

PAS & APA SIG SUBMISSION GUIDE

PAS and APA SIG Important Dates: Call closes Sept. 16 at 11:59 pm CT

Call for SIGs: Aug. 3 - Sept. 16, 2026

SIG Review & Selection: Sept. 21 - Oct. 2, 2026

Notification sent by email: Nov. 11 - 13, 2026

Begin your Submission:

- Access the [PAS & APA SIG Submission website](#) to begin the submission process.
 - ◆ If this is your first submission click “Join Now” under the “New User” section. You will be required to complete the privacy notice. If you have already submitted, use your existing login information to create another session submission.
- Complete your account profile if you haven't already done so for a previous submission.
- Click to begin your PAS or APA SIG Submission.

 [Click here to begin a new submission](#)

- ◆ Provide your SIG Title & select if your session is an APA or PAS SIG.
- ◆ SIG Title should start with "**APA SIG:**" or "**PAS SIG:**"
- ◆ Please use title casing. Titles will appear as entered in the PAS Online Program Guide.
- ◆ Once complete, click “Submit”.

PAS 2027

APRIL 30 - MAY 3
Minneapolis

98TH PEDIATRIC ACADEMIC SOCIETIES MEETING

→ Task List (tasks must be completed in order)

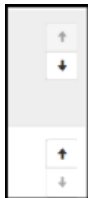
1. Download the **Submission Guidelines** document. Click “Continue to Tasks”.
2. Read and accept the **Acknowledgement of Participant Requirements** and complete with your electronic signature. Click “Submit Agreement”.
3. Insert your **Session Description**. Select your SIG from the dropdown list and enter your session description. Your description will be published in the PAS Online Program Guide as entered. Click “Continue” to proceed.
4. Insert your **Learning Objectives**. Click “Continue”.
5. **Upload Agenda**. Include the duration of each presentation and speaker names. The total session time should be 90 minutes and include any introduction and Q&A.
6. Add **Participant Information**

STEP 1: Edit your profile:

- You are listed as a submitter under the participant list.
- Click the 'Edit Profile' button under your name to complete your profile.
- If you are also a speaker or chair, you can add additional roles when editing your profile.
- If you are a Speaker and Chair, please place yourself in speaker order. If you are a submitter who is not presenting, please place yourself before the speakers.
- Once you have completed all required information, you will see a green checkmark, indicating that *your* profile is complete.

STEP 2: Add your participants:

- In speaker order, enter the participant's first name, last name, email address, and select their role(s).
- If a chair is also speaking, check both the Speaker and Chair roles.
- Click “Add Participant.”
- If you did not enter in speaker order, use the arrows next to each name to change the order which they will be listed in the program.



STEP 3: Invite your participants:

- Click “Invite” to send an automatic email directing participants to complete their tasks. This invitation includes ALL required tasks they need to complete.
- Each participant must complete their profile, COI, and acknowledgement before the submission may be completed.
- **For extra assurance, please notify participants that you added them to the system and they will receive a link via email to complete required tasks. They should locate the email sent from info@pas-meeting.org with the subject: “ACTION REQUIRED: You Have Outstanding Tasks for a SIG Submission”.** If participants do not receive the email please ask them to check the junk/spam section of their inbox.
- The system allows you to invite them to complete their required tasks as many times as you choose by clicking the “Invite” button.

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Important:

- You cannot complete this task until each participant completes their profile!
- If you click 'Save Participants' prior to all green check marks appearing, you will receive an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **navigate to the top of the website and click "tasks"**. Your information is saved despite the save participants button not advancing you.

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Participant Information Task for 'Testing-Workshop'

- Once participant profiles are completed you will be notified.
- Log back into the APA & PAS SIG Submission website and access the task.
- A green checkmark will correspond with each completed profile.

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Karen Allison

Consultant, Pediatric Academic Societies (PAS) Meeting

Profile completed ✓

Roles: Submitter, Speaker

[Edit Karen Allison's Profile](#)

[Remove Karen Allison](#)

- Click 'Save Participants' to complete the task.

7. Update your **Conflict of Interest (COI) Disclosure**, complete with your electronic signature.

- You cannot complete this task until each participant completes their COI!
- If you click 'Save Disclosures' prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **navigate to the top of the website and click "Tasks"**. Your information is saved despite the save disclosures button not advancing you.
 - Once participant profiles are completed you will be notified.
 - Log back into the APA & PAS SIG Submission website and access the task.
 - A green checkmark will correspond with each completed COI.
 - Click 'Save Disclosures' to complete the task.

8. Provide your **Presentation Titles and Durations**.

Entering speaker presentation and duration

- Speakers can only be assigned one time below. For this reason, we recommend only entering your core presentations within this task. If you want to include an Introduction and/or Q&A, please include this in your uploaded agenda.
- Speakers should appear below in the order that they will speak.
- Click on 'Edit Form' next to each speaker, fill in the title of their presentation and

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duration (in minutes). The session should total 90 minutes. You'll repeat this for each speaker.

Speakers missing or out of order?

- If speakers are not appearing in the correct order, go back to tasks (scroll up to the blue bar at the top of page) and edit the Participation Information task.
 - Speakers can be re-ordered by using the up/down arrows next to each name.
 - If you do not see a speaker listed, you'll need to add them and/or make sure you have their role checked as Speaker.
 - Click 'Complete Task' after all speakers' presentation titles and durations have been entered.
9. Complete the **PAS or APA SIG Questions** and click "Continue".
10. Provide the **Acknowledgement of Attendance**, complete with your electronic signature.
- You cannot complete this task until each participant completes their Acknowledgement!
 - If you click 'Complete Task' prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **navigate to the top of the website and click "tasks"**. Your information is saved despite the save button not advancing you.
 - Once participant acknowledgements are complete you will be notified.
 - Log back into the PAS & APA SIG Submission website and access the task.
 - A green checkmark will correspond with each completed acknowledgement.
 - Click 'Save Disclosures' to complete the task.

→ Remember:

You will receive an email after EACH participant has completed their required tasks. Once an email has been received from every participant, log back into APA & PAS SIG Submission website and access the Participant Information, COI, and Acknowledgement tasks. You will notice a green check mark shown under each participant's name now that they have completed their tasks. You are required to go back into each task and complete the task after each participant shows a green checkmark.

★ **SUBMIT!**

From the Task List page, you will now see all green checkmarks. Select "Continue to Submit". Then, hit 'Submit' on the next page to complete your submission. You will receive an email notification that you have successfully submitted it.

If you have questions or need assistance, please email info@pas-meeting.org