Quarterly update for SIG chairs

Spring is here and I am looking forward to seeing you all at PAS and attending some great SIG programming.

1. New this year: SIG programs can be submitted pre-PAS and will be entered for presentation in Toronto. The site for submission is open. Please see the post script at the end of this note for the links.

2. New this year: Region and SIG information for PAS will be stored on the website here:
   http://academicpeds.org/healthCareDelivery/RegionSIG/facultyUploads.cfm
   You must login first to access this site. This site holds the list of current region and SIG chairs, an APA ppt template, the region and SIG handbooks, and a way to look up members in your region/SIG.

3. Please try to take some opportunities at your SIG to discuss the benefits of APA membership. Many at PAS just walk into your SIGs due to the excellence of the program, and this is an opportunity to engage with people who may benefit greatly from APA programs and benefits.

4. Please remind SIG attendees to fill out the SIG evaluation form on the meeting app. This will be the only way to get feedback on your programming.

5. SIG mentors will be joining you for the first time in their new roles this year. They will have "SIG MENTOR" ribbons. Please take a moment to welcome them publically.

6. We had a disruption of a SIG last year by someone with commercial interests. The APA COI policies clearly prohibit this. Please ask anyone promoting a commercial entity at a SIG to cease or leave. If this meets with any resistance, please ask the APA staff for their assistance.

7. Many of you have a co-chair at the end of a term, and should identify a new co-chair for the next three-year term either before or during this year's PAS. If you are unsure of someone's term is up, please ask laurat@academicpeds.org.

8. Our lunch is at 11:30am Monday—looking forward to talking with you there. If you have new SIG co-chairs starting, please have them arrive at 11 am for orientation.

9. Please help the Nominations Committee solicit nominations for the opening leadership positions: Nominating Committee members, Education Chair and the Membership, Diversity and Inclusion Chair. Self-nominations are encouraged. All nominations are due June 8.

10. We are looking to field a SIG chairs Jeopardy team. There may be fierce competition for this, so first four to send their names to alison.v.holmes@hitchcock.org are in!

Sincerely,

Alison Volpe Holmes, MD, MPH
APA Chair of Regions and SIGs
Vice-chair for Education, Department of Pediatrics
Associate Professor of Pediatrics and of The Dartmouth Institute
Section of Pediatric Hospital Medicine
Geisel School of Medicine at Dartmouth
Children's Hospital at Dartmouth-Hitchcock

MPORTANT MESSAGE TO WORKSHOP & SPECIAL INTEREST GROUP PRESENTERS ONLY:
*This is a NEW process for Workshop and SIG presenters. YOU DO NOT NEED TO PROVIDE YOUR OWN LAPTOP. **IF YOU DO INTEND TO PRESENT PLEASE FOLLOW THESE IMPORTANT PRESENTATION GUIDELINES.***
If you are a Workshop or SIG participant and have received this presentation information BUT DO NOT INTEND TO PRESENT A PRESENTATION IN YOUR SESSION, email the customer support team at PresentationManagement@Freemanco.com. Indicate you do not have a presentation to submit. This will be noted, and your name will be removed from future notification reminders. Please be sure to include your full name, reference PAS2018, as well as your session name, date and time.
We look forward to seeing you at PAS 2018!

When you click the link below, you will be prompted to enter your email and password. Please use the email address that received this email. **The password for your first login is Toronto, with a capital T**. Upon first successful login you will be prompted to create a new personal password. Once that is complete, you will be on the page to upload your presentation.
https://PAS2018.SessionUpload.com
You may login to the site in the future by entering your email address and personal password (created upon first login).

Important Information

Please be sure to read the guidelines on the Presentation Management Website before uploading your presentation. This can be found line online at https://PAS2018.sessionupload.com/Home/Guidelines .
If you need assistance or have questions about uploading your presentation, please contact PresentationManagement@Freemanco.com.

Confirmation that your Presentation was received
After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact PresentationManagement@Freemanco.com to ensure your file was received. When contacting support for technical issues please reference PAS2018 as the conference name and the presenters??? full name.

How to make changes to your presentation
If you need to change a presentation, you may resubmit the files on the website. Make sure to:

- Use a new file name
- Delete the earlier submission
- A few hours prior to your session, review it in the Speaker Ready Room on site at *Metro Toronto Convention Centre, South Building, Level 600, Room 603.*

How to back up files
Although we take every precaution to ensure files are not corrupted during the file upload, it is always recommended that a backup copy of your presentation is brought with you on a USB flash drive.

Speaker Ready Room
Regardless if you submit your presentation in advance, you are required review it in the Speaker Ready Room on site at the *Metro Toronto Convention Centre, South Building, Level 600, Room 603 to* ensure the quality of your presentation(s) including fonts, bullets, outlines, animations, etc. The Speaker Ready Room computers are configured with the same hardware and software as those in the presentation rooms. **All presenters are asked to submit their final presentation revisions 8 hours before their presentations. NEW FOR 2018: WORKSHOP/SIG PRESENTERS INCLUDED.**
Presenting from personal laptops is not permitted unless a case by case exceptions is made for technical reasons by both Audio-Visual staff and

association. All onsite file uploads must be done in the Speaker Ready Room, uploads are NOT possible within the presentation room.

Speaker Ready Room Hours are:
Friday, May 4 ~ 11:00am-7:30pm
Saturday, May 5 ~ 6:30am-6:00pm
Sunday, May 6 ~ 6:30am-6:00pm
Monday, May 7 ~ 6:30am-6:00pm
Tuesday, May 8 ~ 6:30am-12:30pm

We look forward to seeing you at PAS 2018!