



Scholarly Session and Abstracts Program Committee Member Roles and Responsibilities for PAS 2024

1. Scholarly Sessions

- **Call for Scholarly Sessions: August 1-September 18, 2023.** All speakers must be confirmed by the session chair at the time of submission.
- Review Scholarly Session proposals **September 22-October 10, 2023.**
- A program committee member from each society will be appointed as the lead contact for Scholarly Session proposal selection.
- A random drawing will occur for the order of selection and an assigned date and time for each society's selection.
- Selections occur from **October 10-13, 2023.** Each society should provide the allotted number of proposal selections and a program committee representative contact that will ensure that the program is formalized appropriately, and the final program maintains the content and quality for which it was selected. Selections will be posted in real time via the PAS website.
- During the **October 19 (2pm CT) Program Committee Meeting via Zoom**
 - Any final adjustments to selections will occur.
 - Abstract Coordinating Chairs appointed/confirmed.
- After the **October 19 (2pm CT) Program Committee Meeting**
 - Program Committee Leadership Team will select up to six additional Scholarly Sessions.
 - Scholarly Session notifications invitations will be sent between **October 27-31, 2023.**

2. Abstracts

- **Call for Volunteers: Reviewers and Moderators | August 1-September 18, 2023**
A "Call for Volunteers" solicitation is distributed to the memberships of the participating societies and to participants of past meetings. Individuals may volunteer as an abstract reviewer, workshop reviewer, MOC reviewer, moderator, or oral poster symposium discussant.
- **Call for Abstracts: EARLIER DATES THIS YEAR | August 31-November 1, 2023.**

PAS 2024
MAY 2 - 6, 2024
TORONTO, CANADA

**IMPORTANT: PREPARE NOW
NEW 2024 ABSTRACT SUBMISSION DATES**

NEW DATES

**CALL FOR ABSTRACTS:
AUGUST 31-NOVEMBER 1**

**IMPORTANT: CALL FOR ABSTRACTS
CLOSES 2 MONTHS EARLIER FOR 2024**

- **Abstract Review: November 8-22, 2023**
Reviewers will be assigned to abstracts based on matching selection criteria. The goal is to have at least six reviewers per abstract, including at least one senior reviewer. Program Committee Members DO NOT REVIEW.
- **Abstract Selection: December 1-14, 2023**
Coordinating chairs and Supporting Faculty Experts analyze the review scores and ultimately select and develop the final programs based on the review outcomes. After careful collaboration with the team, it is the responsibility of the Coordinating Chair to submit the final session assignments online. Moderators and poster symposium discussants should be assigned during this time. Discussants serve as “plants” in the audience to enhance and facilitate audience interaction during poster symposia.
- All abstract assignments must be made by **December 14** to allow for efficient use of time at the **December 20** Winter Program Committee Meeting.
- **Winter Program Committee Meeting: December 20, 2023**
 - Any final adjustments to selections are made.
 - A review of the program schedule and any adjustments to abstract session placement will be made.
 - Program planning for future years will be discussed.
- **Abstract and Moderator Notifications** will be sent on **January 5, 2024**.