

Pacific Coast Obstetrical and Gynecological Society (PCOGS)
 Checklist for Society Guests and Mentors
 November, 2017

Dear Future Society Guest:

We are excited that you will be undergoing the process for PCOGS membership. As you know, to become a member of PCOG, an original research project is presented at the annual meeting that is 2 years after you come to an annual meeting as a caucus guest (it can be 1 year if you request, and the PCOGS Board agrees). All presentations submitted for inclusion in the scientific program, oral or poster presentations, by Society Guests, Guests of the Board of Directors who are candidates for membership (Article I, Section 3 e), and Fellows, shall be submitted in manuscript format to the Program Committee and the Editor of Scientific Proceedings. These submissions shall represent original work, data or information not previously published or presented at a regional or national meeting unless approved by the Board of Directors. All manuscripts shall be submitted by the deadline established and published by the Program Committee.

It is not a requirement to have your research project published in order to become a member of PCOGS. However, publication is highly desirable both to you as an individual to reward all your efforts, and to the Society to enhance the quality of the meeting presentations and discussions. The Society wants to support and encourage you in this two-year project. We have developed a “checklist” to clarify steps and deadlines. We also have a “checklist” for your sponsor (the person who originally invited you) and your project mentor (who may be your sponsor, or may be a person with expertise in your project area to help facilitate your project completion).

T=time of presentation of original research project at annual meeting

Society Guest Checklist	Sponsor/Mentor Checklist
	T - ~ 36 months: <input type="checkbox"/> Sponsor invites you to consider joining PCOGS and coming to an annual meeting as a caucus guest. <input type="checkbox"/> Sponsor informs you that you will need to present original research at the meeting
T- ~ 34 months – <input type="checkbox"/> You acknowledge your interest in coming as a caucus guest to the annual meeting	T-~32-29 months: <input type="checkbox"/> Your local Caucus and then the Board of PCOGS approve you as a caucus guest. <input type="checkbox"/> You are then invited to the following annual meeting by letter (letter mailed late March-early April before the annual meeting)
T- ~29-26 months – <input type="checkbox"/> Talk with your sponsor about upcoming meeting, and about ideas you have for a research project. <input type="checkbox"/> If appropriate and possible, identify a Society mentor for your project. Your sponsor should help you in this selection	T-29-26 months <input type="checkbox"/> Sponsor: talk with future Caucus Guest about upcoming meeting, and begin discussing the Guest’s research. <input type="checkbox"/> Sponsor: As soon as research area is known, consider mentor options to offer to Guest.

<p>T-24 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend annual meeting as a Caucus Guest. At the meeting, there will be a gathering of all Caucus Guests to review the upcoming process, and discuss your potential research ideas: This meeting also should help you decide whether to proceed with the PCOGS membership process. 	<p>T-24 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor: as your Guest attends the annual meeting as a Caucus Guest, you should facilitate her/his introduction to members of the Society. <input type="checkbox"/> You should discuss his/her research project, and assist your guest to identify a Societal Mentor
<p>T-23 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You should choose a mentor with your Sponsor's assistance. <input type="checkbox"/> Discuss your project with your mentor if you have not already. 	<p>T-23 months</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: you should acknowledge that you are the mentor to your Caucus chair and mentee. <input type="checkbox"/> You should discuss the project, and facilitate consultation with biostatistician support as needed
<p>T-22 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with biostatistician/design person as appropriate. <input type="checkbox"/> At any time, feel free to contact your mentor to assist you to identify resources that might be helpful, or questions that might arise. 	<p>T-22 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: Be present with your mentee at the consultant/biostatistician meeting as appropriate or able.
<p>T-18 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet/update your mentor on progress for your study, and address challenges that may have arisen Ongoing work on project. 	<p>T-18 months</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: contact your mentee and discuss research project progress. <input type="checkbox"/> Arrange contact points for the next 6 months to assist keeping your mentee moving forward on her/his project
<p>T-15 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact your mentor to update him/her on your project. Do you need any other support? (statistical or design) 	<p>T-15 months</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: check in with mentee for update on project. Is any further statistical support needed? If so, help facilitate this as appropriate
<p>T-12 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual meeting that you may attend if you choose, but is optional 	<p>T-12 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor/Mentor: if your guest/mentee attends this interim meeting, please assist in introductions, social events, and discussion of the planned project.
<p>T-11 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your abstract will be due in two months – do you need any additional time with a statistician? 	
<p>T-10 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your first Abstract draft is due in one month – discuss your abstract with your mentor 	<p>T-10 months</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: assist mentee with abstract draft as appropriate
<p>T-9 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your first Abstract draft is submitted via the PCOGS website (January of the year of your presentation) 	<ul style="list-style-type: none"> <input type="checkbox"/> Mentor: receives abstract draft when it is submitted online
<p>T-9-5 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ongoing project work and abstract revision. <input type="checkbox"/> Contact with Mentor or Statistician as appropriate 	<p>T-7 months</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: How is your mentee progressing? Check in
<p>T-5 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your final abstract draft is submitted via the PCOGS website (May of presentation year) 	<p>T-5 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: Final abstract is received

<p>T-4 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You should be drafting your manuscript. Use your mentor as appropriate. <input type="checkbox"/> Do you need any additional statistical support? 	<p>T-4 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: how is your mentee doing in her/his manuscript preparation? Check in and offer assistance.
<p>T-3 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manuscript due in to PCOGS Website (end of July of year of presentation or about 6-8 weeks before meeting). 	<ul style="list-style-type: none"> <input type="checkbox"/> Mentor receives copy of manuscript
<p>T-3 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At time of online PCOGS submission, you may request an optional pre-review of your abstract by the Scientific Editor of the Society. Deadline to request pre-review is August 15th.or about 6 weeks before the meeting. Goal of pre-review is to improve your manuscript's chance for acceptance to a journal, and enhance the quality of your presentation to the Society at the annual meeting 	
<p>T-1.5 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can submit your manuscript online to AJOG via the web submission project, and label it a PCOGS manuscript 	<p>T-2 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: make sure your mentee knows that AJOG submission is a SEPARATE process via AJOG site web submission and the deadline is absolute. (THIS IS NOT the same process as the PCOGS submission)
<p>T-0.5 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your presentation slides are due. Please contact your mentor with any questions re the presentation. Details for preparing and submitting your slides are on the PCOGS website 	<p>T-1.0 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mentor: Make sure your mentee is preparing her/his slides and help with any last minute questions, problems.
<p>T-1 week:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can expect the Society member who will discuss your manuscript at the meeting to supply you with questions. 	
<p>T-0:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You present your study at the annual meeting. WHEW!!! 	<p>T-0:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor/Mentor: facilitate Society Guest integration into activities at the annual meeting and introductions within the Caucus and Society as a whole.

T+2 months: PCOGS members vote on your acceptance into the society

- You receive a letter congratulating you and inviting you to join the society! (approximately 2 months following your presentation). Congratulations!!!...and you are now invited to pay dues! ☹️