



## 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

### PAS 2020 | Society Leads Timeline

Society Lead “Action Required” Items in Bold

#### September

- 9/03 VIP Housing Leadership List and Membership Template requested. *ALL*
- 9/04 Call for Volunteers Begin
- **9/20 Society lead management PAS webpage goes live w/Timeline/Contact list/ Process Definitions/Hotel Block Request Form**
- **9/20 Completed Membership Template due. ALL**
- **9/20 Society lead management PAS webpage goes live w/Timeline/Contact list/ Process Definitions/Hotel Block Request Form**
- **9/27 Final block schedule review & confirmation request. ASPN and PIDS Only**
- **9/27 Confirmation of society special housing block confirmed & sent to Samantha at Spargo. AAP and APA Only (25 AAP / 30 APA )**

#### October

- 10/02 Call for Scholarly Sessions End
- 10/02 Call for Workshops and SIGS End
- **10/02 Society Non-Scientific Business Meeting/ Committee Meetings/ Shoulder Events are Due in PAS Program & Events Center. If full details are not yet available use placeholders (includes Presidential Plenaries). ALL**
  - 10/02 – 3/01 Non-Scientific Society Ancillary Events S1 Logistica/Programming. Updates by society leads can be made by accessing the change tracker. A PAS member will confirm when this update has been completed. *ALL*
- **10/02 VIP Housing Leadership List due. ALL**
- **10/02 Society Leads emailed and reminded of hotel directions Leadership will receive from PAS on 10/15.**
- **10/02 Society leads directed to begin complimentary registration entries via the Comp Reg Portal. All entries must be entered by October 29. Note – Housing VIP attendees will be entered by PAS.**
- 10/04 – 10/15 Scholarly Session Review
- 10/07 Call for Volunteers End
- **10/15 Soft Launch: VIP/PAS Leadership Early Registration and Housing Access**
  - **Leadership receives directional email from PAS**
- 10/16 Scholarly Session Selection Begin
- 10/23 PC Call – Scholarly Session Finalization

- 10/23 Scholarly Session Selection End
- 10/24 Workshop and SIG Review End
- 10/25 PC Reviews and Selects Volunteers Begin
- 10/28 – 11/18 Workshop Selection
- 10/29 - **Complimentary Registration attendees must be entered in the Comp Reg Portal. ALL**
- 10/30 – 1/06/20 Call for Abstracts

## November

- **11/1 Call for Late Ancillary Events**
- **11/5 PAS 2020 Housing and Registration Opens ALL**
  - **Protected Blocks in Place for Societies**
  - **Book Housing Reminder ALL**
- 11/8 Non-Scientific event notifications sent
- 11/15 (TENTATIVE) First round of preliminary programming available via Searchable/Printable Program Guide (Phoenix)

## December

- 12/04 PC Reviews and Selects Volunteers End
- 12/05 Reviewer Adjustment and Assignment Process Begin
- **12/06 FIRST round notifications – Society Ancillary Event review of logistics related to catering, AV, billing, marketing, special session requests, and Room Setup Confirmation. – REVIEW & MAKE NEEDED UPDATES . ALL**

## January 2020

- 1/04 Reviewer Adjustment and Assignment Process End
- 1/10 Abstract Review Begin
- 1/22 Abstract Review End
- 1/24 Abstract Selection Begin
- 1/24 Moderators/Facilitators Assigned Begin
- 1/29 **SECOND round notifications – Society Ancillary Event review of logistics related to catering, AV, billing, marketing, special session requests, and Room Setup Confirmation. REVIEW & MAKE NEEDED UPDATES. ALL**

## February:

- 2/05 Abstract Selection End
- 2/05 Moderators/Facilitators Assigned End
- 2/08 PC Meeting – Abstract and Schedule Finalization
- **2/14 First round of catering orders due. ALL**
- **2/14 Society Staff Lists for confirmation of hotel booking, complimentary registration needs and billing. Travel dates provided. DUE ALL M6**

- **2/28 VIP leadership blocks for Council Members/Board Members/Leadership housing needs due to Samantha at Spargo. AAP & APA ONLY**

### **March:**

- **3/2 Late Non Scientific entries due. PROGRAM & EVENTS CENTER CLOSE DATE. ALL**
- 3/02 – App Release Date (Tentative)
- **3/02 Pocket Guide Ad Confirmed with Jaclyn**
- 3/16 Speaker Portal LIVE (Tentative)
- **3/16 FINAL PAS MASTER LOGISTICAL SESSIONS SPREADSHEET SENT FOR REVIEW & FINAL APPROVAL. FINAL CATERING ORDERS DUE TO COTERIE SPARK. ALL M6**
- **ACTION: 3/16 – Social Media Posts due to Amber**
- **3/22/19 Final master logistical session needs sent to Freeman, Convention Center, and Hotel Venues for fulfillment. LOGISTICAL PLANNING PRE-MEETING COMPLETE. ALL M6**
- 3/23 PAS staff/Society staff hotel room confirmations sent by Samantha (If not already sent). VIP leadership blocks confirmations sent by Samantha (If not already sent. To include any updates between 3/01 – 3/22 that came directly from society leads to Samantha.
- **3/30 Photography requests & ALL final signage requests due**
- 3/30 AAP, APA, PIDS special awardee for abstract selection

### **April:**

- **4/03 Society Special Housing block closes. VIP Leadership Blocks and society special requests DUE to Samantha.**
- **Society Staff/Special Guest Lists due for final registration, billing and badge coding sent to Amber Fraley.**
- 4/13 Independent Speaker benefits session list
- **4/20 Begin notifying all members attending meeting to contact Anne Perch at Baylor for information on CME Credits - also posted on [www.pasmeeting.org](http://www.pasmeeting.org)**