



Important Information for Abstracts & Works In Progress Poster Submitters

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

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

Review: November 12 - December 1, 2024

Selection: December 11 – December 30, 2024

Notification sent by email: January 15, 2025

Only the Presenting Author may submit, due to DEI requirements.

Please note that you cannot finish your submission until each author/co-author have completed their author information and COI.

General Information for Abstracts

- Character count is 2,600 – includes spaces; excludes title, author's name, institution, and upload of tables and images. The submission site will not allow submission if you exceed the maximum number of characters.
- A fee of USD 100.00 is required for each submission, payable by credit card ONLY.
- This fee is non-refundable and does not apply towards your PAS registration if accepted.
- Sponsorship by a society member is NOT required to submit an abstract.
- All abstracts will undergo peer review and scoring.
- There are no Late-Breaker abstracts in 2025.
- Refer to additional [Tips for Quality Abstracts](#) – including reviewer criteria.

General Information for Works in Progress Posters

- Character count is 2,080 – includes spaces; excludes title, author's name, and institution. The submission site will not allow submission if you exceed the maximum number of characters.
- Please submit a Works in Progress Poster 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, 2024
- 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 to be presented at PAS. If you are uncertain, please contact [PAS Info](#).
- Only the Presenting Author/First Author may submit due to DEI requirements.
- A fee of USD 100.00 is required for each submission payable by credit card ONLY.
- This fee is non-refundable and does not apply towards your PAS registration if accepted.



PEDIATRIC ACADEMIC SOCIETIES (PAS) ACADEMIC ETHICS POLICY and SUBMISSION GUIDELINES

This policy provides guidelines regarding PAS's expectations as to submissions for presentations at the PAS Meeting regardless of session format. PAS strives to ensure presentations at the PAS Meeting are presented with the utmost ethical conduct and are free from any conflicts of interest. PAS is committed to fostering an environment where all PAS Meeting participants maintain the highest ethical and academic standards and where all conflicts of interest are fully and openly disclosed. PAS will proactively monitor, compare and analyze submissions to ensure compliance with PAS abstract submission guidelines and this policy. Failure to follow this policy may result in the immediate rejection of such submission.

Submission Guidelines

- Without regard to session format, submissions made for presentation at the PAS Meeting should adhere to PAS Meeting Submission Guidelines as posted on the PAS Meeting website.
- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, redundant or highly similar abstracts with only minimal changes in the abstract title or minor changes in data analysis or minor additions/changes in included data from the same investigator(s) or laboratory is strongly discouraged. Such submissions may result in the rejection of all abstracts that are deemed to be in violation of PAS guidelines; rejection may occur prior to, during, or after review, even if submitted to different topic.
- Previously submitted and rejected abstracts should **not** be resubmitted with only minimal or no changes. Such submissions may result in rejection prior to, during, or after review. Previously submitted Scholarly Sessions or Workshops that have been accepted or rejected, may be resubmitted.
- Abstracts submitted to the immediate past PAS can be resubmitted with updated findings if they have not been published in manuscript form prior to resubmission.
- The same Work in Progress (WIP) Abstract may not be presented at successive PAS Meetings. Previously accepted WIP Abstract projects that have then been completed may be presented at future PAS Meetings if significant new data or results are available at the time of submission.
- Abstracts submitted and/or presented at other Societies' or national meetings since the prior PAS Meeting may be submitted to the PAS Meeting for consideration. Abstracts presented at the last PAS Meeting may not be submitted.
- Abstracts should not be submitted if accepted for publication.
- Research published in manuscript form prior to the submission of the abstract is not appropriate and should not be submitted. Abstracts that describe work that has been **submitted as a manuscript** or is **a manuscript in revision** may be submitted. Authors do not need to take any action if they receive notification of acceptance for publication following submission to PAS.
- Research accepted for publication after submission and acceptance by the PAS may be presented at the PAS Meeting for which it was chosen.
- Upon submission, the submitting author verifies that **all** authors have agreed to the submission.
- Reviewer scores and comments are confidential and are not available to individuals (including authors) except through official PAS communications.
- The decision of the Program Committee to accept or decline any submission is final

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- The assignment of presentation format for accepted submissions (for example, platform, plenary or poster session, poster symposium) is at the sole decision of the PAS Program Committee.
- If your submission is accepted, all presenters must give permission for their presentations to be recorded and for the recording to be used for academic purposes by Pediatric Academic Societies, Inc. (PAS). This includes authorizing PAS to reproduce any and all video/audio recordings that are made of the participants during this event, without further compensation. The recordings will be made available only to registered participants.
- An Abstract accepted for PAS may be presented only once at the PAS Meeting for which it was accepted, inclusive of all pre-conference, program, and ancillary events. Presenting authors speaking in multiple PAS sessions may reference the same work or data but should not give redundant, materially overlapping, Abstract presentations.
- Abstracts presented at any PAS session, inclusive of all pre-conference, program, and ancillary events, may only be drawn from the official PAS Call for Abstracts. Auxiliary or independent content calls by groups participating in PAS are not permitted unless reviewed and approved by the PAS Program Chair prior to the call opening.
- The PAS Office will gather from all accepted Abstract presenters a confirmation of all sessions, inclusive of pre-conference and ancillary events, in which they will be speaking and affirm the presentations are not redundant, materially overlapping, Abstract presentations. The PAS Office may utilize filters, AI, software or other technology or methods to aid compliance monitoring. Violations will follow the existing PAS [Academic Ethics](#) procedures.

Publication of Submissions

- All submissions, if accepted for presentation, will be published in the PAS Program Guide.

Ethical Conduct & Conflict of Interest

Regardless of the session format, PAS expects:

- should be free of plagiarism, and misrepresentation and should align with the standards for research or academic work expressed by the home institution of submitting author(s) or presenter(s).
- All authors of submissions must complete and submit Conflict of Interest Disclosures (COI) in accordance with PAS timelines and procedures. The submitting author should alert her/his colleagues about this requirement.
- If the submission is accepted for presentation, all authors must attest that they and the submission are in compliance with the PAS Policy on Academic Ethics Policy and Submission Guidelines.
- If the submission is accepted for presentation, all authors must attest whether they have previously been found in violation of the PAS [Code of Conduct Policy](#).
- Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study. Even if indicated elsewhere in the submission, this must appear as the last sentence and read “funded by...” and/or “equity in...” if pertinent. Required text is excluded from submission character count limits.
- The text required by a granting agency acknowledging funding or support is excluded from submission character count limits.



Reporting Ethical Conduct or Conflict Of Interest Concerns or Violations

Any individual who believes the research, content, information, or data contained in a presentation within the PAS Meeting program:

- violates the intellectual property rights of another and/or
- was or may be presented without full disclosure of all conflicts of interest by the submitting or presenting party(ies)

should file a complaint with the PAS Program Chair by contacting the PAS Office at info@pas-meeting.org or 346.258.6216.

Complaints will be reviewed by the PAS Program Chair in consultation with an ad hoc committee comprised of the PAS Program Committee Chair-elect and up to two relevant subject matter experts drawn from the PAS Program Committee.

Consequences of Violations

Following consultation with the ad hoc advisory committee, the PAS Program Chair will communicate the outcome and decision to the individual(s) who completed the submission. If a violation of this policy is found, actions taken against such individual(s) may include:

- Rejection of the submission
- First offense, minor: Warning with a reminder of submission guidelines and policy requirements
- First offense, major: Prohibited from submission, presentation, or attendance for the three PAS Meetings following violation
- Second offense: Prohibited from submission, presentation, or attendance for the three PAS Meetings following violation

All decisions of the ad hoc advisory committee shall be final.

Notwithstanding the above, if PAS, in its reasonable judgment, determines an individual has violated this policy in an egregious or flagrant manner, PAS may, without regard to the above tiers, bar the individual from the participation of any kind in any future PAS Meetings. PAS reserves the right to immediately remove:

- any Meeting participant whose actions violate this policy
- any content or materials related to violations of this policy
- and to cancel any related presentations if PAS, in its reasonable judgment, deems such presentations a risk to its ability to conduct a meeting free of ethical violations or conflicts of interest.



NOTES:

- For information regarding the conduct expected of attendees of the PAS Meeting, please refer to the PAS Meeting Participant [Code of Conduct Policy](#).
- APA may continue to conduct a separate Abstract call for its existing APA QI Pre-conference at the PAS Meeting and is aware CME provider Baylor may discontinue CME credit.
- If the APA anticipates a change to the Abstract call practices or scope for the APA QI Pre-conference, the APA is asked to alert the PAS Program Chair to facilitate coordinated program planning.

Conflict of Interest Disclosures

As the accredited provider for this activity, Baylor College of Medicine requires that conference content, faculty presentations, discussions and educational materials comply with the appropriate standards and must ensure balance, independence, objectivity, and scientific rigor in all its individually sponsored education activities.

All individuals in a position to control the content of a Continuing Education (CE) activity (planners, chairs, presenters, authors, reviewers, etc.) must disclose all financial relationships with ineligible companies they have had in the **past 24 months** to the CE provider using the Conflict of Interest (COI) Disclosure Form. Individuals who fail or refuse to provide this information will be disqualified from involvement in the planning and implementing of this activity.

Due to recent updates to the [ACCME Standards for Integrity and Independence in Accredited Continuing Education](#) (opens new window), for those submitting for any CME accredited sessions, disclosures completed by each co-author must accompany the submission. Sessions with incomplete or missing disclosures will not be able to be submitted. The submitter is responsible for ensuring that each co-author is aware of and has complied with the disclosure requirement before submission.

Ineligible Organization Owners or Employees:

- The ACCME **prohibits*** owners or employees of ACCME-defined ineligible organizations from serving in roles where they are in a position to control the content of accredited CME.
 - **There are three exceptions to this exclusion — employees of ineligible companies can participate as planners or faculty** in these specific situations:*
 - *When the content of the activity is not related to the business lines or products of their employer/company.*
 - *When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.*
 - *When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.*
 - ***There are no exceptions for reviewers. The use of employees of ACCME-defined ineligible organizations in the role of reviewer is prohibited.*
- **Failure to fully disclose may result in disqualification of non-compliant individuals from participation in this activity.**
- Submitting author verifies, upon submission, that all authors have agreed to the submission of the abstract.
- The session or abstract submitter is responsible for ensuring her/his colleagues are aware of and comply with the disclosure requirement.
- **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

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content of accredited CME is prohibited.

- Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study.
- Only the session or abstract submitter can see the session/abstract in his/her account, although the additional participants/authors are linked to the abstract in the system. The COI applies to any work an author has been involved in that will be presented at PAS.

Notification of Receipt and Acceptance

- Notification of receipt will be automatically emailed to the contact author upon submission of the abstract.
- Notification of Abstract Decision (accept/reject) status will be emailed to the contact author listed on the abstract on January 15, 2025.

Revisions after submitting an abstract

- Revisions can be made to all submitted abstracts until the **submission deadline: Nov. 4, 2024, 11:59 pm CT.**
- If changes must be made to the abstract after submission, but **before** the deadline, edit the submitted Abstract in the submission site and re-submit. **If you do not resubmit the abstract, it will not be considered for the PAS 2025 Meeting.**

Award Consideration and Selection

Information regarding the awards for 2025, their eligibility criteria, and the award process can be found during your submission. Only abstracts accepted for presentation are considered for awards.

Steps to apply for an award:

1. Submit an abstract to the submission site.
2. Indicate your interest in applying for an award.
3. Complete the required information for the respective award.
4. Upload all required supplemental materials (as indicated in the submission site.)

While you are welcome to apply for more than one award, required information and possible supplemental materials are required for EACH award for which you have indicated an interest.

PAS Trainee Travel Grants Program

The Pediatric Academic Societies will award trainee grants to participate in the PAS 2025 Meeting. Indicate your interest by checking the PAS Trainee Travel Grant box in the submission site when applying for awards. Awardees will be selected based on the quality of their PAS abstract; the presenting author must be a trainee. Awardee notifications will be sent in mid-January 2025.

For additional information please contact the PAS Info at 346.258.6216 or email at info@pasmeeting.org



Abstract Presentations

- Platform sessions are 90 minutes long. Presentations are 15-minutes (10 minute/presentation; 5 minute/discussion).
- Poster symposium sessions are 90 minutes in length and consist of a poster viewing period followed by a formal presentation or discussion period. Session moderators determine the presentation or discussion format for poster symposium sessions.
- Poster sessions are two-three hours in length and consist of a general viewing and author attendance period.
- Detailed instructions for the preparation of slides and posters, as well as scheduling notices, will be provided to the contact author with the presentation notification in January.
- The complete schedule of all abstract presentations will be finalized by the close of February.

Works in Progress Posters Presentations

- Works in Progress Poster Submissions that are accepted will be part of a PAS 2025 poster session.

Questions: Please contact the PAS Office for any questions regarding your abstract or PAS 2025 at info@pasmeeting.org or 346.258.6216.

Citation of Abstracts

Abstracts are published in electronic format only. For purposes of citation, please use E-PAS2025: Publication number. The publication number will be available in the 2025 Online Program guide starting May 2025.

- 2025 example citation: E-PAS2025:5555.543