



Ancillary Event Submission Guide

Important Dates

Call for Ancillary Event Sessions: Oct. 6, 2021-March. 1, 2022 at 11:59 PM CT

Notification sent by email: March 15, 2022

Priority room assignment will be given to those submitted by December 15, 2021

PAS charges a one-time \$350 administration fee for ancillary events for those submitted by December 15, 2021. Administration fee for submissions following December 15, 2021 will be \$450. Note: This fee does not apply to any ancillary event planned or sponsored by a PAS Partner or Alliance organization.

- Access the [Ancillary Event 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.
- Create your Ancillary Event Submission.

 [Click here to begin a new ancillary event](#)

- Provide your Session Title and select your event type. Please use title casing, the title will be published in the program guide as entered. Click “Submit”. If your session is by invitation only, please make sure this is noted in the title (for example: “By Invitation Only”).
- Task List (tasks must be completed in order)
 - Download the **Submission Guidelines** document. Click “Continue to Tasks”.
 - Insert your **Description of Ancillary Event** and confirm your event title. This description will be published in the program guide as entered. Click “Continue”.
 - Confirm your **Contact Person**. This will be the person PAS will reach out to for event details (room set, catering, AV). Click “Complete” to continue.
 - Complete the **Ancillary Event Details**. Click “Submit” to continue.
 - Click “**Ancillary Event Payment**” and insert your payment method. Click “Submit” to complete. PAS charges a one-time \$350 administration fee for all ancillary events for those submitted by December 15, 2021. Administration fee for submissions following December 15, 2021 will be \$450.
 - Once all tasks are complete, which is indicated by five green check marks next to each task, click “Continue & Preview”, followed by “Submit”.
 - You will receive a confirmation email that you have submitted successfully.

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