



We are including the option for you to host an ancillary event during PAS 2021 Virtual. Events are to be held during the “Allowed Ancillary Event dates and times” found in the Virtual Ancillary Event Policy.

New for 2021- Event Management: For the PAS 2021 Virtual Meeting, you will be responsible for all aspects of your ancillary event. This includes using your Institution’s or Organization’s online meeting tool to host your event. PAS is only responsible for publishing your ancillary event to the PAS Online Program Guide and session list, if you select that you would like it to be published during your ancillary submission.

Ancillary Event Submission Guidelines

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

[View the Virtual Ancillary Event Policy here.](#)

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.

PAS 2021 Approved Ancillary Event Days and Times: Approved Ancillary Events, regardless of sponsoring organization, may take place only during the following times. Times are subject to change based upon adjustments to the official PAS Program schedule. **All times are in Central Time Zone.**

Phase I: April 30 to May 4, 7am to 9am, 7pm to 9pm

Phase II: May 10 to June 4, 7am to 9am, 11am to 1pm, 3pm to 6pm

Note: There are no black out time restrictions during Phase II for Ancillary Events, but Ancillary Events published in the PAS Program Guide must be approved by PAS. **These are suggested times to schedule ancillary events in order to minimize overlap with PAS program sessions and to increase Ancillary Event attendance.**

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

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.	
First choice date selection?	
First choice start time selection?	
First choice end time selection?	
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?	<p><u>Ancillary event that you do not wish to be published in PAS Online Program Guide</u> – <i>We encourage you to enter your independent ancillary events into Scholar One so both PAS and your organization has a wholistic view of what is happenings during PAS Phase I and II. PAS does not require connection information to be submitted. Answer “No” on the “Online Guide and Mobile App” question.</i></p> <p><u>Ancillary event published in PAS Online Program Guide noting “private event and connection information sent to individuals invited. Enter in Scholar One.</u> <i>PAS does not require connection information to be submitted. Answer “Yes” on the “Online Guide and Mobile App” question and in “Description” note that this is a “private event and connection information will be sent to individuals invited.”</i></p> <p><u>Ancillary events published in PAS Online Program Guide with connection information available to ALL registered PAS 2021 attendees. Enter in Scholar One.</u> <i>Plan to send connection information to PAS the beginning of April. Answer “Yes” on the “Online Guide and Mobile App” question. Note that these events can be accessed by any PAS attendee. THESE EVENTS REQUIRE PAS APPROVAL PRIOR TO PUBLICATION IN PAS PROGRAM GUIDE.</i></p>
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.

- Notification of approval by March 15, 2021.
- If you have an ancillary event open to all PAS attendees, the deadline for receiving meeting connection information is April 2. Please note that this ancillary selection means connection information will be available to ALL registered PAS Attendees. It is highly recommended you utilize a registration system, such as Zoom Registration, so an estimate of the number of attendees is collected prior to the event. If you require directions on how to do this, please let us know and we are happy to guide you through the process.
- PAS will publish all ancillary event connection details prior to April 28, 2021.
- On the day of your ancillary event, you and your team will be responsible for all aspects of your event.

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)

