



Abstract Submission Guide

Please Note: Only the Presenting Author may submit due to DEI requirements.

Important Dates: Call closes November 4, 2024, at 11:59 pm CT


Call for Abstracts: August 15 – November 4, 2024

Abstract Review: November 12 - December 1, 2024

Abstract Selection: December 11 – December 30, 2024

Notification sent by email: January 15, 2025

- Access the [Abstract Submission Website](#) to begin the submission process.
 - ◆ If this is your *first abstract submission for 2025*, click “Join Now” under the “New User” section. You will be required to complete the privacy notice. If you have already submitted an abstract for review, use your existing login information to create another abstract session submission.
- Complete your account profile.
- Create your Abstract Session.

 [Click here to begin a new abstract](#)

- ◆ Complete the required information for the Abstract Title.
 - Please use title casing, the title will be published in the program guide as entered.
 - Indicate if you would like to apply for an award.
 - Click “Submit.”
- Task List (tasks must be completed in order)
 1. Download the [Submission Guidelines](#) document.
 - Click the red "Submission Guidelines" button.
 - Click "Continue to Tasks".
 2. Download the [Important Abstract Information](#) document.
 - Click the red "Important Abstract Information" button.
 - By selecting the button, you acknowledge you have reviewed the document.
 - Click "Continue to Tasks".
 3. Read and accept the [Acknowledgement of Presenting Author/Co-Author Requirements](#).
 - The presenting author and all co-authors **MUST COMPLETE** their Author Information and Conflict of Interest (COI) Disclosures before you can submit.
 - Check the acknowledgment box to agree with the statement.
 - Complete with your electronic signature.
 - Click “Submit Agreement”.

Note: For extra assurance, please notify the authors that you are adding them to the system and that they will receive an email prompting them to complete the required information.



4. Insert **Abstract** information.

- The total character count is 2,600 and includes spaces. Tables and images are not included in the character count.
- HTML cannot be used in your submission
- TOPIC: 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](#).
- Enter all required information, including background, objective, design/methods, results, and conclusions.
- Once all required information has been entered, click “Continue”.

Note: you can always see your character count by returning to the task list page.

Testing- Abstracts

Abstract ID: 1843035

Session Type: Abstract Submission

Would you like to apply for an award?: Yes

Abstract Status: Active

Abstract character count: 35 / 2,600

5. **Upload Tables and Images.**

- Tables and images are not included in the character count.
- You may upload three images in any of the following formats: jpeg, jpg, png, or gif. No pdf documents will be accepted. Tables should be uploaded as an image. Images should not include additional text. Maximum file size is 2 GB per file.
- If desired, add a Title and Caption for the image(s). These fields are not included in the 2,600 character count.
- Please upload them in the order they should appear. Otherwise, they will not appear in the order you intended.
- If you choose not to upload anything, check the box "Opt out of uploading files" at the top of the screen before clicking “Continue.”
- Click “Continue”.

6. Complete the **Additional Abstract Details.**

7. Insert your **Author Information**.

Edit your profile

- You will be automatically listed as the Presenting Author. **Due to DEI requirements, you must remain listed as the presenting author.**
- If you are also the First Author, you can select that role when editing your profile.
- Click the 'Edit Profile' button under your name to complete your profile.
- Once you have completed all required information you will see a green checkmark which indicates that your profile is complete.

Add Your Co-Authors

- In speaker order, enter co-authors first name, last name, email address, and select their role(s).
- Click “Add Author”
- If there are multiple authors use the up/down arrows to arrange the order that authors will be displayed in the online program guide. The first author should be displayed first.



Note: To avoid creating duplicate accounts, submitting authors should check with all co-authors to **confirm the preferred email addresses** to use. Many institutions have multiple variations for their emails, so confirming emails in advance streamlines many future steps.

Invite your Co-Authors:

- Click “Invite” to send an automatic email directing co-authors to complete their tasks. This invitation includes ALL required tasks.
- Each co-author must complete their Author Information and COI before the submission may be completed.
- **For extra assurance, please notify authors 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 with the subject: Important: You Have Outstanding Tasks for a PAS Abstract Submission*. If authors do not receive the email, please ask them to check their inbox's junk/spam section. If it is not in their spam folder, please confirm their preferred email, delete them from the task, and re-add them.
- The system allows you to invite them to complete their required tasks as many times as you choose by clicking the “Invite” button.

Save and Continue:

- You cannot complete this task until each co-author completes their profile!
- If you click “Save Authors” prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **Navigate to the top of the website and click “tasks”**. Your information is saved despite the button not advancing you.

- Once co-author profiles are complete you will be notified.
- Log back into the [Abstract Submission Website](#) and access the task.
- A green checkmark will correspond with each completed profile.

Ashlen Novak

PAS, Pediatric Academic Societies (PAS) Meeting

Presentation completed ✓

Role(s): Presenting Author

- Click “Save Authors” to complete the task.
- Once this task is complete, a green check mark will appear

8. Edit your **Presenting Author Information**.

- To Edit, click the green "Edit Form" button under your name, update all fields, and click "Continue".
- A green check mark indicates a complete profile. Once the profile is complete, click “Complete Task”

9. **Conflict of Interest (COI) Disclosures**.

- Click “Edit” under your name to complete your COI.
- Each co-author must complete their COI before the submission may be completed.
- Once all co-authors have completed their COI and a green check mark is shown beside each name, click 'Save Disclosures' to complete the task.
- You cannot complete this task until each co-author completes their COI!
- If you click 'Save Disclosures' prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **Navigate to the top of the website and click “tasks”**. Your information is saved despite the “Save Disclosures” button not advancing you.

[Home](#) / [Abstract](#) / [Tasks](#) /

- Once co-author profiles are complete you will be notified.
- Log back into the [Abstract Submission Website](#) and access the task.
- A green checkmark will correspond with each completed COI.

Ashlen Novak

PAS, Pediatric Academic Societies (PAS) Meeting

Form Completed ✓

Edit Ashlen Novak's Form

- Click “Save Disclosures” to complete the task.
- Once this task is complete, a green check mark will appear.

10. **Acknowledgment of Attendance and Recording**.

- Please read & check the acknowledgment box to agree with the statement.
- Sign the Statement.
- Click “Submit Agreement”

PAS 2025

PEDIATRIC ACADEMIC SOCIETIES MEETING

APRIL 24-28, 2025
HONOLULU, HAWAII

IF YOU SELECTED NOT TO APPLY FOR AN AWARD, YOUR FINAL TASK WILL BE TO COMPLETE PAYMENT OF \$100 USD.

11. Complete **Payment** Task.
 - Enter Credit Card Information
 - Click "Submit Payment."

★ **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 it.

FOR THOSE WHO SELECTED TO APPLY FOR AWARDS YOU WILL NEED TO COMPLETE THE FOLLOWING STEPS BELOW:

11. **Download the Abstract Award Information and Guidelines.**
 - Click the red "Abstract Award Information and Guidelines" button.
 - Once downloaded, click "Continue to Tasks".
12. Complete the **ASPN Award Consideration** Task.
 - Please complete the required information if you would like to be considered for an ASPN Award.
 - If you are not interested in being considered for an ASPN Award, please indicate it in question number one selection "Prefer not to be considered".
 - Once finished, click "Continue"
13. Complete the **ASPN Award Submission- Certification of Trainee/Education Status.**
 - Please complete the required information if you would like to be considered for an ASPN Award.
 - If you are not interested in being considered for the ASPN Award, please select "Opt out of uploading files".
 - Once finished click "Continue".
14. Complete the **SPR Award Consideration** Task.
 - Please complete the required information if you would like to be considered for an SPR Award.
 - If you are not interested in being considered for an SPR Award, please indicate this in question number one: "Prefer not to be considered."
 - Once finished click "Continue".
15. Complete **Payment** Task.
 - Enter Credit Card Information
 - Click "Submit Payment"

★ **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 it.

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