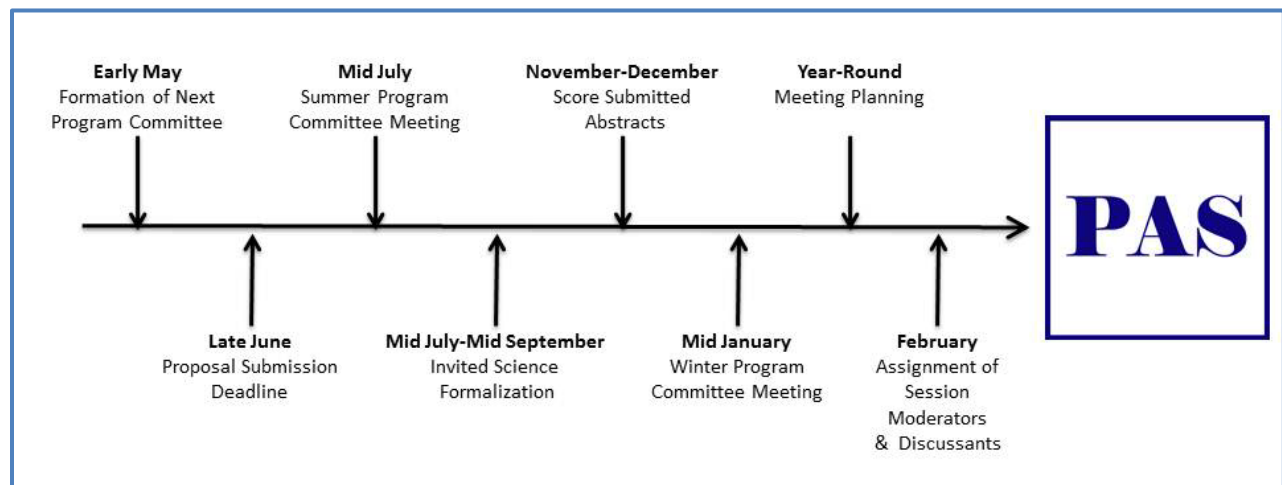

Everything You Always Wanted to Know About Planning the PAS Meeting But Were Afraid to Ask!

Part of the effort of the Member Engagement and Meeting Content Committee is to improve members' knowledge of the Pediatric Academic Societies (PAS) Annual Meeting. With more information, members can become more engaged in the meeting from the initial planning of the meeting to the development of the final schedule of sessions, expanding the scope and impact of the Annual Meeting. Below, in bulleted format, is a question-and-answer guide to how the PAS Annual Meeting is developed and organized. Please feel free to post any further comments or questions about the development and organization of the Annual Meeting to the SPR Executive Secretary, Jana Wells, at jwells@aps-spr.org.



Who makes up the planning committee for the PAS Annual Meeting?

TIMELINE

- The planning committee consists of members from 2 primary groups.
 - The 4 core pediatric groups (SPR, APA, AAP, APS) each have 6 members on the committee. These groups pick their own members using whatever criteria they choose. The goal is to assure that the committee represents all of the primary subspecialties for abstract submission/review/selection
 - Other alliance organizations, such as the Pediatric Infectious Diseases Society, American Society of Pediatric Nephrology, and Pediatric Endocrine Society each provide an additional 1 or 2 representatives to the committee.
- If there are holes in the committee based on subspecialty, ad hoc members can be added with that subspecialty (for example, this year the major hole was in cardiology), or a 1-year member can be added.
- Overall, there are 50-60 people on a committee per year.

When is the planning committee formed for a given PAS Annual Meeting?

Early May

- The committee is formed right after the annual meeting. Many alliances form their committee (to elect their representative to the main planning committee) prior to the annual meeting, so that a representative is announced at the PAS meeting for the following year.

How are Topic Symposiums, Hot Topics, State of Art and Mini Course Sessions developed by the Planning Committee?

Late June
Proposal
Submission
Deadline

- There are 2 methods for development of these scientific sessions.
 - From the pool of proposal submissions, the PAS Annual Meeting Operating Committee chooses 3-4 topics based on their read of the important areas of pediatric research in that year.
 - 40-50 slots are allocated to proposed science from the membership. This call for proposals comes right after the annual meeting, with a due date around the the end of June.
- This is a competitive process, but nearly all of these sessions arise from the membership.
- The more specific and interesting the proposal, the more likely that it will be chosen.

How are new themes or subspecialties added to the Annual Meeting?

Mid January
Winter Program
Committee Meeting

- The type and number of subspecialties are fairly constant, and change only if there is new content, and enough members with an interest in the field, within an area.
- Themes are more fluid.
- To make changes in either the subspecialties or themes, proposals made to members of the planning committee before January, prior to the Winter Program Committee meeting.
- A member may want to consider opening a dialogue with the planning committee chair and the coordinating chair of that area if they want to propose some changes to the theme or subspecialty structure.

How are original science abstract sessions developed by the Planning Committee?

Mid July
Summer Program
Committee Meeting

- After the call for scientific proposals, one member of the planning committee will be named a “coordinating chair” for a theme or subspecialty. This theme or subspecialty should be within that member’s academic portfolio. This member may come from any one of the 4 core pediatric groups that host the Annual Meeting and/or an alliance organization.
- Lay members may be added to oversee a given subspecialty if a subspecialty is not represented on the Planning Committee.
- The coordinating chair has historically been in charge of
 - picking reviewers for abstracts
 - picking moderators for sessions
 - developing sessions based on the number of abstracts submitted that year (attempt to average 1 session/40 abstracts or so). Averaged scores from the reviewer teams are used to determine which abstracts are chosen to be part of an abstract session (platform or poster session).
- The coordinating chair has the ability to “form” a session based on a number of abstracts that fit around a given topic area.
- In May a “call for reviewers” is distributed to the memberships of the societies. There will be some submission requirements including a biosketch.
- The coordinating chair will still be in charge of selecting abstract reviewers and moderators from the pool of volunteers and other experts in the field.

Most of August

Mid-January
Winter Program
Committee Meeting

May

How are sessions organized by the Planning Committee?

Early January
Online

- The sessions are organized first by theme, then by subspecialty. The number of sessions allocated to each theme/subspecialty depends on the number of submitted abstracts and the available space at the convention center.

Mid-January
Winter Program
Committee Meeting

What is the best way to become involved in the annual meeting?

- The most important way is to submit ideas for the scientific sessions. The more specific the idea, the more likely it will be strongly considered by the planning committee.
- Besides the traditional lecture sessions, “research panels” around a specific topic are also viewed positively, particularly if the proposal lists the speakers and their topics in the proposal.
- Volunteer to serve as an abstract or workshop reviewer when the call is circulated
- Submit original science abstracts and workshop proposals

June

**Mid-May to
Mid-
November(abstract
submissions)**
