PAS2021 Virtual
Pediatric Academic Societies

Workshop Submission Instructions

Workshop Important Dates
Call for Proposals: Sep. 9 – Oct. 6, 2020
Proposal Review and Selection: Oct. 30 – Nov. 24, 2020
Notification sent by email: Mid-December 2020

The most successful workshops are highly interactive and address innovative ideas and learner-centered needs. Major criteria for workshop selection include:

1) A topic that is timely and important for the intended audience;
2) The innovativeness of the proposal;
3) Learning objectives that are clear and appropriate;
4) The skill and expertise of the leaders;
5) A format that is likely to be interactive and attractive for participants and is optimized for virtual presentation
6) The appropriateness of the topic to academic pediatricians and pediatricians-in-training.

While the format may vary, workshops should be designed to facilitate discussions between workshop leaders and participants. The workshop may include a short didactic presentation, but the overall intention of these sessions is to actively involve the attendees in the learning process. Workshop leaders and participants should be prepared to jointly dive into this cooperative venture!

Workshop submissions are extremely competitive every year; on average, only about 25% of submissions are accepted. To maximize the diversity of topics and leaders, preference may be given to workshops that have not been presented in both of the past two years. We also encourage the development of workshops that appeal to more senior faculty as well as trainees. Workshops will be selected to maximize audience participation and ensure a broad diversity of topics in a virtual environment.

Workshop Domains

• **Advocacy and Health Policy** - includes translation of research into public policy, and innovations in community pediatric issues.

• **Clinical Care** - includes clinical care process modules, clinical management of specific conditions, clinic or hospital management, etc. Includes new/emerging approaches, technologies, pathways, or tests to evaluate or treat clinical conditions.

• **Professional Development** - includes leadership skills, career development (i.e. getting promoted as an academician, researcher or educator), mentorship, the business of academic medicine, balancing work and family issues, (in particular to women in medicine), and professionalism.

• **Quality Improvement** - includes quality improvement skills training, practice-based improvement, patient safety, quality improvement science and quality improvement education.

• **Research Methodology, Grant Preparation, and Scholarly Activities** - includes all research methodologies including biostatistics, research design, ethics and special areas such as qualitative research, large datasets, translating research into practice. Also includes fundamental of the peer review

process, expectations for scientific conduct, abstract preparation and presentation of scientific information, preparation and publication of manuscripts, grant writing, and applying for research support.

• **Scholarship in Education** - includes critical literature review, principles of evidence-based medicine, adult learning theory, evaluation and curriculum development, creating teaching modules, teaching skills and use of educational training guidelines.

• **Technology Development** - includes information technology for use in education, research, patient care, administration, and social networking.

Core Curriculum for Fellows Track
If you would like to be considered for this area, please click the **"Core Curriculum for Fellows" track—it is not a separate domain**.

The PAS Program Committee is specifically interested in providing a comprehensive core curriculum for fellows that addresses areas of academic development identified in the guidelines summarized in the American Board of Pediatrics guidelines for fellowship training www.abp.org. These workshops should be focused on skills and knowledge acquisition that are appropriate for individuals at the fellowship level of training. They should provide a foundation for those fellows who may not have had exposure to the topic, as well as those who wish to pursue a topic in greater depth in the future. It is intended that these themes be repeated each year and that all fellows will be provided a list of these workshops such that a curriculum can be created to complement education provided locally by that individual's fellowship training program. The topics of interest include:

- o Achievement of proficiency in teaching
- o Application of basic science techniques to translational research
- o Clinical research methods and study design
- o Critical literature review
- o Ethical conduct in research
- o Introduction to biostatistics
- o Preparation of abstracts and brief scientific presentations
- o Preparation of applications for grants
- o Preparation of applications for institutional review boards
- o Preparation of scientific manuscripts
- o Principles of evidence-based medicine

Additional information about Workshops:
Examples of Workshop proposals
Example of Workshop agenda description
Examples of how to write learning objectives

Important Information Regarding Workshops at the PAS Meeting
1. There will be no complimentary registrations offered for workshop leaders, co-leaders, or speakers. All participants must be registrants of the PAS Annual Meeting.

2. Research and Workshops: If workshop leaders want to ask attendees to participate in research during the workshop there must be an IRB-approved protocol letter submitted to the PAS office with the workshop description for the program guide in February 2021. In the PAS Program guide the following language will be added: "This workshop has received IRB approval for participants to be asked to be subjects in a research study. Participating in the workshop doesn't require an individual to participate as a subject in the research, nor does participating in this workshop imply consent to be a subject. A separate consent process either at the workshop and/or at the time of the research survey is required." In addition, an announcement must be made during the workshop, and sign-in sheets must include information about the research study and whether signing the sign-in sheet is or is not considered consent to be a subject.

How to submit a Workshop 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.

Important Note About Workshops for PAS 2021
With a few exceptions, Workshops will be held Monday, May 10–Friday, June 4, during PAS 2020 Phase II. Workshops are limited to 120 minutes.

Prior to submission, **all Scientific Session submitters must do the following**:
- Confirm that all speakers 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.
- 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 sessions

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).

Workshops	
Session Type	**Workshop**
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. For Workshops: Please copy in the detailed description of your workshop proposal, including speakers, segments, and timing.** 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.
Specify your workshop domain	Choose a Workshop Domain: • Advocacy and Health Policy • Clinical Care • Professional Development • Quality Improvement • Research Methodology, Grant Preparation, and Scholarly Activities • Scholarship in Education • Technology Development **Core Curriculum for Fellows Track** If you would like to be considered for this area, please click the **"Core Curriculum for Fellows" track**—it is not a separate domain.
Objectives – Please enter at least two learning objectives for the workshop, i.e. what specific knowledge, attitudes or skills will the participants acquire? Click here for information about writing learning objectives	Enter objectives in plain text--no bullet points, bold, or other formatting
Workshop Target Audience (ex: researchers interested in underserved populations)	Also indicate audience level: trainees; fellows; junior faculty; mid-level faculty; or senior faculty.
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.
Society affiliation of this session	Click the appropriate affiliation(s) and press the **+Selection(s)** button. The society 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
We are interested in learning more about your experience, expertise, and enthusiasm for teaching this workshop. Please describe your experience or that of your co-presenter(s) related to this proposed workshop. (For example, I or my co-presenter have led or taught this workshop at a national or local meeting or have published in this area)	Describe your experience
Have you presented this or a similar Workshop at PAS in the past two years, and if so, which years? (Please note: To maximize the diversity of topics and leaders, preference may be given to workshops that have not been presented in both of the past two years.)	No; 2018; 2019; both 2018 and 2019
Previous Workshop Presentations Session ID	If your group presented between 2018-2020, please provide the Session ID for those workshops.
Workshops are intended to be small, interactive training seminars. What specific format/strategies do you intend to use to accomplish the above objectives (e.g. roundtable discussion, Q&A, problem-solving, videotape and conferencing, etc.)?	Describe the interactive format/strategies
Describe how you plan to engage/interact with participants in a virtual session.	
Additional comments about this session?	Indicate any additional instructions not covered in other fields, including any learning agenda details directed at workshop reviewers.

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 **Workshops, appropriate roles are** Workshop Leader, Workshop Co-Leader, and/or Workshop Speaker in Step 3. Please include **all participants** in this

section; Workshop submitters will not need to break out individual speaker presentations in a different section for PAS 2021.
- You may add more participants by repeating the same steps.
- Click **Save and Continue** once all Participants are added.

PAS 2021 Note: Workshop 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: Tuesday, 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 PAS 2021 Workshop Chair and PAS Program Chair oversee the review of all proposals to provide outstanding scientific content and education experiences for our attendees. Workshop notifications will be emailed in **mid-December 2020**. The sessions will be scheduled in the following weeks; specific information about date and time for individual sessions will be emailed later in the month.
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.

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

CUSTOMER CARE
Email: s1abstractshelp@clarivate.com
Phone: 888.503.1050; **Monday–Friday, 12:00 a.m. to 8:30 p.m. EST (UTC -5)**