



Pediatric Academic Societies Meeting

April 29-May 6, 2020 | Philadelphia, PA

April 29-May 1 • Pre-Conference Events | May 2-5 • PAS Meeting | May 6 • Post-Conference Events

2020 PAS Meeting: Ancillary Event Submission Guidelines

Call for Ancillary Events: Aug. 6 – Oct. 2, 2019 \$350 administrative fee*

Call for Late Ancillary Events: Nov. 1, 2019 – March 2, 2020 \$450 administrative fee*

*An administrative fee is assessed for non-Partner/Alliance/Affiliate organizations.

Ancillary Event Policy – [click here for the complete Ancillary Event Policy](#)

How to submit an Ancillary Event Proposal

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

New users: Click "**Create an Account**" for all submissions to the PAS 2020 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**. 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.
2. You may create a new Session Proposal or view draft or submitted Session Proposals here.
3. There are four steps in the process:

Step 1: Type – Select Ancillary Event Proposal

Step 2: Content – The title, description, tracks, objectives, and other details

Step 3: Participants – Information about the Chairs and/or Contact Person

Optional: Speakers – Speaker information, presentation title, and duration

Step 4: Review and Submit – Review all details to ensure accuracy and completeness.

Be sure to complete Steps 1-3 (detailed below) and hit the final "submit" button after Step 4.

Ancillary Event Proposal Submission Steps and Details

Step 1: Type

Ancillary Event Proposals: Social/business events held in conjunction with PAS

Step 2: Content

Approved Ancillary Event Days and Times: Approved Ancillary Events, regardless of sponsoring organization, may take place only during the following times. Times are subject to change based upon adjustments to the official PAS Program schedule. **NEW in 2020:** 8 am – 10 am Ancillary Event Block added Saturday – Monday.

Wednesday	1 pm – 9 pm
Thursday	7 am – 10 pm
Friday	7 am – 10 pm
Saturday	6 am – 10 am, 7 pm – 11 pm
Sunday	6 am – 10 am, 11:30 am – 1 pm, 7 pm – 11 pm
Monday	6 am – 10 am, 11:30 am – 1 pm, 7 pm – 11 pm
Tuesday	6 am – 8 am, 11:30 am – 1 pm, 2:45 pm – 10 pm
Wednesday	6 am – 5 pm

Audio Visual Guidelines: Ancillary Events need to arrange for audiovisual equipment (projector, screen, microphone, etc.) directly with the PAS exclusive AV provider.

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

	Ancillary Events	Explanation
1	Session Role Name	Choices: Alumni Event, Breakfast, Luncheon Dinner, Business Meeting, Committee Meeting, Conference, 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 and avoid extraneous information.
4	Session submitter name	
5	Session submitter email	
6	Contact person for event details (room set, catering, AV)	Name of person who will manage planning for the event
7	Contact person email	
8	Is the event for a PAS partner/alliance/affiliate/society?	
9	Society affiliation(s) for this session (ctrl and click to mark multiple societies)	Click the appropriate affiliation(s) and press the +Selection(s) button. The society will appear in the Response section.
10	List name of organization/institution. An administrative fee is assessed for non-partner/alliance/affiliate organizations.	Fee payment site is located on Step 4 of the Session Proposal--click on the link.
11	Does your session have a financial sponsor?	
12	If yes, please provide sponsor name	
13	Audience size – Please enter your best estimate of the expected number of attendees.	Based on past attendance, or future estimates, please estimate the number of attendees--helps with allocation of rooms based on size
14	Will there be a separate RSVP or registration? Y/N	

15	Do you want the event publicized in the online guide and mobile app? Y/N	
16	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 room set preference in the Additional Comments box
17	First choice date selection?	1st preference for date
18	First choice start time selection? (must be during approved Ancillary Event times)	See Approved Ancillary Event Days and Times above
19	First choice end time selection?	
20	Second choice date selection? Date must be different than first choice.	
21	Second choice start time selection? (must be during approved Ancillary Event times)	See Approved Ancillary Event Days and Times above
22	Second choice end time selection?	
23	Food & beverage (catering) service?	If yes, organizers will be given contact information for the Hotel Representative and they will make arrangements directly with the Hotel.
24	Does your presentation require a sound connection (e.g., for embedded video)	
25	Ancillary Events need to arrange for audiovisual equipment (projector, screen, microphone, etc.) directly with the PAS exclusive vendor. Do you require AV? Y/N	
26	Additional comments about this session, including special room set needs (please do not repeat session description details)	Indicate any additional instructions not covered in other fields.

Step 3: Participants

- Click **+Add Participant** button
- Search for a person by entering first name or last name of Participant then click **Search**. You can also search by email address, but many duplicate accounts are created due to multiple variations of institutional emails.
- 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: For **Ancillary Events**, appropriate roles are Organizer and/or Contact Person(s) in Step 2. Speakers (if any) are added in Step 4.
- You may add more participants by repeating the same steps.
- Click **Save and Continue** once all Chairs/Contact Persons are added.

Optional: Speakers (Most Ancillary Sessions do not have Speakers; those that might: Breakfast, Luncheon, Dinner. Approval of speakers by PAS Program Chair required.)

Instructions for Adding a Speaker to Session Proposal

- Click **+Add Speaker** button.
- Enter **Title** of Speaker's presentation.

- Search for a person by entering first name or last name of Participant then click **Search**. You can also search by email address, but many duplicate accounts are created due to multiple variations of institutional emails.
- If that person is in the database, their name will appear. Click **+Add** on the left side of the name.
- If the correct name does not appear, click **Create Speaker** and enter all required information. Click **Submit Created Speaker**.
- Select or create the affiliated institution. If the institutional affiliation is not listed, create it by entering Name, City, State, and Country.
- 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**.

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**.
- If a payment is required, you will be directed to the payment site.
- You will receive email confirmation of the submission.
- Revisions can be made to all submitted Ancillary Event proposals until the **submission deadline: Wednesday, Oct. 2, 2019 11:59 pm EDT**.
- If changes must be made to the session proposal after submission, but before the deadline, return the session proposal to **Draft** status: log in, click on Session Proposal, scroll down to Submitted Proposals. Under **Action**, select **Return to Draft**. Make the necessary changes 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 2020 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. 8, 2019, with logistical details to follow. If you submit a proposal in the Late Ancillary Event period, you will be notified as soon as possible.

If you have questions regarding session proposals or the PAS 2020 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 Policy – [click here for the complete Ancillary Event Policy](#)

Key Planning Timeline – Ancillary Event – check the [PAS 2020 Meeting website](#) for updates.

August 6	Call Opens for all Ancillary Events
October 2	Call Closes for all Ancillary Events
November 1	Call Opens for Late Ancillary Events
November 8	Ancillary Event Notifications Emailed. Additional information about hotel assignment, room, day/time of the event, and contact information for A/V and catering needs will be sent at a later date.
March 2	All Ancillary Events requests close
TBD	Late Ancillary Event Notifications Emailed. This will include hotel assignment, room, 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).*

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

Cancellations

- Space cancellations must be received by **March 1, 2020**.
- Cancellations received on or before **March 1, 2020** will be removed from publication announcements. **Note:** *Your assigned contact person is responsible for informing your event attendees of the cancellation.*
- Cancellations received on or before **March 1, 2020**, for those sessions charged an administrative fee, will receive a full refund.

Marketing Guidelines

- Marketing may not be conducted prior to Ancillary Event approval. All promotional materials, including websites, brochures, social media postings, emails, and fliers, should use the PAS logo, name, text, or other marks in compliance with PAS guidelines. Event organizers are responsible for timely response to guidance from PAS regarding revisions or updates to marketing materials.

- 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



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