



Pediatric Academic Societies Meeting

April 24 – May 1, 2019 | Baltimore, MD

April 24-26 • Pre-conference Events | April 27-30 • PAS 2019 Meeting | May 1 • Post-conference Events

ORIGINAL SCIENCE ABSTRACTS: Submission Instructions

Timeline:

Call for Abstracts: Nov. 1, 2018 to Jan. 2, 2019 11:59 pm ET

Review and Selection: Jan. 3-Feb. 5, 2019

Notification sent by email: Feb. 15, 2019

NEW THIS YEAR: All authors cited in abstracts must log in to the PAS Program and Events Center ([PPEC](#)) and complete Conflict of Interest Disclosures (COI). The abstract's submitting author should alert her/his colleagues about this requirement.

**Please note that only the submitting author is able to see the abstract in his/her account, although the additional authors are linked to the abstract in the system via email address. The COI applies to any work in which an author has been involved that will be presented at PAS.



General Policies

- Character count is 2600 – includes spaces and title; excludes author's name, institution and upload of tables and images. The [PAS Program and Events Center](#) will not allow submission if you exceed the maximum number of characters.
- \$75.00 per abstract for submissions payable by credit card ONLY.
- Sponsorship is NOT required to submit an abstract.
- There is no limit on the number of abstracts submitted by each author, but the submission of multiple, similar abstracts from the same investigator(s) or laboratory is strongly discouraged.
- Abstracts submitted and/or presented at other societies or national meetings are allowed.
- **NEW THIS YEAR:** All authors cited in abstracts must log in to the PAS Program and Events Center ([PPEC](#)) and complete Conflict of Interest Disclosures (COI). The abstract's submitting author should alert her/his colleagues about this requirement. The COI must only be filled out once. Please note that only the submitting author is able to see the abstract in his/her account, although the additional authors are linked to the abstract in the system. The COI applies to any work in which an author has been involved that will be presented at PAS.
 - Work submitted for presentation must include an acknowledgment of funding sources of commercial nature and/or consulting or holding of significant equity in a company that could be affected by the results of the study.

- Submitting author verifies upon submission, that All Authors have agreed to the submission of the abstract.
- If the abstract is selected, the presentation must include the methods used for study and any other information relevant to research.
- Reviewer scores and comments are confidential and are not available to anyone (including authors) outside of the review process.
- The decision of the Program Committee to accept or decline an abstract is final. The decision on which format the abstract will be presented is also the decision of the Program Committee.

How to Submit an Abstract

Below is the step-by-step process you will go through when submitting an abstract. To save time, gather all the information you need before you begin.

Step 1 - Submission

- “Create New Submission”
- Select “Abstract Submitter” and click “Continue”
- Confirm your Selection by clicking “Continue with this Type”

Step 2 – Title/Body

1. Enter Title
 - Enter text using upper and lowercase as it should be published. Only use additional capital letters as appropriate. *Do not type your title in all caps.*
2. Enter Background; Objective (if applicable), Design/Methods; Results; Conclusion
 - Research published in manuscript form prior to the submission of the abstract is not appropriate and should not be submitted.
 - If data contained in the abstract is published after submission of the abstract, the PAS Program Office must be notified immediately for determination concerning presentation.
 - Abstracts should not be submitted if there is knowledge and confirmation of an upcoming publication prior to the annual meeting or submission deadline.
3. Content Type – check all that apply
4. APA SIG, Committee or Region – If your abstract is not selected for presentation, would you want it considered for an APA SIG, Committee or Region. Select one.
5. Tables - you may use the table builder, or upload table(s) as images below. Maximum total of four tables and/or images – *note that the table will look different in all formats* (abstract proof, pdf, online).
6. Images – you may upload a maximum total of four tables and/or images in any of the following formats: gif, png, tiff, tif, jpg, or jpeg. No pdf
7. Click “Save & Continue”

Step 3 – Properties

1. Role Type* – Select Abstract
2. Category* – Select One
3. Keywords – Select Up to Three Keywords
 - You will be asked to enter up to three (3) keywords in order of importance. You do not have to fill all three fields.
4. Awards
 - Select “apply” to be considered for an award and complete the dropdown application form.
 - See “Awards Consideration and Selection” section below for additional information.
 - Upload the required supplemental materials.
5. Click “Save & Continue” once all questions are answered.

Step 4 – Authors

1. The name of the person submitting the proposal will be automatically loaded as the first Author. Click “Remove” this name if incorrect.
2. Click “+Add Author” and enter either First Name, Last Name, or Email Address, then click “Search”.
 - If that person is in the database, their name will be pulled up. Click “+Add” on the left side of the name.
 - If the correct name does not appear, click “Create an Author” and enter all required information. Click “Submit Created Author”.
3. For each Author, select “Affiliation” (with Institution) from the drop-down menu.
 - If the correct Institution name does not appear, select “Create New Institution” and complete the required fields (denoted with a *) and click “Submit Created Institution”.
 - Click the circle (radio button) under the “Presenter” heading in order for the Author to be uploaded as a Presenter.
4. To add more Authors, click “Add Author” and repeat the steps until all authors have been listed.
5. Sabbath Conflict
 - Select what days (if any) there might be a Sabbath conflict for the abstract presentation.
6. Trainee Type
 - If the first author is a trainee, select from the choices listed.
7. Click “Save & Continue” once all questions are answered.

Step 5 – Review & Submit

- Review all the information provided and make edits as needed. Click “Complete Payment”.

Step 6 - Abstract Payment

- Abstract Payment – \$75/abstract
- Enter all credit card payment information on the “2019 Meeting Abstracts” site. Once complete, click “Pay Now”. Payment is made via PayPal.

Notification of Receipt and Acceptance

- Notification of receipt will be automatically emailed to the contact author upon submission of the abstract.
- Notification of Abstract Decision (accept/reject) status will be emailed to the contact author listed on the abstract around February 15, 2019.

Award Consideration and Selection

Information regarding the awards for 2019, their eligibility criteria, and the award process can be found on the [Awards](#) page. Only abstracts accepted for presentation are considered for awards.

Steps to apply for an award:

1. Submitting an abstract electronically, as detailed above.
2. Complete the Award Application Form online for the respective award.
3. Upload all required supplemental materials (as indicated in the award information and on the Application Form).

PAS Travel Grants – PAS will award travel grants for \$500 plus complimentary meeting registration to attend the PAS 2019 Meeting.

- Travel grants are possible for runners-up among the SPR Fellow Basic and Clinical Research Award categories.

- To be considered for a travel award, check the appropriate box in the “Awards” part of the submission program and in the online award application form. ***Candidates must be the first and presenting author.**
- **Please note:** This program is only for those abstracts submitted to the PAS 2019 Meeting. Notification of acceptance occurs in early March 2019.

While you are welcome to apply for more than one award, an online Award Application Form is required for EACH award for which you have indicated an interest (by clicking the button on the “[Award](#)” page).

Abstract Presentations

Presentation formats (platform, poster or poster symposium) are determined in February by the PAS Program Committee.

- Platform sessions are two hours in length. Presentations are 15-minutes (10 minute/presentation; 5 minute/discussion).
- Poster symposium sessions are two hours in length and consist of a poster viewing period followed by a formal presentation or discussion period. Session moderators determine the presentation or discussion format for poster symposium sessions.
- Poster sessions are two-three hours in length and consist of a general viewing and author attendance period. Detailed instructions for the preparation of slides and posters, as well as scheduling notices, will be provided to the contact author with the presentation notification in February. The complete schedule of all abstract presentations will be finalized by February.

Poster Printing

PAS has arranged with Learners Digest International to provide poster authors with the opportunity to create their poster entirely online by using the Call4Posters® service. This optional service allows authors to have their poster shipped directly to the meeting for on-site pick-up! Further details will be included in the abstract acceptance information.

Publication of Abstracts

ALL abstracts, if accepted for presentation, will be on-line.

Questions about abstract submission should be emailed to info@pasmeeting.org. If you need technical assistance, contact ts.acsupport@thomson.com.

Browser Compatibility: *Since some computer/browser combinations do not support display of the full variety of special characters often needed for abstract submission, you may find it necessary to use a different browser or computer. The abstract submission form requires a minimum (or higher) Web browser of Microsoft Internet Explorer 8.0, Mozilla Firefox 3.6, Apple Safari 4, Google Chrome 10, or any other Web browser that is fully compatible with these browsers.*

Citation of Abstracts

Abstracts are published in electronic format only. For purposes of citation, please use E-PAS2019:Publication number.

Example: E-PAS2019:5555.

- 2019 example citation: E-PAS2019:5555.543