

Works in Progress Poster Submission Guide

Important Dates

Call for Works in Progress Poster: August 31, 2023 – November 1, 2023 at 11:59pm CT

Works in Progress Poster Review and Selection: November 8 – December 14, 2023

Notification sent by email: January 5, 2024

Please use the Works in Progress Poster submission site ONLY if your abstract meets the following criteria:

- **You are a Trainee-Student, Resident, or Fellow**
- **You are the Presenting and First Author for this submission**
- **Your mentor is a co-author for this submission**
- **Your submission includes a completed Background, Objective, Design/Methods**
- **Your Datasets and Results are incomplete as of today, but will be complete by April 1, 2024**

If you do not meet ALL criteria above, please proceed to the [PAS Abstract Submission Site](#).

Failure to submit to the correct Submission Site, will result in your abstract not being accepted to be presented at PAS. If you are uncertain, please contact [PAS Info](#).

Only the Presenting Author/First Author may submit due to DEI requirements.

- Access the [Works in Progress Poster Submission Website](#) to begin the submission process.
 - If this is your first Works in Progress Poster submission for 2024 click “Join Now” under the “New User” section. You will be required to complete the privacy notice. If you have already submitted a Works in Progress Poster for review, use your existing login information to create another Works in Progress Poster session submission.
 - **NOTE: This submission site is different from the PAS Abstract Submission Site.**
 - Complete your account profile.
 - Begin your Works in Progress Poster Submission.
-  [Click here to begin a new works in progress poster](#)
- Complete the required information for Works in Progress Poster Session Title.
 - Please use title casing, the title will be published in the program guide as entered.
 - Indicate if you would like to apply for the ASPN Fellow Research Presentation award. (If you select yes, you will have an additional task required to answer a question regarding the ASPN Award.)
 - Click “Submit”
 - Task List (tasks must be completed in order)

- 1. Acknowledge your submission meets the required **Works in Progress Poster Submission Criteria**.
- If you cannot answer "Yes" to all the questions, you do not meet the criteria to submit a Works in Progress Poster. Please proceed to the [PAS Abstract Submission Site](#).
- Failure to submit to the correct Submission Site will result in your abstract not being accepted to be presented at PAS. If you are uncertain, please contact PAS Info.
- 2. Download the **Submission Guidelines** document.
 - Click the red "Submission Guidelines" button.
 - Click "Continue to Tasks".
- 3. Download the **Important Works in Progress Poster Information** document.
 - Click the red "Important Works in Progress Poster Information" button.
 - By selecting the button, you acknowledge you have reviewed the document.
 - Click "Continue to Tasks".
- 4. Read and accept **the Acknowledgement of Presenting/First Author and Co-Author Requirements**.
 - The presenting author/first author and all co-authors must complete their Author Information and Conflict of Interest (COI) Disclosures before you are able to submit. **Per CME guidelines, additional co-authors cannot be added after submission. You MUST include all your co-authors when submitting.**
 - Check the acknowledgement box to agree with the statement.
 - Complete with your electronic signature.
 - Click "Submit Agreement".
- 5. Insert **Works in Progress Poster** information.
 - Total character count is 2,080 and includes spaces.
 - HTML cannot be used in your submission.
 - TOPIC: It is vital that you review the [topic list](#) and select the best topic. This will ensure your Works in Progress Poster is assigned to reviewers with appropriate expertise. For topic and subtopic definitions, [click here](#).
 - Enter all required information noting:
 - Background
 - Objective
 - Design/methods -This section should detail IRB required approvals, how the study is being conducted, data analysis plan, and timeline. Incomplete submissions may be removed from scoring.
 - All fields within this Works in Progress Poster Task combined should not exceed 2,080 characters.
 - Once all required information has been entered, click "Continue".
 - Please note that at all times you can see your character count on

by returning to the task list page.

[Jaclyn's Test](#)

Works in Progress Poster ID: 1600972

Session Type: Works in Progress Poster Submission

Works in Progress Poster Status: Active

Works in Progress Poster character count: 0 / 2,080

- 6. Insert **Additional Works in Progress Poster Details.**
 - Share if your submission involves one or more specialties or disciplines and involves family perspectives (if applicable).
 - Share if your submission involved perspective(s) of patients and/or families represented.
 - Click "Complete Task".
- 7. Insert your **Author Information**
 - **Edit your profile:**
 - You will be automatically listed as the Presenting/First Author.
 - Click the 'Edit Profile' button under your name to complete your profile.
 - Once you have completed all required information you will see a green checkmark which indicates that your profile is complete.
 - **Add Your Co-Authors – Your mentor must also be listed as a co-author:**
 - In speaker order, enter co-authors first name, last name, email address, and select their role(s).
 - Note: to avoid creating duplicate accounts, submitting authors should check with all co-authors to **confirm the preferred email addresses** to use. Many institutions have multiple variations for their emails: confirming emails in advance streamlines many future steps.
 - Click “Add Author”
 - If there are multiple authors use the up/down arrows to arrange the order that authors will be displayed in the online program guide. The first author should be displayed first.



Invite your Co-Authors:

- Click “Invite” to send an automatic email directing co-authors to complete their tasks. This invitation includes ALL required tasks they need to complete.

- Each co-author must complete their Author Information and COI before the submission may be completed.
- For extra assurance, please notify authors you have added them to the system and that they need to complete the required information. They should locate the email sent from info@pas-meeting.org with the subject: Important: You Have Outstanding Tasks for a PAS Works in Progress Poster Submission”. If authors 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.

Important:

- You cannot complete this task until each co-author completes their profile!
- Don't Worry! If you click “Save Authors” 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 button not advancing you.

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Participant Information Task for 'Test'

- Once co-author profiles are complete you will be notified.
- Log back into the [Works in Progress Poster Submission Website](#) and access the task.
- A green checkmark will correspond with each completed profile.

1 **Jaclyn Huff, MD**
Professor, AdventHealth for Children
Profile completed ✓
Role: Submitter

- Click “Save Authors” to complete the task.
- Once this task is complete a green check mark will appear.
- 8. Edit your **Presenting/First Author Information**
 - To edit:
 - Click the green "Edit Form" button under your name.
 - Update all fields.
 - Click "Continue".
 - A green check mark indicates a complete profile.
 - Once the profile is complete, click “Complete Task”.

- 9. **Conflict of Interest (COI) Disclosures**
 - Click “Edit” under your name to complete your COI.
 - Each co-author must complete their COI before the submission may be completed.
 - Once all co-authors have completed their COI and a green check mark is shown beside each name, click 'Save Disclosures' to complete the task.
 - You cannot complete this task until each co-author completes their COI!
 - Don't Worry! 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.

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Participant Information Task for 'Test'

- Once co-author profiles are complete you will be notified.
- Log back into the [Works in Progress Poster Submission Website](#) and access the task.
- A green checkmark will correspond with each completed COI.



1 Jaelyn Huff, MD

Professor, AdventHealth for Children

Profile completed ✓

Role: Submitter

- Click “Save Disclosures” to complete the task.
- Once this task is complete a green check mark will appear.
- 10. **Acknowledgement of Attendance**
 - Please read & check the acknowledgement box to agree with the statement.
 - Sign the Statement.
 - Click “Submit Agreement”
- 11. Complete **Payment** Task.
 - Enter Credit Card Information
 - Click “Submit Payment”

Submit your Works in Progress Poster Submission:

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 a notification email that you have successfully submitted.

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