



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

Volunteer as a Reviewer or Moderator/Discussant

The energy, enthusiasm, and wisdom of volunteers is crucial to the success of the PAS Meeting. Volunteers help review and influence selection of scientific content, provide context to discussions, and make connections between participants. Volunteering presents an invaluable opportunity to contribute to the success of the meeting, while building professional connections and visibility.

Call for Volunteers: Sept. 4-Oct. 7, 2019

An open call for all types of volunteers. After Oct. 7, Program Committee members review and select volunteers in the various roles. Click [here](#) for more information.

The volunteer process for PAS 2020 has been streamlined—no more separate volunteer forms! Log in to the [PAS Program & Events Center](#), click on **Submission**, answer the questions for the volunteer types you're interested in, and you're all set to go.

Volunteer for Abstract Reviewer

- Reviewing for PAS is a great way to build skills as an abstract writer and critical reviewer of research.
- Notification of selection as a Reviewer occurs in November-December 2019.
- Abstracts assigned for review typically range from 25 to 40, depending on the category.
- **The active review period is Jan. 10-22, 2020.**
- IF YOU ARE UNABLE TO REVIEW DURING THIS TIME, PLEASE DO NOT SIGN UP TO BE A REVIEWER. We recommend you add these dates to your calendar as a reminder.
- Additional instructions concerning the review process will be provided to confirmed volunteers.

Volunteer for Workshop Reviewer

- Each reviewer will be assigned 5-15 proposals to review.
- Notification of selection as a Workshop Reviewer occurs in October 2019.
- **The active review period is Oct. 10-24, 2019.**
- IF YOU ARE UNABLE TO REVIEW DURING THIS TIME, PLEASE DO NOT SIGN UP TO BE A REVIEWER. We recommend you add these dates to your calendar as a reminder.
- Additional instructions concerning the review process will be provided to confirmed volunteers.
- See the [Workshop Proposal instructions for more information](#).

Volunteer for Moderator/Discussant

If selected, you will serve as a [Moderator](#) for a PAS platform session (6-8 abstracts presented) or as a [Moderator or Discussant](#) for an Oral Poster Symposium (12 abstracts discussed).

- Notification of selection as a Moderator/Discussant occurs in February; scheduling details are provided at the same time.
- Moderators/Discussants are active during the PAS 2020 Meeting, **May 2-5, 2020**. If you don't think you'll be able to attend the meeting, PLEASE DO NOT SIGN UP to be a Moderator/Discussant.

Volunteer for MOC 2 Reviewer

If selected, you will serve by reviewing MOC 2 reflective statements submitted by attendees after the PAS 2020 Meeting.

- Each reviewer will be assigned no more than 10 submissions, each having five reflective statements.
- You do not have to attend the PAS Meeting to be an MOC Reviewer.
- **The active review period is a two week window in June 2020, with a possible follow-up review period in mid-July.**
- Additional instructions concerning the review process will be provided to confirmed volunteers.

Conflict of Interest Disclosures (COI)

All volunteers must complete the Conflict of Interest/CME Disclosures **prior to the Call for Volunteers deadline, Oct. 7, 2019.**

- **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.**

Instructions for Volunteer Submissions

- Select **Create New Submission** (to the left)
- You can volunteer for all volunteer roles in the same form. Please answer the general questions and then choose the volunteer roles you are interested in.
- If you are not interested in volunteering for one (or more) of the volunteer roles, click No for the first question of that section and move on to the next section.
- Once steps are completed, click **Review and Submit** to submit your abstract.

Changes to your submitted volunteer form can be made before the **October 7, 2020** deadline by following these instructions:

1. Scroll down to the **Submissions** section and click the **Action** dropdown box. Select **Edit/Return to Draft**. Make your edits.
 2. Make sure to click **RESUBMIT** so that your submission is placed for consideration and selection.
- Notifications and correspondence will be sent to you at the email address associated with your PAS Program & Events Center (PPEC) account. You can log in to your PPEC account at any time to check on the status of your submissions. Copies of all correspondence in the PPEC can be obtained by clicking on **Messages** in the grey bar at the top right of your screen.
 - Important note: **Conflict of Interest (COI) Disclosures** are required for all PAS 2020 Meeting participants. Please make sure you have completed all disclosures--you can review this information by clicking on your name in the grey bar at the top right of your screen and then on Disclosures.

After Submitting Your Volunteer Information

You should receive a confirmation email from the PAS Program and Events Center (PPEC) after you submit your volunteer form. 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.

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)



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