

PAS 2024

PEDIATRIC ACADEMIC SOCIETIES MEETING
MAY 2-6, 2024 TORONTO, CANADA

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Works in Progress Poster Submission FAQ

Please submit a Works in Progress Poster ONLY if your abstract meets the following criteria:

- **You are a Trainee-Student, 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/First Author may submit, due to DEI requirements.

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

PLEASE NOTE: Per CME guidelines, additional co-authors cannot be added after submission. You MUST include all your co-authors when submitting.

What is the Works in Progress Poster submission?

- PAS recognizes presenting/first authors who are Trainees – Students, Residents, and Fellows may be impacted by the shift to the new PAS 2024 abstract submission timeline. To address this potential impact PAS will offer a new Works in Progress Poster Submission designed specifically for submission of research that is not yet complete by the November 1, 2023, abstract submission deadline.

What if I want to submit a poster but my datasets and results are already completed?

- You can submit your poster by going to the [Abstract Submission site](#).

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What is required to complete a Works in Progress Poster submission?

Must include:

- Complete Background to justify the study.
- Objective to detail the study goal.
- Design/methods -This section should detail IRB required approvals, how the study is being conducted, data analysis plan, and timeline. Incomplete submissions may be removed from scoring.
- Datasets and Results will be complete by April 1, 2024, for presentation at the PAS 2024 Meeting.

Who can submit a Works in Progress Poster submission?

- All Trainees-Students, Residents, and Fellows | Only Trainees who are Presenting/First Authors may make a Works in Progress Poster Submission. A mentor must also be a co-author for the submission.

When can I submit my Works in Progress Poster?

- The Call for Works in Progress Posters submission opens on August 31, 2023, and the deadline to submit is November 1, 2023, at 11:59 pm CT.

Where do I go to submit a Works in Progress Poster?

- Go to the [Works in Progress Posters Submission Website](#) to begin the submission process. The submission site opens on August 31, 2023.

What is the fee to submit a Works in Progress Poster?

- The Works in Progress Poster submission fee is \$100 and non-refundable. This fee does not apply towards your PAS registration.

Does the fee apply to all submissions or only if accepted?

- The submission fee is required for all Works in Progress Posters. The submission cannot be finalized without payment.

What are the Works in Progress Posters submission topics?

- It is vital that you review the [topic list](#) and select the best topic. This will ensure your abstract is assigned to reviewers with appropriate expertise. For topic and subtopic definitions, [click here](#).

Can I apply for the PAS Trainee Travel Grant if I submit a Works in Progress Poster?

- No, there is not a Trainee Grant for the Works in Progress Poster submission.

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I submitted a Works in Progress Poster but need to make a change. How do I do this?

- Before the submission deadline: You can make changes to your own submitted Works in Progress Poster until the submission deadline.
- Access the [Works in Progress Posters Submission Website](#), scroll down to your completed submissions, and click on the submission title you want to edit. Make the desired changes and be sure to re-submit before the deadline.
- After the submission deadline: While we realize some changes are inevitable, we urge you to work with your potential speakers and participants to confirm their availability and presentation information prior to submission. After the deadline, use the [Change Tracker Request link](#) to alert PAS staff to changes. This link is live after the submission window closes.

What is the word or character count for submitted Works in Progress Posters?

- Total character count is 2,080 and includes spaces.

Can Works in Progress Posters be presented at the PAS Meeting if they are accepted into other meetings as well?

- Works in Progress Posters submitted and/or presented at other Societies' or national meetings within the 12 months prior to the PAS Meeting may be submitted to the PAS Meeting for consideration. Please refer to the [PAS Academic Ethics Policy](#).

Can individuals submit more than one Works in Progress Posters?

- 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 from the same investigator(s) or laboratory is strongly discouraged. Such submissions may result in 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 topical categories. Please refer to the [PAS Academic Ethics Policy](#).

How do I invite Co-Authors to complete Author Information and COI?

- Click "Invite" to send an automatic email directing co-authors to complete their tasks. This invitation includes ALL required tasks they need to complete.
- Each co-author must complete their Author Information and COI 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 PAS Works in Progress Posters Submission". If participants do not receive the

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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.

Why do all authors need to complete disclosures?

- 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.

Does the Works in Progress Posters submitter also have to be an author?

- Yes, the person who submits a Works in Progress Poster is required to be the Presenting/First Author.

Do I have to record my session?

- You are not required to record.

What happens after my Works in Progress Poster is selected?

- Session submitters will be notified on January 5, 2024. All presenting authors will need to register for the PAS 2024 Meeting and attend in Toronto.

My Works in Progress Poster was not accepted. Can I get a refund of the submission fee?

- The administrative fee for Works in Progress Posters is non-refundable.

How do I contact technical support?

- Hours: 9am – 9pm ET, Mon – Fri
- support@GoCadmium.com
- PAS Info: Hours 8:30am – 4:30pm CT, Mon – Fri
- (346) 258-6216
- info@pas-meeting.org