



Pediatric Academic Societies Meeting

April 24 - May 1, 2019 | Baltimore, MD

2019 PAS Meeting: Ancillary Event Submission Guidelines

Log in to the [PAS Program and Events Center](#)

NEW USERS: Click "Create an Account" for all submissions to the PAS 2019 Meeting.

RETURNING USERS:

Log in with your User ID and Password. If you have an account, but do not remember your login information, click **Forgot Password** above. You will receive an email with a link to change your password. If you do not receive an email, check to see if the email went to an alternate address or was blocked by spam filters. If you encounter further issues, please contact PAS at info@pasmeeting.org.

Tips: User IDs and Passwords are case-sensitive. Avoid creating multiple accounts with different emails for the same person.

ACCESS THE SESSION PROPOSAL CENTER

1. Select the **Session Proposal** tab in the horizontal bar above.
2. You may create a new Session Proposal or view draft or submitted Session Proposals here.

Proposal Submission Steps and Details

Step 1: Content

Audio Visual Guidelines

A Complimentary Standard AV Package is provided in the **Convention Center** for Scholarly Sessions (excluding Meet the Professor and ISS), Platform, Poster Symposia, Workshop, SIG, Non-Sponsored Clubs, and approved Committee/Business Meetings. Standard AV Package includes: LCD projector, screen, laptop, and audio mics based on room. Example: **Small Session Room** = 1 lectern mic, 1 wireless mic; **Medium Room** with stage = 1 lectern mic, 2 wireless mic, 3-4 table mics, 1-2 floor mics; **Large Room** = 1 lectern mic, 2 wireless mics, 4 table mics, 3-4 floor mics; **Ballroom** = Custom. NOTE: Additional audio may be provided by PAS based on room size, room set, and presentation type.

Please fill out the fields with information about your proposal. There is a 2,500 character limit for each field.

	Ancillary Events	Explanation
1	Session Type	Choices: Alumni Event, Breakfast, Luncheon Dinner, Business Meeting, Committee Meeting, Conference, Presidential Plenary, Reception
2	Session Title	Title provided will be used for publication: please ensure accuracy. Title case preferred;

		do not use all caps. 500-character limit (brevity is appreciated).
3	Description	Description provided will be used for publication purposes; please ensure accuracy. 2,500-character limit.
4	Responsible Person	Name of person who will manage planning for the event
5	Email	
6	Is the event for a PAS partner/affiliate/society?	
7	Society affiliation of submitter (of this session)	Click the appropriate affiliation and press the +Selection(s) button. The society will appear in the Response section.
8	If no, please indicate organization/institution. A \$350 administrative fee is assessed for non-partner/affiliate organizations.	Fee payment site is located on Step 4 of the Session Proposal--click on the link.
9	Does your session have a financial sponsor?	
10	If yes, please provide sponsor name	
11	Audience size – Please enter your best estimate of the expected number of attendees.	Based on past attendance, or future estimates, please provide a number of estimated attendees--helps with allocation of rooms based on size
12	Is this event open to the public? (non-public events require special tickets or invitations)	If this event should not appear in the online program guide or mobile app, please indicate DO NOT PUBLISH in the Additional Comments field.
13	What are your desired seating requirements?	Choose from the options: Banquet - round tables with chairs; Conference - single oblong table with chairs; Theater - chairs only; Reception; Classroom; U Shape; Hollow Square; Other - please detail your roomset preference in the Additional Comments box
14	First choice date selection?	1st preference for date
15	First choice start time selection? (May not conflict with scientific session black-out times)	Check the link for times that are reserved for scientific content
16	First choice end time selection?	
17	Second choice date selection? Date must be different than first choice.	
18	Second choice start time selection? (May not conflict with scientific session black-out times)	
19	Second choice end time selection?	
20	Food & beverage (catering) service?	If yes, the organizer will be contacted separately by Food & Beverage staff to make arrangements
21	Review the AV Guidelines at the top of the page. List any special AV or set requirements needed (visual aids, staging, special props, etc.)	
22	Do you need additional electricity outside of that being used for standard AV package?	
23	If yes, please explain what you will be powering in the room and how many devices will be used.	
24	Additional comments about this session (please do not repeat session description details):	Indicate any additional instructions not covered in other fields. Note DO NOT PUBLISH if the

	event should not be listed in the program guide/app.
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Step 2: Participants

- Click **+Add Participant** button
- Search for a person by entering first name, last name, or email address of Participant then click **Search**.
- If correct name appears, select **+Add**.
- If the correct name does not appear, click **Create a Participant** and enter all required fields. Click **Submit Created Participant**.
- Select or create the affiliated institution. If the institutional affiliation is not listed, create it by entering Name, City, State, and Country.
- Select the **Role** from the drop-down menu: [see Role Types below](#).
- You may add more participants by repeating the same steps.
- Click **Save and Continue** once all Chairs/Contact Persons are added.

Role Types

Ancillary Events: Please only list Organizer and/or Contact Person(s) in Step 2. Add speakers or panelist names in Step 3 (if any).

Step 3: Speakers (Most Ancillary Sessions do not have Speakers; those that might: Breakfast, Luncheon, Dinner)

Instructions for Adding a Speaker to Session Proposal

- Click **+Add Abstract** button.
- Enter **Title** of Speaker's presentation
- The name of the person submitting the proposal is automatically loaded as the first Author (and each time you click to **+Add Author**).
- If the Author's name that automatically populates the list is not correct, click **Remove** and then click **+Add Author**.
- Search for a person by entering first name, last name, or email address of speaker, then click **Search**. If that person is in the database, their name will be pulled up. Click **+Add** on the left side of the name.
- If the correct name does not appear, click **Create an Author** and enter all required information. Click **Submit Created Author**.
- Select or create the affiliated institution. If the institutional affiliation is not listed, create it by entering Name, City, State, and Country.
- Click the circle button under the **Presenter** heading so the speaker will be uploaded into the session's speaker list.
- Select the **Duration of Presentation** (from the drop-down menu) for each speaker before adding a new speaker.
- To add more speakers, click **Save Created Speaker & Add Another**.
- Repeat the steps until all speakers are added to the session.
- To rearrange the order of speakers, re-number the drop-down boxes next to each name then click **Update Speaker Order**.
- Make sure the allocation of time is accurate for the 90- or 120-minute session you specified, including any Q&A periods indicated (Q&A blocks must be added administratively.)

When all Speakers have been added for this session, click **Save & Continue**.

Step 4: Review and Submit

- A draft of all information entered for the session will be available to review and edit, if needed. If any information is missing, there will be a prompt to return to that section and complete it.
- You may save the proposal as a draft and finish it later. Review the information provided in the completed draft. When the draft has all the correct information in it, click **Submit**.
- You will receive email confirmation of the submission.

- Revisions can be made to all submitted Scholarly Session proposals until the **submission deadline: Tuesday, Oct. 2, 2018 11:59 pm CDT.**
- If changes must be made to the session proposal after submission, but before the deadline, return the session proposal to **Draft** status, make the necessary change, and **Resubmit** the session proposal prior to the deadline. If you do not resubmit a draft session, it will not be considered for the PAS 2019 Meeting.

After Submitting Your Proposal

You should receive a confirmation email from the PAS Program and Events Center (PPEC) after you submit your proposal. Check your spam email if you don't receive an email. Note that some institutions have firewalls that make it difficult to receive communications from the submission site. To ensure uninterrupted email delivery, please have your IT team whitelist the domains of amazonses.com and abstractcentral.com. You are encouraged to log on to the PPEC at any point in the process to check on your proposal and read any emails that have been sent.

Ancillary Event notifications will be emailed on Nov. 9, 2018.

If you have questions regarding session proposals or the PAS 2019 Meeting program, please contact the PAS Office at info@pasmeeting.org or 346.980.9717.

TECHNICAL SUPPORT

Email: ts.acsupport@clarivate.com

Phone: 434.964.4100 or 888.503.1050; M - F: 12 am - 8:30 pm (EST)

Ancillary Event Rules and Guidelines

Pre-conference Space Availability

- Wednesday – Limited space available for hotel hosted events. Request accepted upon availability.
- Thursday – Limited space available for hotel hosted events. Request accepted upon availability.
- Friday – Limited space available for convention center and hotel events. Request accepted upon availability.

Post-conference Space Availability

- Tuesday – Limited space available from 2:45pm – 5:45pm
- Wednesday – Limited space available from 8:00am – 12Noon

Black Out Dates/Times

Organizations **may not** hold functions during the PAS scientific program schedule. These times include:

- Saturday, 8am-6:30pm
- Sunday, 8am-11:45am and 1pm-6:30pm
- Monday, 8am-11:45am and 1pm-6:30pm
- Tuesday, 8am-11:45am and 1pm-6:30pm

Key Planning Timeline – Ancillary Event – check the [PAS 2019 Meeting website](#) for updates.

August 7	Call Opens for all Ancillary Events
October 2	Call Closes for all Ancillary Events
November 9	Ancillary Event Notifications Emailed. This will include hotel assignment, day/time of the event and contact information for A/V and catering needs.
January 15	Call Opens for Late Ancillary Events
March 1	All Ancillary Events requests close.

TBD	Ancillary Event Notifications Emailed. This will include hotel assignment, day/time of the event and contact information for A/V and catering needs.
TBD	Catering and AV orders due, and administrative fees due to prevent event cancellation.

Ancillary Event Locations

- All activities are restricted to the official PAS hotels or the Convention Center, assigned at the discretion of PAS. Please note, per hotel policy, no outside food and beverages are allowed in any meeting function.
- Space is assigned upon submission of your event to the [PAS Program and Events Center](#).
- PAS accepts no financial or organizational responsibility for ancillary or exhibitor education events. Room rental, catering, A/V equipment, labor and other charges are the sole responsibility of the organizer. (*PAS and the co-headquarter hotels have the right to move an event if PAS or the hotels determine the space assigned is needed for an official function or is not best suited to the event*).

Cancellations

- Space cancellations must be received by **February 24, 2019**.
- Cancellations received on or before **February 24, 2019**, will be removed from publication announcements.
Note: *Your assigned contact person is responsible for informing your event attendees of the cancellation.*
- A full refund for the administrative fee will be given to cancellations received on or before **February 24, 2019**.

Marketing Guideline

- Additional promotions or notifications will be your responsibility. Marketing pieces, advertisements, invitations, etc. may not use the PAS logo or name—inferring or implying that the event was endorsed by PAS.
- Bulletin boards are available at the Convention Center to publicize meetings and gatherings; notices are limited to a size of 8.5" x 11".
- Distribution of invitations, tickets, etc., promoting an ancillary event is strictly prohibited in all other public spaces of the event venue, convention center or other hotels.

Signage

- One (1) sign may be placed at the door, but only during the scheduled time of the session. Signage at the door may not exceed 24" x 36". Marketing guidelines apply.
- Additional signs are not permitted. Signage scattered throughout the hotels or convention center is not permitted and will be removed.

Contact Information

PAS Program Office
 9303 New Trails Drive, Suite 350
 The Woodlands, TX 77381
info@pasmeeting.org