

# PAS 2024

PEDIATRIC ACADEMIC SOCIETIES MEETING  
MAY 2-6, 2024 · TORONTO, CANADA

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## Abstract Submission FAQ

**Only the Presenting Author may submit, due to DEI requirements.**

**Please note that you cannot finish your submission until each author/co-author has completed their author information and COI.**

**PLEASE NOTE: Per CME guidelines, additional co-authors cannot be added after submission. You MUST include all your co-authors when submitting.**

### How long will Sessions be?

- Platform sessions are 90 minutes long. Abstract presentations are 15-minutes (10 minute/presentation; 5 minute/discussion).
- Poster symposium sessions are 90 minutes in length and consist of a poster viewing period followed by a formal presentation or discussion period. Session moderators determine the presentation or discussion format for poster symposium sessions.
- Poster sessions are two-three hours in length and consist of a general viewing and author attendance period.

### When can I submit my abstract?

- The Call for Abstracts opens on August 31, 2023, and the deadline to submit is November 1, 2023, at 11:59 pm CT.

### Where do I go to submit an abstract?

- Go to the [Abstract Submission Website](#) to begin the submission process. The submission site opens on August 31, 2023.

### What is the fee to submit an abstract?

- The fee for abstracts is \$100 USD. There are no late-breaking abstracts in 2024. Please note abstract submission fees are nonrefundable and are separate from registration fees.

### Does the fee apply to all submissions or only if accepted?

- The submission fee is required for all abstracts. The submission cannot be finalized without payment.

### What are the abstract submission topics?

- It is vital that you review the [topic list](#) and select the best topic. This will ensure your abstract is assigned to reviewers with appropriate expertise. For topic and subtopic definitions, [click here](#).

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## **I submitted an abstract but need to make a change. How do I do this?**

- Before the submission deadline: You can make changes to your own submitted abstract until the submission deadline.
- Access the [Abstract Submission Website](#), scroll down to your completed submissions, and click on the submission title you want to edit. Make the desired changes and be sure to re-submit before the deadline.
- After the submission deadline: While we realize some changes are inevitable, we urge you to work with your potential speakers and participants to confirm their availability and presentation information prior to submission. After the deadline, use the [Change Tracker Request link](#) to alert PAS staff to changes. This link is live after the submission window closes.

## **Will there be late-breaking abstracts this year?**

- There are no late-breaking abstract submissions for 2024.

## **Are Case Studies accepted?**

- Historically, abstracts accepted for presentation are hypothesis-driven new work. Abstracts rarely accepted for presentation include single case reports, open-label drug trials, highly speculative accounts of clinical experience, and op-ed accounts of personal experience. Interim results from an ongoing clinical trial will not be accepted for presentation unless the study has been prematurely closed for lack of efficacy or for safety issues.

## **What is the word or character count for submitted abstracts?**

- Total character count is 2,600 and includes spaces. Tables and images are not included in the character count.

## **Can abstracts be presented at the PAS Meeting if they are accepted into other meetings as well?**

- Abstracts submitted and/or presented at other Societies' or national meetings within the 12 months prior to the PAS Meeting may be submitted to the PAS Meeting for consideration. Please refer to the [PAS Academic Ethics Policy](#).

## **Can abstracts be resubmitted to the PAS Meeting?**

- Abstracts submitted to PAS 2023 can be resubmitted with updated findings if they have not been published in manuscript form prior to submission to PAS 2024.
- Previously submitted and rejected abstracts should not be resubmitted with only minimal or no changes. Such submissions may result in rejection prior to, during or after review.

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## Can individuals submit more than one abstract?

- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, redundant, or highly similar abstracts with only minimal changes in the abstract title or minor changes in data analysis from the same investigator(s) or laboratory is strongly discouraged. Such submissions may result in rejection of all abstracts that are deemed to be in violation of PAS guidelines; rejection may occur prior to, during, or after review, even if submitted to different topical categories. Please refer to the [PAS Academic Ethics Policy](#).

## How do I invite Co-Authors to complete Author Information and COI?

- Click “Invite” to send an automatic email directing co-authors to complete their tasks. This invitation includes ALL required tasks they need to complete.
- Each co-author must complete their Author Information and COI 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](mailto:info@pas-meeting.org) with the subject: Important: You Have Outstanding Tasks for a PAS Abstract 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.

## Why do all authors need to complete disclosures?

- All individuals in a position to control the content of a Continuing Education (CE) activity (planners, chairs, presenters, authors, reviewers, etc.) must disclose all financial relationships with ineligible companies they have had in the past 24 months to the CE provider using the Conflict of Interest (COI) Disclosure Form. Individuals who fail or refuse to provide this information will be disqualified from involvement in the planning and implementing of this activity.
- Due to recent updates to the ACCME Standards for Integrity and Independence in Accredited Continuing Education (opens new window), for those submitting for any CME accredited sessions, disclosures completed by each co-author must accompany the submission. Sessions with incomplete or missing disclosures will not be able to be submitted. The submitter is responsible for ensuring that each co-author is aware of and has complied with the disclosure requirement before submission.

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## Can figures be in color?

- Yes, colored figures are acceptable.

## How many figures can be uploaded?

- **IMPORTANT:** You may upload a maximum total of three images in any of the following formats: jpeg, jpg, png, or gif. No pdf. Tables should be uploaded as an image. Images should not include additional text. Maximum file size is 2 GBz per file.
- Total character count is 2,600 and includes spaces. Tables and images are not included in the character count.

## How do I cite an abstract?

- Abstracts are published in electronic format only. For purposes of citation, please use E-PAS2024: Publication number.2024 example citation: E-PAS2024:5555.543

## How do I apply for an award?

- During the abstract submission process indicate that you are interested in applying for an award. You will then be prompted to complete all the required information. While you are welcome to apply for more than one award, required information and possible supplemental materials are required for EACH award for which you have indicated an interest.

## Does the abstract submitter also have to be an author for the abstract?

- Yes, the person who submits an abstract is required to be the Presenting Author.

## Do I have to record my session?

- Recordings are required for all abstracts. All presenting authors are required to submit their recording to PAS prior to arriving in Toronto. All presenting authors are also expected to attend and present in Toronto.
- Abstracts selected for an oral presentation (platforms and oral poster symposia) are required to record a 10-minute video.
- Abstracts selected for a poster presentation are required to upload a single PDF of their poster.
- All information/instructions on recording will be released to presenting authors in March 2024.

## What happens if the PAS 2024 Meeting goes Virtual?

- PAS Board of Directors will access risk factors and if a decision to go virtual is made it would be delivered no later than February 2024. If a virtual switch is required, you would be required to pre-record your presentation and details on any live Q+A or live virtual presentations would be supplied to you in March.

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## **What happens after my Abstract is selected?**

- Session submitters will be notified on January 5, 2024. All presenting authors will need to register for the PAS 2024 Meeting, record (see question above for details), and attend in Toronto.

## **My abstract was not accepted. Can I get a refund of the submission fee?**

- The admission fee for abstracts is not refundable.

## **How do I contact technical support?**

- Hours: 9am – 9pm ET, Mon – Fri
- [support@GoCadmium.com](mailto:support@GoCadmium.com)
- PAS Info: Hours 8:30am – 4:30pm CT, Mon – Fri
- (346) 258-6216
- [info@pas-meeting.org](mailto:info@pas-meeting.org)

## **How can I view my past abstracts?**

- You can view your abstracts for 2019, 2021, and 2022 on the [PAS Meeting site](#).