PAS2021 Virtual
Pediatric Academic Societies

We are including the option for you to host an ancillary event during PAS 2021 Virtual. PAS will work with you to ensure the best possible approach for a virtual environment, including which offerings are available within the virtual tool. The final details are at the discretion of PAS.

Ancillary Event Proposal Instructions

Call for Ancillary Events: Sept. 9, 2020-March 1, 2021

Virtual Ancillary Event Policy – Coming Soon the complete Virtual Ancillary Event Policy

How to submit an Ancillary Event Proposal

Log in to the PAS Program and Events Center

New users: Click "**Create an Account"** for all submissions to the PAS 2021 Meeting.

Returning Users:
Log in with your User ID and Password. If you have an account, but do not remember your login information, click **Forgot Password**. You will receive an email with a link to change your password. If you do not receive an email, check to see if the email went to an alternate address or was blocked by spam filters. If you encounter further issues, please contact PAS at info@pasmeeting.org.

Tips: User IDs and Passwords are case-sensitive. Avoid creating multiple accounts with different emails for the same person.

Access the Session Proposal Center

1. Select the **Session Proposal** tab in the horizontal bar.
2. You may create a new Session Proposal or view draft or submitted Session Proposals here.
3. There are four steps in the process:
    Step 1: Type – Select Ancillary Event Proposal.
    Step 2: Content – The title, description, and other details.
    Step 3: Participants – This section does not apply to Ancillary Events.
    Step 4: **Review and Submit** – Review all details to ensure accuracy and completeness.
Be sure to complete Steps 1-4 (detailed below) and hit the final "submit" button after Step 4.

Ancillary Event Proposal Submission Steps and Details

Step 1: Type
Ancillary Event Proposals: Ancillary Events are held in conjunction with the PAS Meeting, are coordinated by groups other than PAS, and do not include educational content.

Step 2: Content
IMPORTANT NOTE - Approved Ancillary Event Days and Times: During your ancillary submission you will not be asked to list your selection for date(s) and time(s). More information will be coming soon as it relates to the PAS 2021 virtual program. Once we have the updated ancillary policy that includes "approved dates and times" we will work closely with you to schedule your event within this window.

Please fill out the fields with information about your proposal. There is a 2,500 character limit for each field, except where noted.

Ancillary Events	Explanation
Session Role Name	Choices: Alumni Event, Business Meeting, Committee Meeting, Conference, Reception, ISS, SCS
Session Title	Title provided will be used for publication: please ensure accuracy. Title case preferred; do not use all caps. 500-character limit (brevity is appreciated).
Description	Description provided will be used for publication purposes; please ensure accuracy and avoid extraneous information.
What are the goals of your event?	
Expected Format (ex. live session, pre-recorded video, polling, Q&A):	Examples: live session, pre-recorded video, polling, Q&A.
Session submitter name	
Session submitter email	
Contact who will be responsible for the session.	Name of person who will manage planning for the event.
Contact person email	
Contact person cell phone number	
Will this session have a moderator?	If you will use a moderator to oversee your session, please indicate it here.
Will the moderator be joining via video or assisting in the session chat box?	Will the moderator join by showing their video/webcam or will they be available in a chat box only?
Moderator name	
Moderator email	
Moderator cell phone number	
Is the event for a PAS partner/alliance/affiliate/society?	
Society affiliation(s) for this session (ctrl and click to mark multiple societies)	Click the appropriate affiliation(s) and press the **+Selection(s)** button. The society will appear in the **Response** section.
If no, list name of organization/institution.	
Does your session have a financial sponsor?	
If yes, please provide sponsor name.	
Audience size – Please enter your best estimate of the expected number of attendees.	Based on past attendance, or future estimates, please estimate the number of attendees who will join virtually.
Do you want the event publicized in the online guide and mobile app?	
Are you planning to arrange for any mailings to your guests' home or institution to be enjoyed during your	

event?	
Please note PAS will not provide attendee information or connect you with any vendors for this process.	
Do you plan to provide any digital content (handouts, etc.) to be linked with your session?	
Additional comments about this session.	Indicate any additional instructions not covered in other fields.

Step 3: Participants
This section does not apply to Ancillary Events.

Step 4: Review and Submit
- A draft of all information entered for the session will be available to review and edit, if needed. If any information is missing, there will be a prompt to return to that section and complete it.
- You may save the proposal as a draft and finish it later. Review the information provided in the completed draft. When the draft has all the correct information in it, click **Submit**.
- If a payment is required, you will be directed to the payment site.
- You will receive email confirmation of the submission.
- Revisions can be made to all submitted Ancillary Event proposals until the **submission deadline: Monday, Mar. 1, 2021 11:59 pm EDT.**
- If changes must be made to the session proposal after submission, but before the deadline, return the session proposal to **Draft** status: log in, click on Session Proposal, scroll down to Submitted Proposals. Under **Action**, select **Return to Draft**. Make the necessary changes and **Resubmit** the session proposal prior to the deadline. **If you do not resubmit a draft session, it will not be considered for the PAS 2021 Meeting.**

After Submitting Your Proposal
You should receive a confirmation email from the PAS Program and Events Center (PPEC) after you submit your proposal. Check your spam email if you don't receive an email. Note that some institutions have firewalls that make it difficult to receive communications from the submission site. To ensure uninterrupted email delivery, please have your IT team whitelist the domains of amazonses.com and abstractcentral.com. You are encouraged to log on to the PPEC at any point in the process to check on your proposal and read any emails that have been sent.

Ancillary Event notifications will be emailed with logistical details to follow, including an update on approved ancillary dates and times.

If you have questions regarding session proposals or the PAS 2021 Meeting program, please contact the PAS Office at info@pasmeeting.org or 346.980.9717.

CUSTOMER CARE TECHNICAL SUPPORT
Email: s1abstractshelp@clarivate.com
Phone: 888.503.1050; M - F: 12 am - 8:30 pm (EST)