

Volunteers: Reviewers & Moderators Guide

Important Dates

Call for Volunteers: Reviewers & Moderators: August 1-September 18, 2023 at 11:59 PM CT

PLEASE NOTE: You will need to complete a submission 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 moderator/discussant, 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 submission 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**. Please note, every volunteer type requires a separate application.
- Task List (tasks must be completed in order)
 - Complete the **Acknowledgement of Requirements**.
 - 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 Volunteer”.
 - Update your **Conflict of Interest Disclosure** information 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 go to the bottom of the page and select “Click here to begin a new volunteer application.” Your profile information will automatically be populated, 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