



Pediatric Academic Societies Meeting

April 24 - May 1, 2019 | Baltimore, MD

PAS 2019 Meeting Scholarly Session Program Formats and Submission Guidelines

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[Click here for Ancillary Event guidelines](#)

Scholarly Session Program Formats

These sessions are intended to utilize a variety of innovative formats for delivering high-quality, scholarly content to the broad constituencies attending the PAS 2019 Meeting. The Program Committee encourages submissions across the options below.

- **STATE OF THE ART PLENARY** present seminal advances in pediatrics that are of interest to the broadest possible number of attendees, typically drawing a large audience in excess of 500 attendees. Advances in biomedical research that are likely to have a major impact on the health of children are often highlighted, but other topics, e.g., health policy issues, that affect a large number of academic pediatricians may also be appropriate for this forum. State of the Art Plenary sessions usually consist of invited lectures from one to three recognized leaders. Opportunities for significant interaction are typically limited due to the large audience size. Length: 1.5 or 2 hours
- **HOT TOPIC/TOPIC SYMPOSIA** address issues and controversies around topics of interest to more specialized audiences, e.g., subspecialists, general pediatricians, educators, etc. As such, these symposia focus on more specific topics than State of the Art Plenary sessions. Hot Topic/Topic Symposia generally include 3-4 presentations with time for active audience discussion. Audience size varies; sessions are typically smaller than State of the Art Plenary sessions. Length: 1.5 or 2 hours

NEW FOR PAS 2019

- **DEBATE/PRO-CON DISCUSSIONS** are designed to address a variety of controversies across pediatrics—diagnostics, medical management, therapeutics, research strategies, policy, and more—thereby creating opportunities for robust debate and audience participation through Q&A or technology-assisted live polling. It is expected 2-3 topics relevant to the target audience will be debated. Length: 1.5 or 2 hours

- **BASIC-CLINICAL-TRANSLATIONAL ROUNDTABLES** encourage collaboration between basic scientists, translational researchers, and clinicians who have addressed and advanced a pediatric healthcare challenge. Speakers will outline the clinical challenge and investigative approach to solution(s) that have improved/may improve care. Roundtables should provide an overview of new therapeutic applications and discuss related emerging mechanisms and biological effects being discovered. The overall aim is to identify areas that require further exploration to optimize therapies and develop novel directions for a particular disease focus. Length: 1.5 or 2 hours
- **PANEL DISCUSSIONS** by experts on timely pediatric issues with broad appeal provide an interesting and engaging learning opportunity for attendees. A good panel discussion is expected to be a well-choreographed performance with spontaneous audience participation. A moderator with subject area expertise, who is not a panelist, should be identified to effectively lead the discussion. Proposed panelists (typically 3-5) should synergize with the moderator's expertise to develop a list of discussion questions and learning objectives for the session. Length: 1.5 or 2 hours

MEET THE PROFESSOR BREAKFAST SESSIONS

Informal, interactive group discussions provide trainees and junior faculty a chance to meet senior academic physicians who can provide career guidance in their field. Length: 45 minutes

CLUBS (Limited to those that met during PAS 2018 Meeting)

Complete scientific and/or program content must be submitted to the Program Committee by the deadline. Length: Various

INDUSTRY SPONSORED SYMPOSIA

Educational programs planned by sponsoring companies/organizations; must be scheduled during time slots that do not compete with PAS programs or exhibit hours.

Scholarly Session Submission Guidelines

Call for Scholarly Sessions: Aug. 7 – Oct. 2, 2018

Prior to submission, **all Scholarly Session submitters must do the following:**

- Confirm that all speakers are available for the PAS 2019 Meeting dates (April 27-30, 2019) and are willing to participate and abide by [PAS Speaker Support Policies](#).
- Confirm that all speakers have logged on to the [PAS Program and Events Center](#) and have completed the Conflict of Interest/CME Disclosures. A proposal may be submitted before all disclosures are complete, but **all participants must complete the disclosures prior to the submission deadline**. It is the responsibility of the session organizer to ensure disclosures are complete.

Logging 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.

- Session Type
- 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).
- Description
- Objectives
- Target audience
- Tracks (select all that apply): Highlight the **Track**, then click the **+Selection(s)** button. It will populate in the **Response** section below the question (note that the system pops the cursor back to the top of the section after each track is added). **Tip**: add multiple tracks by holding down the **Control** button while highlighting the desired tracks, then click the **+Selection(s)** button to add all highlighted tracks at the same time.
- Which time block do you prefer? 90 or 120 min.
- Audience size – Please enter your best estimate of the expected number of attendees.
- Are you going to have a Q&A session? Y/N
- Q&A Session--If yes, provide details and anticipated length. Note: Defined Q&A time slots (often at the end of a session) must be added administratively; discussion/debate/roundtable formats may choose to integrate Q&A throughout the session.
- Society affiliation of submitter (of this session)
- Conflicting sessions: Please list no more than three MAJOR topics or events that should be avoided when scheduling. While we try to minimize scheduling conflicts, we cannot guarantee all of these will be avoided.
- Is there a Sabbath conflict for this session?
- Review the AV Guidelines at the top of the page. List any special AV or set requirements needed (visual aids, staging, special props, etc.)
- Would you be interested in having interactive audience polling/response capability in your session? Y/N
- If yes, please provide more details about the functionality you are interested in.
- Additional comments about this session (please do not repeat session description details)

After you have finished with this section, click **Save & Continue**. The program will prompt you to finish incomplete areas. You may click **Save** at any point.

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

Scholarly Sessions: Please only list Chairs and/or Contact Person(s) in Step 2. Add speakers or panelist names in Step 3.

Step 3: Speakers

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. For discussion/debate/roundtable formats, please approximate the amount of time each speaker may talk, recognizing that the actual discussion will be more informal.
- 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.)

Note: Please provide justification if speaker is a not a member of the APS, SPR, APA, AAP, ASPN, PES or PIDS or is international. See [PAS Meeting Speaker Support](#) guidelines for more information.

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.

The PAS 2019 Program Committee reviews all proposals and collaborates to build a high-quality program that provides outstanding scientific content and enhances the experience of our attendees. Scholarly Session notifications will be emailed on Nov. 9, 2018. The sessions will be scheduled in the following weeks; specific information about date and time for individual sessions will be emailed later in November.

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)