessions: Oct. 6-Nov. 8, 2021 at 11:59 PM CT
Review and Selection: Nov. 11-Dec.9, 2021
Notification sent by email: Dec. 21, 2022

- Access the APA & PAS SIG Submission website to begin the submission process.
  - If this is your first submission click "Join Now" under the "New User" section. You will be required to complete the privacy notice. If you have already submitted a session for review, use your existing login information to create another session submission.
- Complete your account profile if you have not done so already for a previous submission.
- Click to begin your APA or PAS SIG Submission.

   Click here to begin a new proposal

  - Provide your SIG Title & select if your session is an APA or PAS SIG. Please use title casing, the title will be published in the program guide as entered. Once complete click "Submit".
- Task List (tasks must be completed in order)
  - Download the **Submission Guidelines** document. Click "Continue to Tasks".
  - Read and accept **the Acknowledgement of Participant Requirements** and complete with your electronic signature. Click "Submit Agreement".
  - Insert your **Session Description.** Indicate your SIG in the dropdown and list your description. If you are part of a combined APA SIG, list your combined SIG title in the space provided. Please use title casing, the description will be published in the program guide as entered and should include details about each speaker's presentation. Click "Continue".
  - Insert your **Learning Objectives.** Click "Continue".
  - Add **Participant Information**
      Edit your profile:
        - You are listed as a submitter under the participant list.
        - Click the 'Edit Profile' button under your name to complete your profile.
        - If you are also a speaker or chair, you can add additional roles when editing your profile.
        - Once you have completed all required information you will see a green checkmark which indicates that *your* profile is complete.

Add your participants:
NOTE: It is best to have your session agenda drafted before you start this task to assist you with entering your correct speaker order.

- In speaker order, enter participant's first name, last name, email address, and select their role(s).
- If a chair is also speaking, check both Speaker and Chair roles.
- Click "Add Participant."
- If you did not enter in speaker order, use the arrows next to each name to change the order that they will be listed in the program. If you are a speaker as well as another role, please place yourself in speaker order. If you are a submitter who is not presenting, please place yourself before the speakers.

Invite your participants:
- Click "Invite" to send an automatic email directing participants to complete their tasks. This invitation includes ALL required tasks they need to complete.
- Each participant must complete their profile, COI, and acknowledgement before the submission may be completed.
- For extra assurance, please notify participants you have added them to the system and that they need to complete the required information. They should locate the email sent from info@pas-meeting.org with the subject: Important: You Have Outstanding Tasks for a SIG Session Submission". If participants do not receive the email please ask them to check the junk/spam section of their inbox.
- The system allows you to invite them to complete their required tasks as many times as you choose by clicking the "Invite" button.

Important:
- You cannot complete this task until each participant completes their profile!
- Don't Worry! If you click 'Save Participants' prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **Navigate to the top of the website and click "tasks"**. Your information is saved despite the save participants button not advancing you.

Home / Proposal / Tasks / Edit Participant Information Task for 'Test'

- Once participant profiles are complete you will be notified.
- Log back into the APA & PAS SIG Submission website and access the task.
- A green checkmark will correspond with each completed profile.

1 Jaclyn Huff, MD
Professor, AdventHealth for Children
Profile completed ✓
Role: Submitter

- Click 'Save Participants' to complete the task.
  - Update your **Conflicts of Interest (COI) Disclosures**, complete with your electronic signature.
    - You cannot complete this task until each participant completes their COI!
    - Don't Worry! If you click 'Save Disclosures' prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **Navigate to the top of the website and click "tasks"**. Your information is saved despite the save disclosures button not advancing you.
  - Once participant profiles are complete you will be notified.
  - Log back into the [APA & PAS SIG Submission website](#) and access the task.
  - A green checkmark will correspond with each completed COI.
  - Click 'Save Disclosures' to complete the task.
- Provide your **Presentation Titles and Durations**.
  - Please have your session agenda drafted before you enter it into this task. You can edit the order of speakers by going back to the "Participant Information" task and ordering them using the arrows to the right of each speaker name.
    Entering speaker presentation and duration
    - Speakers should appear below in order that they will speak.
    - Click on 'Edit Form' next to each speaker, fill in the title of their presentation and duration (in minutes). You'll repeat this for each speaker. The session should total 90 minutes.
    - Introductions and Q&A should not be entered here.
    Speakers missing or out of order?
    - If speakers are not appearing in the correct order, go back to tasks (scroll up to the blue bar at top of page) and edit the Participation Information task.
    - Speakers can be re-ordered by using the up/down arrows next to each name.
    - If you do not see a speaker listed, you'll need to add them and/or make sure you have their role checked as Speaker.
  - Click 'Complete Task' after all speakers' presentation titles and durations have been entered.
- Insert your **APA or PAS SIG Questions** information and click "Continue".
- Provide the **Acknowledgement of Attendance & Recording**, complete with your electronic signature.
  - You cannot complete this task until each participant completes their COI!
  - Don't Worry! If you click 'Complete Task' prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **navigate to the top of the website and click "tasks"**. Your information is saved despite the save complete task button not advancing you.
    - Once participant acknowledgements are complete you will be notified.
    - Log back into the APA & PAS SIG Submission website and access the task.
    - A green checkmark will correspond with each completed acknowledgement.
    - Click 'Save Disclosures' to complete the task.

Remember:

You will receive an email after EACH participant has completed their required tasks. Once an email has been received from every participant, log back into APA & PAS SIG Submission website and access the Participant Information, COI, and Acknowledgement tasks.

You will notice a green check mark shown under each participant's name now that they have completed their tasks. You are required to go back into each, and complete these tasks, after each participant shows a green checkmark.

From the Task List page you will now see all green checkmarks. Select "Continue to Submit". Then hit 'Submit' on the next page to complete your submission.

You will receive a notification email that you have successfully submitted.

If you have questions or need assistance, please email info@pas-meeting.org