

Scholarly Session and Original Science Program Committee Member Roles/Responsibilities

1. Scholarly Sessions

- Scholarly Session submission deadline is **Oct. 2**. All speakers should be confirmed at the time of submission.
- Review Scholarly Session proposals **Oct. 5-16**
- 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 an assigned date and time for each society's selection.
- Selections occur from **Oct. 17-22**. 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 **Oct. 24 Program Committee teleconference**
 - Any final adjustments to selections will occur
 - Meet the Professor suggestions offered
 - Original Science Coordinating Chairs appointed/confirmed
- After the Oct. 24 Program Committee teleconference
 - Operating Committee will select six sessions
 - Invited Science Notifications and Meet the Professor Invitations will be sent on **Nov. 9**
 - Session Scheduling will be distributed for approval late November/early December.

2. Original Science

- **Call for Volunteers: Sept. 4-30**
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, moderator, poster symposium discussant, or poster facilitator. All volunteer categories will be accessible to the abstract co-chairs during the organizational processes that follow.
- **Volunteer Review: Oct. 8-31**
The Program Committee will review volunteers in their respective categories. Coordinating chairs will select a core group of trusted reviewers to build their review teams.
- **Original Science Submission window is Nov. 1 - Jan. 2. Note that this year there will be NO Late Breaking Abstract submissions.**

- **Abstract Review: Jan. 9-22**
Core reviewers selected by coordinating chairs are joined by a group of reviewers who are assigned to abstracts based on matching selection criteria. The goal is to have at least one senior reviewer and as many other reviewers as possible.
- **Abstract Selection: Jan. 24-Feb. 5**
Coordinating chairs analyze the review team 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 **Feb. 5** to allow for efficient use of time at the Feb. 9 Winter Program Committee Meeting
- **Winter Program Committee Meeting: Feb. 9, The Woodlands, TX**
 - Any final adjustments to selections are made.
 - A review of the program schedule and any adjustments to original science session placement will be made.
 - Program planning for future years will be discussed.
- **Original Science and Moderator Notifications** will be sent on **Feb. 15**