



## 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

## Program Committee Guidelines/Structure

### BACKGROUND

In 1992, the Council of the APS/SPR in partnership with the APA developed a program committee to plan the content of the Annual Meeting. The AAP joined the partnership and, over the past several years, the committee has functioned well. The program has moved in new directions with the development of a broad-based scientific program that includes education as well as original science. The following has evolved as an effective and cohesive approach to planning the annual meeting.

### GOALS OF THE PROGRAM COMMITTEE

Specific aims and responsibilities of the program committee are as follows:

- 1) to enhance the educational component of the national meeting;
- 2) to provide ongoing assessment of the quality of the meeting so that there is continuity in planning and the opportunity for remodeling the meeting structure;
- 3) to increase the participation of the membership in the scientific review of abstracts and choice of speakers;
- 4) to assist in the coordination of the scientific program;
- 5) to enhance relationships with and participation of subspecialty societies.

### STRUCTURE OF THE COMMITTEE

The Councils of each sponsoring society (APS/SPR/APA/AAP) appoint a maximum of six members to the program committee: three officers (President, President-elect, Secretary-Treasurer) and three additional members of the respective societies who are coordinated to represent the broad aspects of academic pediatrics. Non-officer representatives serve three-year terms. Officer terms are based on their term of office within their society. The terms of office for all representatives begin in the summer preceding the annual meeting to be planned.

All members of the program committee participate in the planning the meeting, assessing the scientific materials submitted for presentation, and determining the overall structure of the meeting. Each society may appoint fewer members to the committee. The committee may also include representation from the alliance organizations that meet in conjunction with the PAS Meeting. The committee may invite ad hoc members to ensure broad-based representation of all aspects of academic pediatrics.

### FINANCIAL RESPONSIBILITY

Each society is responsible for the cost of its representatives to participate in the meetings of the program committee.

## **PLANNING SEQUENCE**

### **SPRING** – April/May

Pediatric Academic Societies Meeting

Committee has the option to meet to critique Pediatric Academic Societies Meeting. Committee members will be assigned to assess various components of the program and speakers.

### **FALL** - October

(Virtual) Planning/Assignments  
Program Committee Meeting

- Begin preliminary planning for next annual meeting.
- Discuss potential topics and various other program suggestions.
- Committee will be assigned to topic areas.
- Discuss and set the overall meeting structure.
- Identify and set invited components of programs (topics/speakers): State-of-the-art for plenary sessions and symposia and educational programming (workshops and mini courses).
- Identify topics for the original science programs.
- Committee members volunteer for or are assigned to various invited science program and original science topic responsibilities.
- Committee representatives work with session proposers to confirm speakers for programs.
- All invited lecture programs should be complete by October 24.

### **WINTER** - February

(In person-The Woodlands/Virtual option-international) Final Programming (Abstracts)  
Program Committee Meeting

- Organize final abstract programs: topic platform programs, poster symposia, posters.
- All moderators and featured speakers are finalized at this time. Final program assembly.