



## Works in Progress Posters Submission Guide

**Only the Presenting Author/First Author may submit due to DEI requirements.**

**Important Dates:** Call closes November 4, 2024, at 11:59 pm CT

Call for Works in Progress Posters: August 15 – November 4, 2024

Works in Progress Review: November 12 - December 1, 2024

Works in Progress Selection: December 11 – December 30, 2024

Notification sent by email: January 15, 2025

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Please use the Works in Progress Poster submission site **ONLY** if your abstract meets the following criteria:

- You are a Trainee, Resident, or Fellow.
- You are the Presenting and First Author for this submission.
- Your mentor is a co-author for this submission.
- Your submission includes a completed Background, Objective, Design/Methods.
- Your Datasets and Results are incomplete as of today but will be complete by April 1, 2025

If you do not meet ALL criteria above, please proceed to the [PAS Abstract Submission Site](#).

Failure to submit to the correct Submission Site will result in your abstract not being accepted for presentation at PAS. If you are uncertain, please contact [info@pasmeeting.org](mailto:info@pasmeeting.org).

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- Access the [Works in Progress Submission Website](#) to begin the submission process.
  - ◆ If this is your *first abstract 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 an abstract for review, use your existing login information to create another abstract session submission.
- Complete your account profile.
- Create your Works in Progress Poster.
  -  [Click here to begin a new works in progress poster](#)
  - ◆ Complete the required information for the Works in Progress Poster Title.
    - Please use title casing, the title will be published in the program guide as entered.
    - Click “Submit.”
- Task List (tasks must be completed in order)
  1. Complete the [Works in Progress Poster Submission Criteria](#).
  2. Download the [Submission Guidelines](#) document.
    - Click the red "Submission Guidelines" button.
    - Click "Continue to Tasks".



3. Download the **Important Works in Progress Poster Information** document.
  - Click the red "Important Abstract Information" button.
  - By selecting the button, you acknowledge you have reviewed the document.
  - Click "Continue to Tasks".
4. Read and accept the **Acknowledgement of Presenting Author/Co-Author Requirements**.
  - The presenting author and all co-authors **MUST COMPLETE** their Author Information and Conflict of Interest (COI) Disclosures before you can submit.
  - Check the acknowledgement box to agree with the statement.
  - Complete with your electronic signature.
  - Click "Submit Agreement".

**Note:** For extra assurance, please notify the authors that you are adding them to the system and that they will receive an email prompting them to complete the required information.
5. Insert **Works in Progress Poster Information**.
  - The total character count is 2,080 and includes spaces. Tables and images are not included in the character count.
  - HTML cannot be used in your submission.
  - TOPIC: It is vital that you review the [topic list](#) and select the best topic. This will ensure your Works in Progress Poster is assigned to reviewers with appropriate expertise. For topic and subtopic definitions, [click here](#).
  - Enter all required information noting:
    - Background
    - Objective
    - Design/methods -This section should detail IRB required approvals, how the study is being conducted, data analysis plan, and timeline.
  - Once all required information has been entered, click "Continue".
  - Please note that you can always see your character count by returning to the task list page.

#### [Jaclyn's Test](#)

Works in Progress Poster ID: 1600972

Session Type: Works in Progress Poster Submission

Works in Progress Poster Status: Active

Works in Progress Poster character count: 0 / 2,080

# PAS 2025

PEDIATRIC ACADEMIC SOCIETIES MEETING

APRIL 24-28, 2025  
HONOLULU, HAWAII

6. Insert **Additional Works in Progress Poster Details**.

- Share if your submission involves one or more specialties or disciplines and involves family perspectives (if applicable).
- Share if your submission involved the perspective(s) of patients and/or families represented
- Indicate if you would like to apply for an award.
- Click "Complete Task".

7. Insert your **Author Information**.

**Edit your profile**

- You will be automatically listed as the Presenting Author. **Due to DEI requirements, you must remain listed as the presenting author.**
- If you are also the First Author, you can select that role when editing your profile.
- Click the 'Edit Profile' button under your name to complete your profile.
- Once you have completed all required information you will see a green checkmark which indicates that your profile is complete.

**Add Your Co-Authors**

- In speaker order, enter co-authors first name, last name, email address, and select their role(s).
- Click "Add Author"
- If there are multiple authors use the up/down arrows to arrange the order that authors will be displayed in the online program guide. The first author should be displayed first.
- **Note:** To avoid creating duplicate accounts, submitting authors should check with all co-authors to **confirm the preferred email addresses** to use. Many institutions have multiple variations for their emails, so confirming emails in advance streamlines many future steps.



**Invite your Co-Authors:**

- Click "Invite" to send an automatic email directing co-authors to complete their tasks. This invitation includes ALL required tasks.
- Each co-author must complete their Author Information and COI before the submission may be completed.
- **For extra assurance, please notify authors you have added them to the system and that they need to complete the required information. They should locate the email sent from info@pas-meeting.org with the subject: Important: You Have Outstanding Tasks for a PAS Works in Progress Poster Submission.** If authors do not receive the email, please ask them to check their inbox's junk/spam section. If it is not in their spam folder, please confirm their preferred email, delete them from the task, and re-add them.
- The system allows you to invite them to complete their required tasks as many times as you choose by clicking the "Invite" button.

## Save and Continue:

- You cannot complete this task until each co-author completes their profile!
- If you click “Save Authors” prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **Navigate to the top of the website and click “tasks”**. Your information is saved despite the button not advancing you.

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### 8. Edit your **Presenting/First Author Information**.

- To Edit, click the green "Edit Form" button under your name, update all fields, and click "Continue".
- A green check mark indicates a complete profile.

### 9. **Conflict of Interest (COI) Disclosures**.

- Click “Edit” under your name to complete your COI.
- Each co-author must complete their COI before the submission may be completed.
- Once all co-authors have completed their COI and a green check mark is shown beside each name, click 'Save Disclosures' to complete the task.
- You cannot complete this task until each co-author completes their COI!
- If you click ‘Save Disclosures’ prior to all green check marks appearing, you will get an error message.

Your form contains 1 error, see details below.

- To complete the rest of your tasks, **Navigate to the top of the website and click “tasks”**. Your information is saved despite the “Save Disclosures” button not advancing you.

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- Once co-author profiles are complete you will be notified.
- Log back into the [Works in Progress Submission Website](#) and access the task.
- A green checkmark will correspond with each completed COI.

Ashlen Novak

PAS, Pediatric Academic Societies (PAS) Meeting

Form Completed ✓

Edit Ashlen Novak's Form

- Click “Save Disclosures” to complete the task.
- Once this task is complete, a green check mark will appear.

### 10. **Acknowledgment of Attendance**.

- Please read & check the acknowledgment box to agree with the statement.
- Sign the Statement.
- Click “Submit Agreement”

### 11. Complete **Payment** Task.

- Enter Credit Card Information
- Click “Submit Payment.”



★ **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 it.

**If you have questions or need assistance, please email [info@pas-meeting.org](mailto:info@pas-meeting.org)**