Dear Program Committee Members,

Now that the first call for content has opened, we wanted to take a moment to outline a few actions items we need each Program Committee Member to take in the next few weeks. Please remember we have an **upcoming Program Committee call scheduled for October 29th from 2:00 pm - 3:30 pm Central.**

Action #1
- **DUE BY OCTOBER 20, 2021 - Scholarly Session: Designated Selectors**

We have created a form to facilitate collection of **"designated selectors"** for each society.
Please have the designated selector their contact information **here** by **Oct. 20**.
  - The randomly generated **Order of Selection** is attached for your convenience. An updated version will be posted on the PC webpage when all selectors are finalized.
    Note: We will send calendar invites to the selectors as reminders for the individual time slots.

Action #2
- **DUE BY NOVEMBER 1, 2021 - COI Disclosures**

Please log in to the **Volunteers: Reviewers & Moderators Application Website** and complete your **COI disclosures** by **Nov. 1**. Click here for a 3-minute video that walks you through the process in the new tool. The full submissions guidelines are linked here as well.

Action #3
- **The Programming Timeline is linked here for your review.**

We are now focusing on the review process for Scholarly Sessions, Workshops, and SIGs, as well as prepping for the Scientific Abstract Call opening Nov. 10, 2021. Please be on the lookout for any open items we may need from you during the Abstract call preparation.

The Program Committee Webpage is now live. If you missed the opening kickoff call in August, you can find a recording on the site. It is password protected (password PAS2022).

Please let me know if you have any questions. Thank you again for your time and attention as we enter our first big phases of program creation. We appreciate all you do!