



APA & PAS SIG Submission Guide

APA and PAS SIG Important Dates: Call closes Sept. 18 at 11:59 pm CT

Call for SIGs: Aug. 1 - Sept. 18, 2024

SIG Review & Selection: Sept. 26 - Oct. 14, 2024

Notification sent by email: Oct. 23 - 25, 2024

Important Information Before Submitting:

- ALL PAS and APA SIG organizers **MUST** provide PAS a full agenda with speaker names and presentation titles during the submission window or they will not be allowed to participate.
- PAS Abstracts in a SIG:
 - ◆ **New:** To streamline PAS operations, once PAS has the finalized list of accepted abstracts that will present in an oral abstract session, PAS will send a form to APA SIG Chairs to let us know if they would like to see the oral abstracts that indicated they would like to be considered to present in their SIG. If a Chair completes the form, PAS will then send opted-in abstracts to them, and require that they confirm their final agendas with abstracts and how the presentation differs from their accepted oral abstract presentation. Once received they will get an official acceptance that their final agenda has been added to the PAS program guide.
 - ◆ This process will take place between mid-January and March 15.

Begin your Submission:

- Access the [APA & PAS SIG Submission website](#) to begin the submission process.
 - ◆ If this is your first submission click "Join Now" under the "New User" section. You will be required to complete the privacy notice. If you have already submitted, use your existing login information to create another session submission.
- Complete your account profile if you have not done so already for a previous submission.
- Click to begin your APA or PAS SIG Submission.

 [Click here to begin a new submission](#)

- ◆ Provide your SIG Title & select if your session is an APA or PAS SIG.
- ◆ SIG Title should start with "**APA SIG:**" or "**PAS SIG:**"
- ◆ Please use title casing, the title will be published in the program guide as entered.
- ◆ Select if you are submitting an APA SIG or PAS SIG.
- ◆ Once complete click "Submit".



→ Task List (tasks must be completed in order)

1. Download the [Submission Guidelines](#) document. Click “Continue to Tasks”.
2. Read and accept the [Acknowledgement of Participant Requirements](#) and complete with your electronic signature. Click “Submit Agreement”.
3. Insert your [Session Description](#). Indicate your SIG in the dropdown and list your description. *Please use title casing; the description will be published in the program guide as entered and should include details about each speaker’s presentation.* Click “Continue”.
4. Insert your [Learning Objectives](#). Click “Continue”.
5. Add [Participant Information](#)

Edit your profile:

- You are listed as a submitter under the participant list.
- Click the 'Edit Profile' button under your name to complete your profile.
- If you are also a speaker or chair, you can add additional roles when editing your profile.
- If you are a speaker as well as another role, please place yourself in speaker order. If you are a submitter who is not presenting, please place yourself before the speakers.
- Once you have completed all required information, you will see a green checkmark, which indicates that *your* profile is complete.

Add your participants:

NOTE: It is best to have your session agenda drafted before you start this task to assist you with entering your correct speaker order.

- In speaker order, enter participant's first name, last name, email address, and select their role(s).
- If a chair is also speaking, check both Speaker and Chair roles.
- Click “Add Participant.”
- If you did not enter in speaker order, use the arrows next to each name to change the order that they will be listed in the program.



Invite your participants:

- Click “Invite” to send an automatic email directing participants to complete their tasks. This invitation includes ALL required tasks they need to complete.
- Each participant must complete their profile, COI, and acknowledgement before the submission may be completed.
- **For extra assurance, please notify participants 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 SIG Submission”.* If participants do not receive the email please ask them to check the junk/spam section of their inbox.
- The system allows you to invite them to complete their required tasks as many times as you choose by clicking the “Invite” button.

Important:

- You cannot complete this task until each participant completes their profile!
- If you click ‘Save Participants’ 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 participants button not advancing you.

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Participant Information Task for 'Testing-Workshop'

- Once participant profiles are complete you will be notified.
- Log back into the [APA & PAS SIG Submission website](#) and access the task.
- A green checkmark will correspond with each completed profile.



Ashlen Novak

PAS, Pediatric Academic Societies (PAS) Meeting

Profile completed

Roles: Submitter, Leader

- Click 'Save Participants' to complete the task.
6. Update your **Conflict of Interest (COI) Disclosure**, complete with your electronic signature.
- You cannot complete this task until each participant 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.
 - Once participant profiles are complete you will be notified.
 - Log back into the [APA & PAS SIG Submission website](#) and access the task.
 - A green checkmark will correspond with each completed COI.
 - Click 'Save Disclosures' to complete the task.
7. Provide your **Presentation Titles and Durations**.
- Please have your session agenda drafted before you enter it into this task. You can edit the order of speakers by going back to the "Participant Information" task and ordering them using the arrows to the right of each speaker name.

Entering speaker presentation and duration

- Speakers should appear below in order that they will speak.
- Please note: Speakers can only be assigned one time.
- Click on 'Edit Form' next to each speaker, fill in the title of their presentation and duration (in minutes). You'll repeat this for each speaker.

Speakers missing or out of order?

- If speakers are not appearing in the correct order, go back to tasks (scroll up to the blue

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PEDIATRIC ACADEMIC SOCIETIES MEETING

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bar at top of page) and edit the Participation Information task.

- Speakers can be re-ordered by using the up/down arrows next to each name.
 - If you do not see a speaker listed, you'll need to add them and/or make sure you have their role checked as Speaker.
 - Click 'Complete Task' after all speakers' presentation titles and durations have been entered.
8. Complete the [APA or PAS SIG Questions](#) and click "Continue".
9. Provide the [Acknowledgement of Attendance](#), complete with your electronic signature.
- You cannot complete this task until each participant completes their Acknowledgement!
 - If you click 'Complete Task' 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 complete task button not advancing you.
 - Once participant acknowledgements are complete you will be notified.
 - Log back into the [APA & PAS SIG Submission website](#) and access the task.
 - A green checkmark will correspond with each completed acknowledgement.
 - Click 'Save Disclosures' to complete the task.

→ **Remember:**

You will receive an email after EACH participant has completed their required tasks. Once an email has been received from every participant, log back into [APA & PAS SIG Submission website](#) and access the Participant Information, COI, and Acknowledgement tasks. You will notice a green check mark shown under each participant's name now that they have completed their tasks. You are required to go back into each, and complete these tasks, after each participant shows a green checkmark.

★ **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