



Scholarly Session and Abstracts Program Committee Member Roles and Responsibilities for PAS 2025

1. Scholarly Sessions

- **Call for Scholarly Sessions: August 1 - September 18, 2024.**
All speakers must be confirmed by the session chair at the time of submission.
- Review Scholarly Session proposals **September 23 - October 7, 2024.**
- A program committee member from each society will be appointed as the lead contact for Scholarly Session proposal selection.
- A random drawing will occur for the order of selection, and a date and time will be assigned for each society's selection.
- **Selections occur from Oct. 7-10.** Each society should provide the allotted number of proposal selections and a program committee representative contact that will ensure that the program is formalized appropriately and the final program maintains the content and quality for which it was selected. Selections will be posted in real-time via the PAS website.
- During the **October 17 Program Committee Meeting**
 - Any final adjustments to selections will occur
 - Abstract Coordinating Chairs appointed/confirmed
- After the **October 17 Program Committee Meeting**
 - The Program Committee Leadership Team will select up to six sessions
 - Scholarly Session notification invitations will be sent between **October 23-25.**
 - Session Scheduling will be distributed for approval in January 2025.

2. Abstracts

- **Call for Volunteers: Reviewers and Moderators May 3 - September 18**
A "Call for Volunteers" solicitation is distributed to the memberships of the participating societies and to participants of past meetings. Individuals may volunteer as an abstract reviewer, workshop reviewer, MOC reviewer, moderator, or oral poster symposium discussant. All volunteer categories will be accessible to the abstract co-chairs during the organizational processes that follow.

- **Call for Abstracts: August 15 - November 4, 2024.**
- **Abstract Review: November 12 - December 1, 2024**
Reviewers will be assigned to abstracts based on matching selection criteria. The goal is to have at least six reviewers per abstract, including at least one senior reviewer.
- **Abstract Selection: December 11-30, 2024**
Coordinating chairs analyze the review scores and ultimately select and develop the final programs based on the review outcomes. After careful collaboration with the coordinating chair team, it is the responsibility of the coordinating chair lead to submit the final session assignments online. Moderators and poster symposium discussants should be assigned during this time. Discussants serve as “plants” in the audience to enhance and facilitate audience interaction during poster symposia.
- All abstract assignments must be made by **December 30** to allow for efficient use of time at the **January 7, 2025** Abstract & Schedule Finalization Program Committee Meeting.
- **Abstract & Schedule Finalization Program Committee Meeting: January 7, 2025**
 - Any final adjustments to selections are made.
 - A review of the program schedule and any adjustments to the abstract session schedule will be made.
 - Program planning for future years will be discussed.
- **Abstract and Moderator Notifications** will be sent on January 15.