



Ancillary Event Submission Guide

Ancillary Event Important Dates:

Call for Ancillary Events: Aug. 1, 2024 - Mar. 3, 2025

Notification sent by email: March 12, 2025

Priority room assignments will be given to those submitted by September 18, 2024.

PAS charges a one-time \$350 administration fee for ancillary events submitted by September 18, 2024. The administration fee for submissions following September 18 will be \$450. Note: This fee does not apply to any ancillary event planned or sponsored by a PAS Partner or Alliance organization.

- Access the [Ancillary Event Submission website](#) to begin the submission process.
 - ◆ If this is your first submission for 2025 click “Join Now” under the “New User” section. You will be required to complete the privacy notice. If you have already submitted previously, use your existing login information to create another submission.
- Complete your account profile if you have not done so already for a previous submission.
- Create your Ancillary Event Submission.

 [Click here to begin a new ancillary event](#)

- ◆ Provide your Session Title and select your event type.
 - ◆ If your session is by invitation only, please make sure this is noted in the title (for example: “By Invitation Only”).
 - ◆ Please use title casing, the title will be published in the program guide as entered.
- Task List (tasks must be completed in order)
 1. Download the [Submission Guidelines](#) document. Click “Continue to Tasks”.
 2. Insert your [Description of Ancillary Event](#). This description will be published in the program guide as entered. Click “Continue”.
 3. Confirm your [Contact Person](#). This will be the person PAS will reach out to for event details (room set, catering, AV). Click “Complete” to continue.
 4. Complete the [Ancillary Event Details](#). Click “Submit” to continue.
 5. Click [Ancillary Event Payment](#) and insert your payment method. Click “Submit” to complete. PAS charges a one-time \$350 administration fee for ancillary events submitted by September 18, 2024. The administration fee for submissions following September 18 will be \$450. Note: This fee does not apply to any ancillary event planned or sponsored by a PAS Partner or Alliance organization.
 - **SUBMIT!**

From the Task List page, you will now see all green checkmarks. Select “Continue to Submit”. Then, hit ‘Submit’ on the next page to complete your submission. You will receive an email notification that you have successfully submitted.

If you have questions or need assistance, please email info@pas-meeting.org.