

Volunteers: Reviewers & Moderators Guide

Important Dates

Call for Volunteers: Reviewers & Moderators: August 8-October 4 at 11:59 PM CT

PLEASE NOTE: You will need to complete a new volunteer application for each volunteer type as the information we need differs per type of volunteer. You will need to go back to the beginning to start a new volunteer application for an additional volunteer type.

EXAMPLE: If you would like to be considered to be an abstract reviewer and workshop reviewer, you will have two complete submissions/applications on the main page.

- Access the [Volunteers: Reviewers & Moderators Application Website](#) to begin the submission process.
 - If this is your first Volunteer submission for 2023 click “Join Now” under the “New User” section. You will be required to complete the privacy notice.
- Click on “Click here to begin a new volunteer application”.

 [Click here to begin a new volunteer application](#)

- Add your first & last name and select the volunteer type. Click submit.
- Provide the **Name of Volunteer** and select your **Volunteer Type**.
- Task List (tasks must be completed in order)
 - Complete the **Volunteer Specific Questions**
 - Edit your **Volunteer Profile Information**. Click on the blue “Edit” button to complete the form. Once complete, click “Continue”. On the next page click “Save Volunteers”.
 - Update your **Conflicts of Interest & Disclosure** by clicking “Edit Form”, filling in the required information complete with your electronic signature. Once complete, click **“Submit” and then “Save Disclosures”**.
- Once all tasks are complete, which is indicated by three green check marks next to your tasks, click “Continue & Preview” and then “Submit”.
- Every volunteer type requires a separate application. If you would like to create another volunteer application, please scroll down and select “Click here to begin a new volunteer application.” Your profile information will automatically be populated, except for the specific volunteer questions, and you will only need to edit, click continue and save.

 [Click here to begin a new volunteer application](#)

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