

Important Information for Abstracts and Works in Progress Poster Submitters

Important Dates:

Call for Abstracts and Works in Progress Poster: August 31 – November 1, 2023 at 11:59pm CT

Review and Selection: November 8 – December 15, 2023

Notification sent by email: January 5, 2024

Call closes November 1, 2023 at 11:59 pm CT.

General Information for Abstracts

Character count is 2,600 – includes spaces; excludes title, author's name, institution, and upload of tables and images. The submission site will not allow submission if you exceed the maximum number of characters.

- **Only the Presenting Author may submit, due to DEI requirements.**
- **Please note that you cannot finish your submission until each author/co-author has completed their author information and COI.**
- A fee of USD 100.00 is required for each submission payable by credit card ONLY. **The Abstract submission fee is non-refundable and does not apply towards your PAS registration if accepted.**
- Sponsorship by a society member is NOT required to submit an abstract.
- All abstracts will undergo peer review and scoring.
- There are no Late-Breaker abstracts in 2024.
- Refer to additional [Tips for Quality Abstracts](#) – including reviewer criteria.

General Information for Works in Progress Posters

- Character count is 2,080 – includes spaces; excludes title, author's name, and institution. The submission site will not allow submission if you exceed the maximum number of characters.
- **Please submit a Works in Progress Poster ONLY if your abstract meets the following criteria:**
 - **You are a Trainee-Student, Resident, or Fellow**
 - **You are the Presenting and First Author for this submission**
 - **Your mentor is a co-author for this submission**
 - **Your submission includes a completed Background, Objective, Design/Methods**
 - **Your Datasets and Results are incomplete as of today, but will be complete by April 1, 2024**
 - **If you do not meet ALL criteria above, please proceed to the [PAS Abstract Submission Site](#).**
 - **Failure to submit to the correct Submission Site will result in your abstract not being accepted to be presented at PAS. If you are uncertain, please contact [PAS Info](#).**
- **Only the Presenting Author/First Author may submit due to DEI requirements.**

- A fee of USD 100.00 is required for each submission payable by credit card ONLY.
- **The Works in Progress Poster Submission fee is non-refundable and does not apply towards your PAS registration if accepted.**

PEDIATRIC ACADEMIC SOCIETIES (PAS)

POLICY ON ACADEMIC ETHICS and SUBMISSION GUIDELINES

This policy provides guidelines regarding PAS's expectations as to submissions for presentations at the PAS Meeting regardless of session format. PAS strives to ensure presentations at the PAS Meeting are presented with the utmost ethical conduct and are free from any conflicts of interests. PAS is committed to fostering an environment where all PAS Meeting participants maintain the highest ethical and academic standards and where all conflicts of interest are fully and openly disclosed. PAS will proactively monitor, compare, and analyze submissions to ensure compliance with PAS abstract submission guidelines and this policy. Failure to follow this policy may result in the immediate rejection of such submission.

Submission Guidelines

- Without regard to session format, submissions made for presentation at the PAS Meeting should adhere to PAS Meeting Submission Guidelines as posted to the PAS Meeting website.
- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, redundant, or highly similar abstracts with only minimal changes in the abstract title or minor changes in data analysis from the same investigator(s) or laboratory is strongly discouraged. Such submissions may result in rejection of all abstracts that are deemed to be in violation of PAS guidelines; rejection may occur prior to, during or after review, even if submitted to different topical categories.
- Previously submitted and rejected abstracts should **not** be resubmitted with only minimal or no changes. Such submissions may result in rejection prior to, during or after review. Please note: Previously submitted Scholarly Sessions or Workshops that have been accepted **or** rejected, **may be** resubmitted.
- Abstracts submitted to PAS 2023 can be resubmitted with updated findings if they have not been published in manuscript form prior to submission to PAS 2024.
- Abstracts submitted and/or presented at other Societies' or national meetings within the 12 months prior to the PAS Meeting may be submitted to the PAS Meeting for consideration.
- Research published in manuscript form prior to the submission of the abstract is not appropriate and should not be submitted. If data contained in the abstract is published after submission of the abstract, the PAS Office must be notified regardless of timing as soon as publication is recognized. At that time, the Program Committee Chair will make a determination concerning presentation at the PAS Meeting. Abstracts should not be submitted if there is knowledge and confirmation that this work will be published in an upcoming article prior to the meeting.
- Upon submission the submitting author verifies that **all** authors have agreed to the submission.
- Reviewer scores and comments are confidential and are not available to individuals (including authors) outside of the review process.
- The decision of the Program Committee to accept or decline any submission is final.
- The assignment of presentation format for accepted submissions (for example, platform, plenary or poster session, poster symposium) is the sole decision of the PAS Program Committee.
- If your submission is accepted, all oral abstract 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.

Publication of Submissions

- All submissions, if accepted for presentation, will be published in the PAS Program Guide.

Ethical Conduct & Conflict of Interest

Regardless of session format, PAS expects:

- Submissions should be free of plagiarism, misrepresentation and should align with the standards for research or academic work expressed by the home institution of submitting author(s) or presenter(s).
- All authors of submissions must complete and submit Conflict of Interest Disclosures (COI) in accordance with PAS timelines and procedures. The submitting author should alert her/his colleagues about this requirement.
- If the submission is accepted for presentation, all authors must attest that they are and the submission is in compliance with the PAS Policy on [Academic Ethics](#) Policy and Submission Guidelines.
- If the submission is accepted for presentation, all authors must attest whether they have previously been found in violation of PAS [Code of Conduct](#) Policy.
- Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study. Even if indicated elsewhere in the submission, this must appear as the last sentence and read “funded by...” and/or “equity in...” if pertinent. Required text is included in character count limits.
- The text required by a granting agency acknowledging funding or support is included in submission character count limits.

Reporting Ethical Conduct or Conflict Of Interests Concerns or Violations

Any individual who believes the research, content, information, or data contained in a presentation within the PAS Meeting program:

- violates the intellectual property rights of another and/or
- was or may be presented without a full disclosure of all conflicts of interest by the submitting or presenting party(ies).
- should file a complaint with the PAS Program Chair by contacting the PAS Office at info@pas-meeting.org or 346.258.6216.

Complaints will be reviewed by the PAS Program Chair in consultation with an ad hoc committee comprised of the PAS Program Committee Chair-elect, if any, and up to two relevant subject matter experts drawn from the PAS Program Committee.

Consequences of Violations

Following consultation with the ad hoc advisory committee, the PAS Program Chair will communicate the outcome and decision to the individual(s) who completed the submission. If a violation of this policy is found, actions taken against such individual(s) may include:

- Rejection of the submission.
- First offense, minor: Warning with reminder of submission guidelines and policy requirements.
- First offense, major: Prohibited from submission, presentation, or attendance for the three PAS Meetings following violation.
- Second offense: Prohibited from submission, presentation, or attendance for the three PAS Meetings following violation.

All decisions of the ad hoc advisory committee shall be final.

Notwithstanding the above, if PAS, in its reasonable judgement, determines an individual has violated this policy in an egregious or flagrant manner, PAS may, without regard to the above tiers, bar the individual from participation of any kind in any future PAS Meetings. PAS reserves the right to immediately remove:

- any Meeting participant whose actions violate this policy
- any content or materials related to violations of this policy
- and to cancel any related presentations if PAS, in its reasonable judgement, deems such presentations a risk to its ability to conduct a meeting free of ethical violations or conflicts of interest.

NOTE: For information regarding the conducted expected of attendees of the PAS Meeting, please refer to the PAS Meeting Participant [Code of Conduct](#) Policy.

Conflict of Interest Disclosures

All individuals in a position to control the content of a Continuing Education (CE) activity (planners, chairs, presenters, authors, reviewers, etc.) must disclose all financial relationships with ineligible companies they have had in the **past 24 months** to the CE provider using the Conflict of Interest (COI) Disclosure Form. Individuals who fail or refuse to provide this information will be disqualified from involvement in the planning and implementing of this activity.

Due to recent updates to the [ACCME Standards for Integrity and Independence in Accredited Continuing Education](#) (opens new window), for those submitting for any CME accredited sessions, disclosures completed by each co-author must accompany the submission. Sessions with incomplete or missing disclosures will not be able to be submitted. The submitter is responsible for ensuring that each co-author is aware of and has complied with the disclosure requirement before submission.

Ineligible Organization Owners or Employees:

- The ACCME **prohibits*** owners or employees of ACCME-defined ineligible organizations from serving in roles where they are in a position to control the content of accredited CME.
 - **There are three exceptions to this exclusion — employees of ineligible companies can participate as planners or faculty** in these specific situations:*
 - *When the content of the activity is not related to the business lines or products of their employer/company.*
 - *When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.*
 - *When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.*
 - ***There are no exceptions for reviewers. The use of employees of ACCME-defined ineligible organizations in the role of reviewer is prohibited.*
- **Failure to fully disclose may result in disqualification of non-compliant individuals from participation in this activity.**
- Submitting author verifies, upon submission, that all authors have agreed to the submission of the abstract.
- The session or abstract submitter is responsible for ensuring her/his colleagues are aware of and comply with the disclosure requirement.
- **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.
- Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study.
- 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.

Notification of Receipt and Acceptance

- Notification of receipt will be automatically emailed to the contact author upon submission of the abstract.
- Notification of Abstract Decision (accept/reject) status will be emailed to the contact author listed on the abstract around January 5, 2024.

Revisions after submitting an abstract

- Revisions can be made to all submitted abstracts until the **submission deadline: Nov 1, 2023, 11:59 pm CT.**
- If changes must be made to the abstract after submission, but **before** the deadline, edit the submitted Abstract in the submission site and re-submit. **If you do not resubmit the abstract, it will not be considered for the PAS 2024 Meeting.**

Award Consideration and Selection (For Abstract Submissions Only, does not pertain to Works in Progress Posters)

Information regarding the awards for 2024, their eligibility criteria, and the award process can be found in during your submission. Only abstracts accepted for presentation are considered for awards.

Steps to apply for an award:

1. Submit an abstract to the submission site.
2. Indicate your interest in applying for an award.
3. Complete the required information for the respective award.
4. Upload all required supplemental materials (as indicated in the submission site.)

While you are welcome to apply for more than one award, required information and possible supplemental materials are required for EACH award for which you have indicated an interest.

PAS Trainee Travel Grants Program (For Abstract Submissions Only, does not pertain to Works in Progress Posters)

The Pediatric Academic Societies will award trainee grants to participate in the PAS 2024 Meeting. Indicate your interest by checking the PAS Trainee Travel Grant box in the submission site when applying for awards. Awardees will be selected based on the quality of their PAS abstract; the presenting author must be a trainee. Awardee notifications will be sent in January 2024.

For additional information please contact the PAS Customer Care department at 346.258.6216 or email at info@pasmeeting.org

Abstract Presentations

- Platform sessions are 90 minutes long. Presentations are 15-minutes (10 minute/presentation; 5 minute/discussion).
- Poster symposium sessions are 90 minutes in length and consist of a poster viewing period followed by a formal presentation or discussion period. Session moderators determine the presentation or discussion format for poster symposium sessions.
- Poster sessions are two-three hours in length and consist of a general viewing and author attendance period.
- Detailed instructions for the preparation of slides and posters, as well as scheduling notices, will be provided to the contact author with the presentation notification in March.
- The complete schedule of all abstract presentations will be finalized by the close of January.

Works in Progress Presentations

- Works in Progress Poster Submissions that are accepted will be part of a PAS 2024 poster session. These posters will have a designated area, so attendees understand they were submitted and accepted as Works in Progress Posters.

Questions: Please contact the PAS Office for any questions regarding your abstract at info@pasmeeting.org or 346.258.6216.

Citation of Abstracts

Abstracts are published in electronic format only. For purposes of citation, please use E-PAS2024: Publication number.

- 2024 example citation: E-PAS2024:5555.543