



## PAS 2024 Presidential Plenary Planning Timeline

**Note: Compliance with all plenary planning deadlines is mandatory to ensure plenary session success. Thank you kindly for your support and cooperation.**

### August 15 at 12pm CT – Call with Society Presidents

- Review 2023 Outcomes and Historical Data
- Review Plenary Timeline for PAS 2024
- Review PAS 2024 Schedule for Available Presidential Plenary Session Times/Dates
  - Partners Provide Staff with Preferences for Day/Time
- Determine Joint Plenary Plans

**Post Call:** Plenary Partners meet to develop tentative session title and potential speaker lists

**September 15 Deadlines:** Submit your Abstract Topic Areas (up to 5) for your Presidential Plenaries (historically AAP and APA) to [Jaclyn.Huff@pasmeeting.org](mailto:Jaclyn.Huff@pasmeeting.org)

**October 1:** Please share your society's preferred time by October 1 to [Jaclyn.Huff@pasmeeting.org](mailto:Jaclyn.Huff@pasmeeting.org)

### November 3 at 12pm CT – Call with Society Presidents

- Plenary Timeline Reminder
- Review Finalized Plenary Schedule
- Update on Plenary Title and Potential Speakers
  - If the identified Plenary speaker is not a member of PAS Partners, consult with PAS Program Chair prior to sending the speaker invitation.
- Review Process for partners who select abstracts for their Presidential Plenary.

**November 27:** Partners Receive Top 20 Scoring Abstracts for Presidential Plenary Topic Areas Requested.

**November 29 by 7pm CT:** Partners Submit Abstracts for Presidential Plenary to PAS Programming Team to [Michelle.Kravanek@pasmeeting.org](mailto:Michelle.Kravanek@pasmeeting.org)

### January 9 at 2pm CT – Call with Society Presidents

- Plenary Timeline Reminder
- Bring Finalized Titles for Presidential Plenary
- Review Steps for Entering Plenary into Cadmium

**January 26:** All Plenary Information Complete in Cadmium with ALL speakers listed. Cadmium will generate notifications to speakers regarding due dates for COI, slides, pre-recordings, and other requirements.

**January 31:** Online Program Guide becomes available with all Plenary information available