

ANCILLARY EVENT SUBMISSION GUIDE

Ancillary Event Important Dates:

Early Ancillary Event Call Open Aug. 3 – September 16, 2026 (\$350 fee).

Notifications sent by email: October 14-16, 2026

Late Ancillary Event Call Open September 17 – March 3, 2027 (\$450 fee).

Notifications sent by email: March 11, 2027

Priority room assignments will be given to submissions completed by September 16, 2026.

PAS charges a one-time \$350 administration fee for ancillary events submitted by September 16, 2026.

Administration fee for submissions following September 16 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 previously, use your existing login information to create another 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 Event Title and select your event type.
 - If your session is by invitation only, please make sure this is noted in the title (for example: “By Invitation Only”).
 - Use Title Case; Titles will appear as entered in the PAS Online Program Guide
- Task List (tasks must be completed in order)
 1. Download the [Submission Guidelines](#) document. Click “Continue to Tasks”.
 2. Insert your [Description of Ancillary Event](#). Your description will be published in the PAS Online Program Guide and visible to attendees. Click “Continue”.
 3. 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.
 4. Complete the [Ancillary Event Details](#). Click “Submit” to continue.
 5. Click [Ancillary Event Payment](#) and insert your payment method.
- **SUBMIT!**

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 an email notification that you have successfully submitted.

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