Workshop Submission Guide

Important Dates
Call for Workshop Sessions: August 1-September 18, 2023 at 11:59 PM CT
Review and Selection: September 28-November 8, 2023
Notification sent by email: November 21, 2023

We highly encourage submissions to have presenters from multiple institutions and diverse backgrounds.

- Access the Workshop Submission 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. If you have already submitted a session for review, use your existing login information to create another session submission.
- Complete your account profile if you have not done so already for a previous submission.
- Create your Workshop Submission.

  ➕ Click here to begin a new workshop proposal

  - Provide your Session Title. Please enter your title - not in all lower or ALL UPPER case. Title will publish to the program guide as entered.
- Task List (tasks must be completed in order)
  - Download the **Submission Guidelines** document.
  - Read and accept the **Acknowledgement of Participant Requirements** and complete with your electronic signature. Click "Submit Agreement".
  - Insert your **Workshop Description.** You will be required to select your Workshop Domain first. For your description, please provide general information on your workshop to be published in the program guide. Click "Continue".
  - Insert at least two **Learning Objectives.** Click "Continue".
  - Add **Participant Information**
    Edit your profile:
    - You are listed as a submitter under the participant list.
    - Click the 'Edit Profile' button under your name to complete your profile.

- **Identify yourself additionally as either a leader or a co-leader, when editing your profile**.

Role *
Please choose appropriate role.

☑ Submitter

☑ Leader

☐ Co-Leader

- Once you have completed all required information you will see a green checkmark which indicates that *your* profile is complete.

Add your participants:

NOTE: It is best to have your session agenda drafted before you start this task to assist you with entering your correct speaker order.

- We highly encourage submissions to have presenters from multiple institutions and diverse backgrounds.
- In speaker order, enter participant's first name, last name, email address, and select their role.
- Click "Add Participant."
- If you did not enter in speaker order, use the arrows next to each name to change the order that they will be listed in the program.

Invite your participants:

- Click "Invite" to send an automatic email directing participants to complete their tasks. This invitation includes ALL required tasks they need to complete.
- Each participant must complete their profile and COI, and acknowledgement before the submission may be completed.

- For extra assurance, please notify participants 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 Workshop Submission". If participants 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.

<u>Important:</u>
- You cannot complete this task until each participant completes their profile!
- Don't Worry! If you click 'Save Participants' 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 participants button not advancing you.

> Home / Proposal / **Tasks** / Edit Participant Information Task for 'Test'

- Once participant profiles are complete you will be notified.
- Log back into the [Workshop 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 Participants' to complete the task.

- ○ Update your **Conflict of Interest (COI) Disclosure**, complete with your electronic signature.
  - ■ You cannot complete this task until each participant 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.
  - ○ Once participant profiles are complete you will be notified.
  - ○ Log back into the [Workshop Submission website](#) and access the task.
  - ○ A green checkmark will correspond with each completed COI.
  - ○ Click 'Save Disclosures' to complete the task.
- ● **Download Workshop Agenda Template** and insert all required fields, saving to your desktop. We have given you a template and a sample agenda for you to follow. All submissions must follow this agenda template. Save your completed document as a PDF on your desktop.
- ● Open the **Upload Workshop Agenda** task. Drag or upload your agenda where indicated. A green bar will appear when your upload has begun. Once completed you will see a PDF image confirming your "Uploaded File." Click "Continue".
- ● Insert your **Workshop Submission Questions** and push "Continue".
- ● Provide the **Acknowledgement of Attendance**, complete with your electronic signature.
  - ○ You cannot complete this task until each participant completes their Acknowledgement!
  - ○ Don't Worry! If you click 'Complete Task' 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 complete task button not advancing you.
  - Once participant acknowledgements are complete you will be notified.
  - Log back into the [Workshop Submission website](#) and access the task.
  - A green checkmark will correspond with each completed acknowledgement.
  - Click "Complete Task".

<u>Remember:</u>
You will receive an email after EACH participant has completed their required tasks. Once an email has been received from every participant, log back into the [Workshop Submission website](#) and access the Participant Information, COI, and Acknowledgement tasks.

You will notice a green check mark shown under each participant's name now that they have completed their tasks. You are required to go back into each, and complete these tasks, after each participant shows a green checkmark.

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