2020 PAS Meeting: Special Interest Group Submission Instructions

SIG Important Dates:
Call for Proposals: Aug. 6 – Oct. 2, 2019
Proposal Review and Selection: Oct. 4 – Dec. 4, 2019
Notification sent by email: Early December 2019

Special Interest Groups (SIG)
SIGs are informal sessions sponsored by the Academic Pediatric Association and are organized around specific areas of interest to academic and community pediatricians. Each session is planned by the SIG Chair and varies in format from informal discussions to guest speakers to research presentations. All SIGs in 2020 will be two hours.

APA SIG Topics

How to submit a SIG 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 it 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 Scientific Session Proposal
   - **Step 2: Content** – The title, description, workshop domain, tracks, objectives, and other details
   - **Step 3: Participants** – Information about the leaders, co-leaders and speakers
   - **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.

Prior to submission, all SIG submitters must do the following:
- Confirm that all participants are available for the PAS 2020 Meeting dates (May 2-5, 2020) and are willing to abide by PAS Speaker Support Policies.
- Confirm that all SIG participants 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, Oct. 2, 2019. It is the responsibility of the session organizer to ensure disclosures are complete.

- Failure to disclose may result in disqualification of non-compliant individuals from participation in this activity.

- Commercial Interest Employees: The use of employees of ACCME-defined commercial interests as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited.

Audiovisual Guidelines
A Complimentary Standard AV Package is provided in the Convention Center for

- APA SIGs*

The Standard AV Package includes LCD projector, screen, PC laptop (with sound connection to room speakers), and microphone(s) based on room size. Participants are required to use the PC laptop provided in the room. Presentation Mode is available on all laptops; personal laptops are not permitted.

Standard room set:

Small Session Room = 1 lectern mic (sound connection to room speakers is at the discretion of PAS and based on actual size of room)

Medium Room with stage = 1 lectern mic, 2 tabletop mics, 1-2 floor mics at the discretion of PAS

Large Room with stage = 1 lectern mic, 2 table mics, 2-4 floor mics at the discretion of PAS

* All APA SIGs will be assigned to the Convention Center during the PAS 2020 Meeting.

Proposal Submission Steps and Details

Step 1: Type
Select: Scientific Program Proposals: All scientific events – includes SIGs

Step 2: Content
Please fill out the fields with information about your proposal. There is a 2,500-character limit for each field (title of proposal limited to 500 characters).

<table>
<thead>
<tr>
<th>Special Interest Group</th>
<th>Special Interest Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Type</td>
<td>Title provided will be used for publication: please ensure accuracy. Title case preferred; do not use all caps. 500-character limit (brevity is appreciated).</td>
</tr>
<tr>
<td>Session Title</td>
<td>This is the public description of your session. What is your session about? What will be presented and by whom? Why would someone want to come to your session? Description provided will be used for publication purposes; please ensure accuracy. 2,500-character limit.</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Target Audience</td>
<td></td>
</tr>
<tr>
<td>Tracks (select all that apply)</td>
<td>To choose multiple tracks, click the first track, hold down the control key, click remaining track(s), then click +Selection(s). The tracks will appear in the Response section.</td>
</tr>
<tr>
<td>Audience size – Please enter your best estimate of the expected number of attendees.</td>
<td>Based on past attendance or future estimates, please estimate the attendees—this helps with allocation of rooms based on expected size</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Is there a Sabbath conflict for this session?</td>
<td>Saturday, Sunday, Both, N/A</td>
</tr>
<tr>
<td>Does your presentation require a sound connection (e.g., for embedded video) Y/N</td>
<td></td>
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<tr>
<td>Flip Charts</td>
<td>Yes/No - Quantity</td>
</tr>
<tr>
<td>Are posters being presented in this session? Y/N If yes, how many posters will be presented in total?</td>
<td></td>
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<tr>
<td>Are you interested in having interactive audience polling/response capability in this session? Y/N</td>
<td></td>
</tr>
<tr>
<td>Additional comments about this session, including special room set needs (please do not repeat session description details)</td>
<td></td>
</tr>
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**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 SIGs, **appropriate roles are** SIG Chair and/or SIG Speaker in Step 3. Please include **all participants** in this section; SIG submitters will not need to break out individual speaker presentations in a different section for PAS 2020.
- You may add more participants by repeating the same steps.
- Click **Save and Continue** once all Participants are added.

There will be no complimentary registrations offered for SIG chairs or speakers. All participants must be registrants of the PAS Annual Meeting.

**PAS 2020 Note:** SIG proposals will not need to list individual speakers and time slots in a separate section for PAS 2020. Please be sure all participants are listed in Step 3 and the full outline of the session is included in the Description field in Step 2. This should streamline the submission process significantly.

**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 Workshop proposals until the **submission deadline:** **Wednesday, Oct. 2, 2019 11:59 pm ET.**
• 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 folder 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 APA SIG chairs oversee the review of all proposals to provide outstanding scientific content and education experiences for our attendees. SIG notifications will be emailed in early December 2019. The sessions will be scheduled in the following weeks and specific information about date and time for individual sessions will be emailed later in the month.

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)