Volunteers: Reviewers & Moderators Submission Guide

Important Dates

★ **Call for Volunteers: Reviewers & Moderators:** April 25 - September 18, 2025 at 11:59 PM CT
● **Workshop Reviewers Active period:** September 26 - October 14, 2025
● **Abstract Reviewers Active period:** November 7 - November 24, 2025
● **Moderator/Discussants Active period:** PAS 2026 Meeting | April 23-27, 2026
● **MOC 2 Reviewers Active period:** Two weeks in May 2026, with a possible follow-up review period in mid-July.

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. See below for an example:

➕ **Click here to begin a new volunteer application**

① **First & Last Name (Abstract Reviewer)**
Status: **INCOMPLETE** (Last Edited 04/10/2025, 12:56 PM)

[Preview Volunteer Application 1]

② **First & Last Name (Moderator)**
Status: **INCOMPLETE** (Last Edited 04/10/2025, 12:57 PM)

[Preview Volunteer Application 2]

PAS 2026 APRIL 23-27 Boston
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Steps for Submitting:

- 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 the Volunteer** and select your **Volunteer Type.** Please note that 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" and 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 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