

# PAS PEDIATRIC ACADEMIC SOCIETIES MEETING

## 2023 APRIL 26 - MAY 3, 2023 | WASHINGTON, D.C.

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### 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](mailto:info@pas-meeting.org)