

PAS2021 Virtual

Pediatric Academic Societies

2021 PAS Meeting: Special Interest Group Submission Instructions

SIG Important Dates:

Call for Proposals: Sept. 9 – Oct. 6, 2020

Proposal Review and Selection: Oct. 30 – Nov. 24, 2020

Notification sent by email: Mid-December 2020

Special Interest Groups (SIG)

SIGs are informal sessions sponsored by the Academic Pediatric Association and are organized around specific areas of interest to academic and community pediatricians. Each session is planned by the SIG Chair and varies in format from informal discussions to guest speakers to research presentations.

[APA SIG Topics](#)

How to submit a SIG Proposal

Log in to the [PAS Program and Events Center](#)

New Users: Click "**Create an Account**" for all submissions to the PAS 2021 Meeting.

Returning Users:

Log in with your User ID and Password. If you have an account, but do not remember your login information, click **Forgot Password**. You will receive an email with a link to change your password. If you do not receive an email, check to see if it went to an alternate address or was blocked by spam filters. If you encounter further issues, please contact PAS at info@pasmeeting.org.

Tips: User IDs and Passwords are case-sensitive. Avoid creating multiple accounts with different emails for the same person.

Access the Session Proposal Center

1. Select the **Session Proposal** tab in the horizontal bar.
2. You may create a new Session Proposal or view draft or submitted Session Proposals here.
3. There are four steps in the process:

Step 1: Type – Select Scientific Session Proposal

Step 2: Content – The title, description, workshop domain, tracks, objectives, and other details

Step 3: Participants – Information about the leaders, co-leaders and speakers

Step 4: Review and Submit – Review all details to ensure accuracy and completeness.

Be sure to complete Steps 1-3 (detailed below) and hit the final "submit" button after Step 4.

Prior to submission, **all Scientific Session submitters must do the following:**

- Confirm that all speakers are available for the **PAS 2021 Meeting dates** and are willing to abide by [PAS Speaker Support Policies](#).
- If your submission is accepted, all presenters must give permission for their presentations to be recorded and for the recording to be used for academic purposes by Pediatric Academic Societies, Inc. (PAS). This includes authorizing PAS to reproduce any and all video/audio recordings that are made of the participants during this event, without further compensation. The recordings will be made available only to registered participants.

- Please note: If your session is selected, we will work with you on final details to ensure the best possible session for a virtual environment. If a session will be recorded the day of, the presenters agree to be available during the broadcast and agree to be recorded.
- Any session presented during the core days of PAS 2021 Virtual will not exceed 90 minutes. On-demand sessions can be up to 120 minutes long.
- All presenters will be required to register for the PAS 2021 Virtual Meeting.

Disclosures: Confirm that all speakers have logged on to the PAS Program and Events Center (PPEC) and have completed the Conflict of Interest/CME Disclosures. A proposal may be submitted before all disclosures are complete, but **all participants must complete the disclosures prior to the submission deadline, Oct. 6, 2020**. It is the responsibility of the session organizer to ensure disclosures are complete.

- Only the session or abstract submitter can see the session/abstract in his/her account, although the additional participants/authors are linked to the abstract in the system. The COI applies to any work an author has been involved in that will be presented at PAS.
- Access the COI by clicking on your name in the grey bar at the top right of your screen and then on Disclosures. The COI only needs to be completed once.
- **Failure to disclose may result in disqualification of non-compliant individuals from participation in this activity.**
- **Commercial Interest Employees:** The use of employees of ACCME-defined commercial interests as faculty and planners or in other roles where they are in a position to control the content of accredited CME is **prohibited**.

Proposal Submission Steps and Details

Step 1: Type

Select: Scientific Program Proposals: All scientific events – includes SIGs

Step 2: Content

Please fill out the fields with information about your proposal. There is a 2,500-character limit for each field (title of proposal limited to 500 characters).

Special Interest Group	
Session Type	Special Interest Group
Session Title	Title provided will be used for publication: please ensure accuracy. Title case preferred; do not use all caps. 500-character limit (brevity is appreciated).
Description	This is the public description of your session. What is your session about? What will be presented and by whom? Why would someone want to come to your session? Description provided will be used for publication purposes; please ensure accuracy. 2,500-character limit.
Target Audience	
Tracks (select all that apply)	To choose multiple tracks, click the first track, hold down the control key, click remaining track(s), then click +Selection(s) . The tracks will appear in the Response section.
Conflicting sessions: Please list no more than three MAJOR topics or events that should be avoided when scheduling. While we try to minimize scheduling conflicts, we cannot guarantee all of these will be avoided.	

Is there a Sabbath conflict for this session?	Saturday, Sunday, Both, N/A
Additional comments about this session (please do not repeat session description details)	

Step 3: Participants

- Click **+Add Participant** button

Search for a person by entering first name or last name of Participant then click **Search**. You can also search by email address, but many duplicate accounts are created due to multiple variations of institutional emails. **Avoid creating multiple accounts with different emails for the same person by searching by name first.**

- If correct name appears, select **+Add**.
- If the correct name does not appear, click **Create a Participant** and enter all required fields. Click **Submit Created Participant**.
- Select or create the affiliated institution. If the institutional affiliation is not listed, create it by entering Name, City, State, and Country.
- Select the **Role** from the drop-down menu: For **SIGs, appropriate roles are SIG Chair and/or SIG Speaker** in Step 3. Please include **all participants** in this section; SIG submitters will not need to break out individual speaker presentations in a different section for PAS 2020.
- You may add more participants by repeating the same steps.
- Click **Save and Continue** once all Participants are added.

There will be no complimentary registrations offered for SIG chairs or speakers. All participants must be registrants of the PAS Annual Meeting.

PAS 2021 Note: SIG proposals will not need to list individual speakers and time slots in a separate section for PAS 2021. Please be sure all participants are listed in Step 3 and the full outline of the session is included in the Description field in Step 2. This should streamline the submission process significantly.

Step 4: Review and Submit

- A draft of all information entered for the session will be available to review and edit, if needed. If any information is missing, there will be a prompt to return to that section and complete it.
- You may save the proposal as a draft and finish it later. Review the information provided in the completed draft. When the draft has all the correct information in it, click **Submit**.
- You will receive email confirmation of the submission.
- Revisions can be made to all submitted Workshop proposals until the **submission deadline: Wednesday, Oct. 6, 2020 11:59 pm ET.**
- If changes must be made to the session proposal after submission, but before the deadline, return the session proposal to **Draft** status: log in, click on Session Proposal, scroll down to Submitted Proposals. Under **Action**, select **Return to Draft**. Make the necessary changes and **Resubmit** the session proposal prior to the deadline. **If you do not resubmit a draft session, it will not be considered for the PAS 2021 Meeting.**

After Submitting Your Proposal

You should receive a confirmation email from the PAS Program and Events Center (PPEC) after you submit your proposal. Check your spam folder if you don't receive an email. Note that some institutions have firewalls that make it difficult to receive communications from the submission site. To ensure uninterrupted email delivery, please have your IT team whitelist the domains of amazonses.com and abstractcentral.com. You are encouraged to log on to the PPEC at any point in the process to check on your proposal and read any emails that have been sent.

The APA SIG chairs oversee the review of all proposals to provide outstanding scientific content and education experiences for our attendees. SIG notifications will be emailed in **early December 2020**. The sessions will be scheduled in the following weeks and specific information about date and time for individual sessions will be emailed later in the month.

If you have questions regarding session proposals or the PAS 2021 Virtual program, please contact the PAS Office at info@pasmeeting.org or 346.980.9717.

SCHOLAR ONE SUPPORT TEAM

Email: s1abstractshelp@clarivate.com

Phone: 888.503.1050; **Monday–Friday, 12:00 a.m. to 8:30 p.m. EST (UTC -5)**

