



Pediatric Academic Societies Meeting

April 24 - May 1, 2019 | Baltimore, MD

2019 PAS Meeting: Workshop and SIG Submission Guidelines

Timeline:

Call for Proposals: Oct. 3-Nov. 14, 2018

Proposal Review and Selection: Nov. 16, 2018-Jan. 10, 2019

Notification sent by email: Jan. 16, 2019

Workshops

The most successful workshops are highly interactive and address innovative ideas and learner-centered needs. Major criteria for workshop selection include:

- 1) A topic that is timely and important for the intended audience;
- 2) The innovativeness of the proposal;
- 3) Learning objectives that are clear and appropriate;
- 4) The skill and expertise of the leaders;
- 5) A format that is likely to be interactive and attractive for participants;
- 6) The appropriateness of the topic to academic pediatricians and pediatricians-in-training.

While the format may vary, workshops should be designed to facilitate discussions between workshop leaders and participants. The workshop may include a short didactic presentation, but the overall intention of these sessions is to actively involve the attendees in the learning process. Workshop leaders and participants should be prepared to jointly dive into this cooperative venture! **The average workshop size is 30 to 50 participants.**

Workshop submissions are extremely competitive every year; on average, only about 28% of submissions are accepted. To maximize the diversity of topics and leaders, preference may be given to workshops that have not been presented in both of the past two years. We also encourage the development of workshops that appeal to more senior faculty as well as trainees. Workshops will be selected to maximize audience participation and ensure a broad diversity of topics.

Workshop Domains

- **Advocacy and Health Policy** - includes translation of research into public policy, and innovations in community pediatric issues.
- **Basic Science** - includes scientific methodologies/techniques (e.g. how they're done/how to interpret results/implication for the literature); best practices for sample collection and processing (e.g. executing translational studies); omics: genomics, epigenomics, proteomics, metabolomics (e.g. high throughput platforms/web-based data bases/how to do a GWAS); career development in basic sciences (e.g. choosing a mentor/lab); and grant preparation/mock study section.
- **Clinical care** - includes clinical care process modules, clinical management of specific conditions, clinic or hospital management, etc.

- **Grant Preparation and Scholarly Activities** - includes fundamentals of the peer review process, expectations for scientific conduct for pediatric physician-scholars, and publication (manuscript preparation, peer review, submitting & writing in medical journals).
- **Pediatric Subspecialties** - includes new/emerging approaches, technologies, pathways, or tests to evaluate or treat subspecialty clinical conditions.
- **Professional Development** - includes leadership skills, career development (i.e. getting promoted as an academician, researcher or educator), mentorship, the business of academic medicine, balancing work and family issues, (in particular to women in medicine), and professionalism.
- **Quality Improvement** - includes quality improvement skills training, practice-based improvement, patient safety, quality improvement science and quality improvement education.
- **Research Methodology** - relevant to basic science, clinical, educational and health services research, including biostatistics, research design, ethics and special areas such as qualitative research, large datasets, translating research into practice. In addition, abstract preparation and presentation of scientific information, preparation and publication of manuscripts, grant writing and applying for research support.
- **Scholarship in Education** - includes critical literature review, principles of evidence-based medicine, adult learning theory, evaluation and curriculum development, creating teaching modules, teaching skills and use of educational training guidelines.
- **Technology Development** - includes information technology for use in education, research, patient care, administration, and social networking.

- **Core Curriculum for Fellows**

The PAS Program Committee is also specifically interested in providing a comprehensive core curriculum for fellows that addresses areas of academic development identified in the guidelines summarized in the American Board of Pediatrics guidelines for fellowship training www.abp.org. These workshops should be focused on skills and knowledge acquisition that are appropriate for individuals at the fellowship level of training. They should provide a foundation for those fellows who may not have had exposure to the topic, as well as those who wish to pursue a topic in greater depth in the future. It is intended that these themes be repeated each year and that all fellows will be provided a list of these workshops such that a curriculum can be created to complement education provided locally by that individual's fellowship training program. The topics of particular interest include:

- Achievement of proficiency in teaching
- Application of basic science techniques to translational research
- Clinical research methods and study design
- Critical literature review
- Ethical conduct in research
- Introduction to biostatistics
- Preparation of abstracts and brief scientific presentations
- Preparation of applications for grants
- Preparation of applications for institutional review boards
- Preparation of scientific manuscripts
- Principles of evidence-based medicine

Additional information about Workshops:

[Examples of Workshop proposals](#)

[Examples of Workshop agendas](#)

[Examples of how to write learning objectives](#)

Important Information Regarding Workshops at the PAS Meeting

1. There will be no complimentary registrations offered for workshop leaders, co-leaders, or speakers. All participants must be registrants of the PAS Annual Meeting.
2. You will need to identify any speaker invited to your session who
 - a. has no affiliation with the PAS meeting,
 - b. would not be eligible for membership in any of the sponsoring societies,
 - c. has no benefit or interest in attending the entire meeting, and
 - d. will only be attending your session.

There is no single day or guest registration, so if your workshop is accepted, you will need to submit their information to PAS, along with a brief explanation about why they should be considered for a guest badge and confirming that they meet all of the above criteria. These requests will be reviewed and decisions made on a case by case basis. Speakers needing consideration of a guest badge must be submitted to PAS no less than one month prior to the meeting; no last minute accommodations will be made onsite and the speaker will be required to pay the full registration fee.

3. Workshop leader, co-leader, and speaker changes/additions after the submission deadline are **NOT** permitted due to ACCME® compliance issues.
4. Research and Workshops: If workshop leaders want to ask attendees to participate in research during the workshop there must be an IRB-approved protocol letter submitted to the PAS office with the workshop description for the program guide in February 2019. In the PAS Program guide the following language will be added: "This workshop has received IRB approval for participants to be asked to be subjects in a research study. Participating in the workshop doesn't require an individual to participate as a subject in the research, nor does participating in this workshop imply consent to be a subject. A separate consent process either at the workshop and/or at the time of the research survey is required." In addition, an announcement must be made during the workshop, and sign-in sheets must include information about the research study and whether signing the sign-in sheet is or is not considered consent to be a subject.

Special Interest Groups (SIG)

SIGs are informal sessions sponsored by the Academic Pediatric Association and are organized around specific areas of interest to academic and community pediatricians. Each session is planned by the SIG Chair and varies in format from informal discussions to guest speakers to research presentations. Length: 2-3 hours. [APA SIG Topics](#)

How to submit a Workshop Proposal

Log in to the [PAS Program and Events Center](#)

NEW USERS: Click "Create an Account" for all submissions to the PAS 2019 Meeting.

RETURNING USERS:

Log in with your User ID and Password. If you have an account, but do not remember your login information, click **Forgot Password** above. You will receive an email with a link to change your password. If you do not receive an email, check to see if the email went to an alternate address or was blocked by spam filters. If you encounter further issues, please contact PAS at info@pasmeeting.org.

Tips: User IDs and Passwords are case-sensitive. Avoid creating multiple accounts with different emails for the same person.

ACCESS THE SESSION PROPOSAL CENTER

1. Select the **Session Proposal** tab in the horizontal bar above.
2. You may create a new Session Proposal or view draft or submitted Session Proposals you have made

here.

3. There are four steps in the process:

- A. **Step 1: Content** – The title and description of the session, tracks, objectives, and other details
- B. **Step 2: Participants** – Who is acting as leader or organizer of the session
- C. **Step 3: Speakers** – Provide agenda details including the names of speakers, titles and length of their presentations. This replaces the agenda upload from past years—see explanation below.
- D. **Step 4: Review and Submit** – Review all details to ensure accuracy and completeness.

Be sure to complete Steps 1-3 (detailed below) and hit the final “submit” button after Step 4.

Proposal Submission Steps and Details

Step 1: Content

Audio Visual Guidelines

A Complimentary Standard AV Package is provided in the **Convention Center** for Scholarly Sessions (excluding Meet the Professor and ISS), Platform, Poster Symposia, Workshop, SIG, Non-Sponsored Clubs, and approved Committee/Business Meetings. Standard AV Package includes: LCD projector, screen, laptop, and audio mics based on room. Example: **Small Session Room** = 1 lectern mic, 1 wireless mic; **Medium Room** with stage = 1 lectern mic, 2 wireless mic, 3-4 table mics, 1-2 floor mics; **Large Room** = 1 lectern mic, 2 wireless mics, 4 table mics, 3-4 floor mics; **Ballroom** = Custom. NOTE: Additional audio may be provided by PAS based on room size, room set, and presentation type.

WORKSHOP AV DISCLAIMER: Only standard equipment, as described above, will be supplied for each workshop. The PAS Meeting is unable to support costs for workshops with extraordinary and/or large equipment (simulation, oxygen tanks, patient beds, etc.) An Industry Sponsored Satellite Symposia is an option for presenting this type of workshop. Industry Sponsored Satellite Symposia guidelines are available [here](#). PLEASE NOTE: If you intend to use any simulation/extraordinary equipment, it MUST be annotated below. Please contact Kaylinh Ly, Kaylinh.Ly@bcm.edu, with equipment specific questions, concerns, and/or clarification on expectations in the event your submission is accepted.

Please fill out the fields with information about your proposal. There is a 2,500-character limit for each field (title of proposal limited to 500 characters).

Workshops	
Session Type	Workshop
Session Title	Title provided will be used for publication: please ensure accuracy. Title case preferred; do not use all caps. 500-character limit (brevity is appreciated).
Description	What is your session about? What will be presented? Why would someone want to come to your session? Description provided will be used for publication purposes; please ensure accuracy. 2,500-character limit.

Specify your workshop domain	<p>Choose from 11 domains:</p> <ul style="list-style-type: none"> • Advocacy and Health Policy • Basic Science • Clinical care • Grant Preparation and Scholarly Activities • Pediatric Subspecialties • Professional Development • Quality Improvement • Research Methodology • Scholarship in Education • Technology Development • Core Curriculum for Fellows
Objectives – Please enter at least two learning objectives for the workshop, i.e. what specific knowledge, attitudes or skills will the participants acquire? Click here for information about writing learning objectives	Enter objectives in plain text--no bullet points, bold, or other formatting
Target Audience (ex: researchers interested in underserved populations)	<p>In addition, please indicate to which audience the workshop would appeal:</p> <ol style="list-style-type: none"> 1) trainees; 2) fellows; 3) junior faculty; 4) mid-level faculty; or 5) senior faculty.
Tracks (select all that apply)	To choose multiple tracks, click the first track, hold down the control key, click remaining track(s), then click +Selection(s) . The tracks will appear in the Response section.
Workshop agenda	This year, to facilitate searches for presenters in the Online Guide and Mobile App, the agenda will be entered in the speaker portal—see Step 3 below.
Audience size – Please enter your best estimate of the expected number of attendees.	Based on past attendance or future estimates, please provide a number of estimated attendees—this helps with allocation of rooms based on expected size
Society affiliation of submitter (of this session)	Click the appropriate affiliation and press the +Selection(s) button. The society will appear in the Response section.
Which time block do you prefer? Please note that we will do our best to accommodate your preferred time block, but it is not guaranteed.	2 hours, 3 hours, either
Conflicting sessions: Please list no more than three MAJOR topics or events that should be avoided when scheduling. While we try to minimize scheduling conflicts, we cannot guarantee all of these will be avoided.	
Is there a Sabbath conflict for this session?	Saturday, Sunday, Both, N/A

We are interested in learning more about your experience, expertise, and enthusiasm for teaching this workshop. Please describe your experience or that of your co-presenter(s) related to this proposed workshop. (For example, I or my co-presenter have led or taught this workshop at a national or local meeting or have published in this area)	Describe your experience
Have you presented this or a similar Workshop at PAS in the past two years, and if so, which years? (Please note: To maximize the diversity of topics and leaders, preference may be given to workshops that have not been presented in both of the past two years.)	No; 2017; 2018; both 2017 and 2018
Workshops are intended to be small, interactive training seminars. What specific format/strategies do you intend to use to accomplish the above objectives (e.g. roundtable discussion, Q&A, hands-on, problem-solving, videotape and conferencing, etc.)?	
Review the AV Guidelines at the top of the page. List any special AV or set requirements needed (visual aids, staging, special props, etc.)	Provide any additional AV requirements
Flip Chart (quantity)	
Do you intend to use any simulation or other extraordinary equipment for your workshop? (Yes; No)	
If "Yes", please describe the type of equipment and whether it is owned by your institution or being loaned by a company. Please review the Workshop AV DISCLAIMER above for additional requirements.	
Do you need additional electricity outside of that being used for standard AV package?	
If yes, please explain what you will be powering in the room and how many devices will be used.	
Would you be interested in having interactive audience polling/response capability in your session? Y/N	
If yes, please provide more details about the functionality you are interested in.	
Note: non-selected workshops may be forwarded to an APA Special Interest Group (SIG) for possible inclusion in the SIG session at the meeting. If interested, please select ONE SIG to receive your workshop. If selected by a SIG, you will be notified directly by the SIG Chair.	Choose from dropdown list of SIG topics

Additional comments about this session (please do not repeat session description details):	Indicate any additional instructions not covered in other fields.
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Step 2: Participants

- Click **+Add Participant** button
- Search for a person by entering first name, last name, or email address of Participant then click **Search**.
- If correct name appears, select **+Add**.
- If the correct name does not appear, click **Create a Participant** and enter all required fields. Click **Submit Created Participant**.
- Select or create the affiliated institution. If the institutional affiliation is not listed, create it by entering Name, City, State, and Country.
- Select the **Role** from the drop-down menu: [see Role Types below](#).
- You may add more participants by repeating the same steps.
- Click **Save and Continue** once all Chairs/Contact Persons are added.

Role Types

Workshops: Please only list Workshop Leader or Workshop Co-leader in Step 2. **New this year: Agendas will be entered in step 3 (see detailed instructions and examples below). All workshop speakers will be added in Step 3 as well.**

SIGs: Please list names of SIG Chair(s) in Step 2 and speaker(s) in Step 3.

Step 3: Speakers

(Required for Workshops, optional but preferred for SIGs (adding speakers here makes them searchable in the Program Guide and Mobile App)

Adding a Speaker to Session Proposal

- Click **+Add Speaker** button.

Title

- Enter **Title of Speaker's presentation** (for workshops, this is the title of the segment of the workshop)

Add a Speaker

- The name of the person submitting the proposal is automatically loaded as the first Speaker (and each time you click to **+Add Speaker**).
- If the Speaker's name that automatically populates the list is not correct for the intended segment, click **Remove** (and confirm) and then click **+Add Speaker**.
- Search for a person by entering first name, last name, **or** email address of speaker, then click **Search**. If that person is in the database, his/her name will be pulled up. Click **+Add** on the left side of the name.

Create a Speaker

- If the correct name does not appear, click **Create a Speaker** and enter all required information. Click **Submit Created Speaker**.
- Select or create the affiliated institution. If the institutional affiliation is not listed, create it by entering Name, City, State, and Country.

Duration of Presentation

- Click the circle button under the **Presenter** heading so the speaker will be uploaded into the session's speaker list.
- Select the **Duration of Presentation** (from the drop-down menu) for each speaker before adding a new speaker.
- To add more speakers, click **Save Created Speaker & Add Another**.
- Repeat the steps until all speakers are added to the session.
- To rearrange the order of speakers, re-number the drop-down boxes next to each name then click **Update Speaker Order**.

- Make sure the allocation of time is accurate for the 2-hour or 3-hour session you specified, including any Q&A periods at the end of the session (Q&A blocks must be added administratively.) See discussion under workshop agenda.

When all Speakers have been added for this session, click **Save & Continue**.

Adding workshop speakers – example

View Session Proposals >

Create New Proposal

- ✓ Step 1: Content >
- ✓ Step 2: Participants >
- Step 3: Speakers** > **Step 4: Review & Submit**

Create Speaker

* Title [Edit](#) 31 CHARACTERS

Example of a Presentation Title

* Speakers [Edit](#)

[- Hide All Affiliations](#)

SPEAKER ORDER	PRESENTER	SPEAKERS	REMOVE SPEAKER
1 ▼	●	Catha Smith - More Info	Remove
+ Show Affiliations			
* Affiliation #1 Edit			
PAS ▼			
<input checked="" type="checkbox"/> Edit Remove			
* Duration of Presentation Edit			
d. 20 minutes ▼			
Scholarly Sessions/Clubs: Please provide justification if speaker is not a member of APS, SPR, APA, AAP, ASPN, PES or PIDS or is international. Edit			
Workshops/SIGs: Please provide information about any specific details, objectives, or handouts for this speaker Edit			
Update Speaker Order		Reorder Affiliations	
		Go Back Save Created Speaker	
Previous Step		Save	Save & Continue >

Workshop Agendas

This year, to facilitate searches for presenters in the Online Guide and Mobile App, the agenda will be entered in the speaker portal. The separate topic or sections of the agenda should be treated as presentations with a designated speaker and length of presentation for each one. See the examples below of how agenda formats can be converted into speaker segments in the PPEC. If there is a small or large group discussion, assign it to one of the workshop speakers. Treat discussion periods as an additional segment and assign a speaker to facilitate the discussion, along with the duration of the discussion period. See examples below:

Original Workshop Agenda Format

Grant Writing for Young Investigators: Designing, Funding, and Implementing One-Year Research Projects and Having Fun Doing It!

Draft Workshop Agenda (2 hours) :

- 5 min 1. Intro and Workshop Objectives
 - 15 min 2. Nuts and Bolts of 1 year projects
 - 10 min 3. Demystifying the Review Process
 - 5 min 4. Identify available topics for LOIs and give charge to breakout groups
 - 40 min 5. Score LOIs (All-5 min introduce each other; 10 min to read; 25 min to score)
- Each group co-moderated by YI and workshop faculty. Introduce each other. Distribute abstract, rating form, RFP. Identify person to "report back". Read LOI, rate individually and then collectively. Identify challenges, what is missing, and what worked well.*
- 10 min 6. Report Back (All) --what were salient features in process of scoring? Common challenges/pitfalls?
 - 25 min 7. How It Really Works (5 minutes each for 2-3 YIs and 10 min group discussion focused on how to respond to LOI in crafting full proposal)
 - 10 min 8. Moving to Next Steps

Original Workshop Agenda Format

Educator Portfolios: Refining your portfolio to demonstrate the quality and impact of what you do as an educator (3 hrs)

Internal Working Agenda

Objectives:

1. Identify the content and uses of an educator portfolio (EP)
2. Use a standard template for documenting one's own educational activities
3. Describe the qualitative and quantitative components needed to fully document one's educational efforts and their impact
4. Analyze key sections of sample EPs and discuss the "value" of this information in the evaluation of educators at academic institutions

Time	Item	Person responsible	Handouts, notes
8- 8.15 AM	<ul style="list-style-type: none"> • Introductions: Who we are • Why did you come to this workshop? • Agenda • Why complete an EP? 	Chandran	<ul style="list-style-type: none"> • Flip chart list of reasons for an EP • Slides • Objective 1
8.15-8.25 AM	EP vs CV, Changes in academia/Promotions committees, What about your own institutions?	Chandran	<ul style="list-style-type: none"> • Slides • HANDOUT 1
8.25- 8.40 AM	Developmental vs Promotional EPs EP sections and their content	Baldwin	<ul style="list-style-type: none"> • Objective 1 • Slides •
8.40- 9 AM	Small Group I <ul style="list-style-type: none"> • Complete Teaching Activities Grid with your data • Is anything missing? Reflect and share in dyads 	All facilitate	<ul style="list-style-type: none"> • HANDOUT - 2 • Objective 2 • Blank TA section
9-9.15 AM	Large group I <ul style="list-style-type: none"> • What did you learn from this activity? • Review a completed TA section • What is value of qualitative data? 	Gusic	<ul style="list-style-type: none"> • Objectives 2 and 3 • Sample TA section
9.15-9.25 AM	BREAK		
9.25-9.35 AM	Effective presentation of quantitative and qualitative data	Gusic	<ul style="list-style-type: none"> • Slides
9.35-9.45 AM	Small group II <ul style="list-style-type: none"> • Review an EP section on Curriculum Development for presentation of narrative information 	All facilitate	<ul style="list-style-type: none"> • Objectives 3 and 4 • EP sample on Curriculum Development

Agenda Format broken into speaker segments in PPEC (each segment has specified duration in minutes)

Speakers

ORDER	TITLE	ID	AUTHOR	AUTHOR
1	Intro and Workshop Objectives (<i>Draft</i>)	3068741	Catha Smith	catha.sm meeting.i
2	Nuts and Bolts of 1-year Projects (<i>Draft</i>)	3068742	Belinda Thomas	bthomas@
3	Demystifying the Review Process (<i>Draft</i>)	3068743	Jennifer Padilla	jennifer@
4	Identify available topics for LOIs and give charge to breakout groups (<i>Draft</i>)	3068744	Jessica M. Konrath	jessica@
5	Score LOIs: Read LOI, rate individually and then collectively. Identify challenges, what is missing, and what worked well. (<i>Draft</i>)	3068745	Catha Smith	catha.sm meeting.i

Agenda Format broken into speaker segments in PPEC

Speakers

ORDER	TITLE	ID	AUTHOR	AUTHOR'S EN
1	Introductions: Why complete an educator portfolio (EP)? (<i>Draft</i>)	3068746	Latha Chandran	Latha.Chandran
2	EP vs CV: Changes in academia and promotions committees (Handout 1) (<i>Draft</i>)	3068747	Latha Chandran	Latha.Chandran
3	Developmental vs. Promotional Educator Portfolios: Handout (Objective 1) (<i>Draft</i>)	3068748	Constance D. Baldwin	constance_baldwin
4	Small Group 1: Complete Teaching Activities Grid and Reflect (Objective 2) (<i>Draft</i>)	3068749	Latha Chandran	Latha.Chandran
5	Large Group 1: Review and assess teaching activity grid and value of qualitative data (Objectives 2 & 3) (<i>Draft</i>)	3068750	Maryellen E. Gusic	maryellenegusic
6	Effective presentation of quantitative and qualitative data (Objectives 3 & 4) (<i>Draft</i>)	3068751	Maryellen E. Gusic	maryellenegusic

Step 4: Review and Submit

- A draft of all information entered for the session will be available to review and edit, if needed. If any information is missing, there will be a prompt to return to that section and complete it.
- You may save the proposal as a draft and finish it later. Review the information provided in the completed draft. When the draft has all the correct information in it, click **Submit**.
- You will receive email confirmation of the submission.
- Revisions can be made to all submitted Workshop proposals until the **submission deadline: Wednesday, Nov. 14, 2018 11:59 pm ET**.
- If changes must be made to the session proposal after submission, but before the deadline, return the session proposal to **Draft** status, make the necessary change(s), and **Resubmit** the session proposal prior to the deadline. If you do not resubmit a returned-to-draft session, it will not be considered for the PAS 2019 Meeting.

After Submitting Your Proposal

You should receive a confirmation email from the PAS Program and Events Center (PPEC) after you submit your proposal. Check your spam email if you don't receive an email. Note that some institutions have firewalls that make it difficult to receive communications from the submission site. To ensure uninterrupted email delivery, please have your IT team whitelist the domains of amazonses.com and abstractcentral.com. You are encouraged to log on to the PPEC at any point in the process to check on your proposal and read any emails that have been sent.

Workshop and SIG notifications will be emailed on **Jan. 16, 2019**.

If you have questions regarding session proposals or the PAS 2019 Meeting program, please contact the PAS Office at info@pasmeeting.org or 346.980.9717.

TECHNICAL SUPPORT

Email: ts.acsupport@clarivate.com

Phone: 434.964.4100 or 888.503.1050; M - F: 12 am - 8:30 pm (EST)