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# Pediatrics

Editor: Robin R. Deterding, MD

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## MESSAGE FROM THE ASSEMBLY CHAIR

Dear Assembly Colleagues,

I would like to extend a warm welcome to Pediatric Assembly members and all those considering joining the assembly. The American Thoracic Society’s Assembly on Pediatrics is the largest organization in the world focused on improving pulmonary health for children around the world. It is an incredible honor to be serving as the Pediatric Assembly Chair. I would be remiss if I did not recognize the tremendous effort and passion of the current executive committee members who work as a volunteer to make things happen for the Assembly and children.



**Robin R. Deterding, MD**

Our assembly has embarked on important and new exciting initiatives this past year some of which I would like to share with you. First the 2014 American Thoracic Society (ATS) International Conference will be in San Diego California and is rapidly approaching. The conference program chairs and their committee have developed an outstanding program for those clinicians, researchers, and allied health professionals who are dedicated to caring for pediatric lung, sleep, and critical care disease. We will once again offer a broad slate of exciting maintenance at certification (MOC) opportunities that those on our education committee have worked tirelessly to bring to our membership. Our exceptional senior and junior leaders will also be recognized. The distinguished Founders Award, whose dinner and celebration at the International Conference has quickly become an anticipated evening of celebration for all of us, recognizes giants in our field. The Endowed Robert B. Mellins, MD Outstanding Achievement Award recognizes a candidate at the Instructor, Assistant or Associate Professor level for achievement in scholarship or research achievements over the previous year and the Pediatric Clinician Educator Award recognizes a candidate at the Assistant or Associate Professor level for clinical skills and teaching abilities. Further information about the conference can be found in his newsletter. Please check it out and join us in San Diego!

(Continued on page 2)

## MESSAGE FROM THE ASSEMBLY CHAIR (Continued)

This past year marked the beginning of the new electronic age for the assembly. Under the leadership of Dr. Wan Tsai, Website Director, and her committee the first web based Journal Club was initiated with great success. Journal Club is now offered every other month on line with research and clinical focused papers alternating time slots. Please join us for these excellent sessions to stay up to date on current literature and enjoy intellectually stimulating conversation on line. We plan to expand our Internet offerings to include opportunities for members to better understand and get involved in the Pediatric Assembly and a session developed to help members navigate all the offerings of the 2014 program depending upon their interests. Please see dates for these on line webinars in the newsletter. We are even Tweeting about these experiences! These efforts are done to expand multiple different types of communication efforts.

We will also be starting a new pediatric division/section director leadership group at the annual ATS conference in San Diego. This is an important opportunity for the leadership in pediatric pulmonary programs around the world to organize collective thoughts and wisdom to address changes in healthcare dynamics, funding pressures, NIH changes, and other issues that will impact the future of pediatric pulmonary. I believe that we can all learn from each other without recreating the wheel every time to better message the strengths and benefits of our profession and advocate for childrens health. Stay tune for more information about this opportunity.

The Planning Committee continued to be busy this past year, reviewing a number of new project and renewal applications. This past year saw the completion and publication of a major ATS Clinical Practice Guideline on the Classification, Evaluation, and Management of Childhood Interstitial Lung Disease in Infancy. Two other important guidelines on “Flexible Bronchoscopy of the Pediatric Airway” (PI: Albert Faro) and “Pediatric Chronic Home Ventilation” (PI: Ann Halbower) are in the final stages before publication. One primary Pediatric Assembly project was also approved by the ATS Program Review Subcommittee. This was entitled, “Standardization of Pre-school Inert Gas Washout. (PI: Paul Robinson.) Five primary pediatric assembly projects were approved as renewals and included, “Care of the Child with Pulmonary Hypertension” (PI: Steve Abman), “Evaluation of Respiratory Mechanics and Function in the Pediatric and Neonatal Intensive Care Unit” (PI: Stacey Peterson-Carmichael), Guidelines for the Evaluation and Treatment of Recurrent Wheezing in Infancy” (PI: Clement Ren). One project was renewed for which Pediatrics is a secondary assembly. This project is entitled, “ATS Research Statement on Recent Advances in Tobacco Addiction and Smoking Cessation” (PI: A. White.) These documents are critically important to improving the care of complex patients worldwide with these diseases. The planning committee is a critical part of how these documents are in vision, planned and funded.

What I hope is clear is that the Pediatric Assembly is an active and vibrant place for people who want to make a difference for children!

## Update from Planning Committee Chair

Debra M. Boyer, MD

The Planning Committee will continue to work with our Assembly membership to achieve ATS support for new Pediatric Assembly projects as well as support for our ongoing projects. The Planning Committee will also be reviewing the current Pediatric Statements on the ATS website to determine whether any updates are needed or if statements are no longer current.

Debra Boyer (Boston, MA) remains as the Planning Committee Chair for the next year. If you have an idea for a project, have any questions regarding future Pediatric Assembly projects or would like help conducting a survey of the Pediatric Assembly membership regarding interest in your idea, please contact Debra at [Debra.Boyer@childrens.harvard.edu](mailto:Debra.Boyer@childrens.harvard.edu). The Committee encourages you to submit your project proposals to the Planning Committee for consideration in advance of submission to the ATS. New project applications are currently being solicited. All projects will undergo peer-review by the Pediatric Assembly Planning Committee and Program Review Subcommittee.

## Update from Program Committee Chair

James Chmiel, MD, PhD

Jim Chmiel, Felix Ratjen, and the International Conference Program Committee of the Pediatric Assembly have created an outstanding curriculum for members of the Assembly. There is something for everyone, including topics like the airway microbiome in children, asthma birth cohort studies, hyperoxia-induced lung injury and BPD, cystic fibrosis, acute pneumonia from around the globe, sleep disorders in children, and a Pro-Con debate on hot topics in Pediatric Pulmonology. There will be terrific reviews of the most current literature in the Pediatric Year in Review, and sessions designed to show you how to manage the different modes mechanical ventilation for children, ECMO, pulmonary hypertension and respiratory problems in patients with underlying neuromuscular disease. There is also a hands-on session regarding how to implement PAP therapy in children. Whether you're a clinician (critical care, neonatologist or pulmonologist) or basic scientist, there are many outstanding sessions this year for you! Furthermore, the Program Committee again secured two Postgraduate Courses of interest to members of the Assembly, including one on Pediatric Rare Lung Diseases, and another on Pediatric Respiratory Physiology in Health and Disease. A complete schedule of pediatric sessions is listed below.

## ATS 2014 - San Diego Sessions Sponsored by the Assembly on Pediatrics

Session Code	Session Title	Session Time	
<b>Postgraduate Courses</b>			
<b>Friday, May 16, 2014</b>			
PG7	HOT TOPICS IN PEDIATRIC RARE LUNG DISEASES	8:00 AM	4:00 PM
<b>Saturday, May 17, 2014</b>			
PG18	PEDIATRIC RESPIRATORY PHYSIOLOGY IN HEALTH AND DISEASE	8:00 AM	4:00 PM
<b>Workshop Sessions</b>			
<b>Monday, May 19, 2014</b>			
WS4	CHALLENGES IN IMPLEMENTING POSITIVE AIRWAY PRESSURE THERAPY IN CHILDREN AND ADOLESCENTS	11:30 AM	1:00 PM

<b>Scientific Symposium</b>			
<b>Sunday, May 18, 2014</b>			
A6	ASTHMA BIRTH COHORTS: WHAT HAVE WE LEARNED? THE NEXT FRONTIER	8:15 AM	10:45 AM
A81	PEDIATRIC YEAR IN REVIEW	2:00 PM	4:30 PM
<b>Monday, May 19, 2014</b>			
B10	CONTROVERSIES IN THE MANAGEMENT OF COMMON PEDIATRIC RESPIRATORY DISORDERS: A PRO-CON DEBATE	8:15 AM	10:45 AM
B87	AIRWAY MICROBIOME IN CHILDREN: CONTRIBUTION TO HEALTH AND DISEASE	2:00 PM	4:30 PM
<b>Tuesday, May 20, 2014</b>			
C3	PEDIATRIC CLINICAL CHEST ROUNDS	8:15 AM	10:45 AM
C89	ADVANCES IN THE GLOBAL EPIDEMIOLOGY, DIAGNOSIS, AND MANAGEMENT OF ACUTE PNEUMONIA IN CHILDREN	2:00 PM	4:30 PM
<b>Jointly-Developed Symposium</b>			
<b>Sunday, May 18, 2014</b>			
A90	HEALTH INEQUITY IN TOBACCO USE AND DEPENDENCE	2:00 PM	4:30 PM
<b>Sunrise Seminars</b>			
<b>Monday, May 19, 2014</b>			
SS112	GENETIC DISORDERS OF SURFACTANT PROTEINS	7:00 AM	8:00 AM
<b>Tuesday, May 20, 2014</b>			
SS214	DIFFERENT MODES OF MECHANICAL VENTILATION IN PEDIATRIC CRITICALLY ILL PATIENTS	7:00 AM	8:00 AM
<b>Wednesday, May 21, 2014</b>			
SS315	NUTS AND BOLTS OF PEDIATRIC ECMO FOR THE NON-ECMO SPECIALIST IN ADVANCED LUNG DISEASE	7:00 AM	8:00 AM
<b>Meet The Professor Seminars</b>			
<b>Monday, May 19, 2014</b>			
MP510	PULMONARY MANAGEMENT AND PROGRESS MONITORING OF A PATIENT WITH NEUROMUSCULAR DISORDER	12:00 PM	1:00 PM
<b>Tuesday, May 20, 2014</b>			
MP610	NEW MODALITIES FOR TREATING PEDIATRIC SLEEP DISORDERS	12:00 PM	1:00 PM
<b>Mini-Symposium</b>			
<b>Sunday, May 18, 2014</b>			
A16	MULTIPLE BREATH WASHOUT: READY FOR PRIME TIME?	8:15 AM	10:45 AM
<b>Tuesday, May 20, 2014</b>			
C17	CYSTIC FIBROSIS LUNG INFECTIONS	8:15 AM	10:45 AM
C98	BEST OF PEDIATRICS	2:00 PM	4:30 PM
<b>Wednesday, May 21, 2014</b>			
D94	THE BERMUDA TRIANGLE OF PEDIATRIC RESPIRATORY DISEASES: ASTHMA, OBESITY, AND SLEEP DISORDERED BREATHING	2:00 PM	4:30 PM

**Poster Discussion Sessions****Sunday, May 18, 2014**

A28	WHAT IS NEW IN LUNG DEVELOPMENT AND EARLY LIFE INFECTION?	8:15 AM	10:45 AM
A105	NEONATAL LUNG DISEASE: HYPEROXIA-INDUCED LUNG INJURY AND BRONCHOPULMONARY DYSPLASIA	2:00 PM	4:30 PM

**Monday, May 19, 2014**

B25	INTERESTING PEDIATRIC CASES	8:15 AM	10:45 AM
B26	RESPIRATORY SUPPORT IN THE NEONATAL INTENSIVE CARE UNIT AND PEDIATRIC INTENSIVE CARE UNIT	8:15 AM	10:45 AM
B107	UNDERSTANDING DISEASE COMPLEXITY IN ASTHMA	2:00 PM	4:30 PM

**Wednesday, May 21, 2014**

D25	PEDIATRIC CYSTIC FIBROSIS	8:15 AM	10:45 AM
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**Thematic Poster Sessions****Sunday, May 18, 2014**

A55	EPIDEMIOLOGY AND ASTHMA	8:15 AM	4:30 PM
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**Monday, May 19, 2014**

B54	RESPIRATORY FUNCTION IN EARLY CHILDHOOD	8:15 AM	4:30 PM
B55	INTENSIVE CARE, PULMONARY HYPERTENSION, AND TRANSPLANTATION TOPICS	8:15 AM	4:30 PM

**Tuesday, May 20, 2014**

C50	CYSTIC FIBROSIS AND UNCOMMON PEDIATRIC DISEASES	8:15 AM	4:30 PM
C51	PEDIATRIC RESPIRATORY INFECTIONS	8:15 AM	4:30 PM

## Update from Web Director

Wan Tsai, MD

In the last year, the Web committee has concentrated on 3 main efforts: (1) serving as the primary communication for the PEDS Assembly Executive Committee with a renewed web-driven strategy to better reach our PEDS membership, (2) launching and maintaining the PEDS Assembly Journal Club with Journal Club co-chairs Ben Kopp and Teng Santiago, and (3) collaborating on launching of VIPPN the international pediatric pulmonary website to be housed within the PEDS Assembly website with chair of International Relations Enrico Lombardi. We continue to reorganize and update our Assembly webpage for ease of use and to consolidate reporting on the numerous activities of our PEDS members throughout the ATS organization. Plans are in place to expand our Assembly webpage to content important to our PEDS membership, including a neonatology focus to be led by Namshivayam Ambalavanan, and exploration of social media with Chris Carroll, who will also be live Tweeting his way through the ATS conference. The PEDS Assembly membership has identified more content needs than can be supported by our Web committee. We welcome members' ideas and encourage active participation in the Web committee to turn these great ideas into web content. The Web committee will be meeting at the ATS conference. Please contact Wan Tsai at [wanctsai@gmail.com](mailto:wanctsai@gmail.com) or [wan.tsai@beaumont.edu](mailto:wan.tsai@beaumont.edu) to join us.

We would like to acknowledge the contribution of our PEDS Assembly members whose academic generosity and expertise made our Journal Club webinars an overwhelming success: Stuart Turvey, Pascal Lavoie, Leonard Bacharier, Phyllis Dennery, Matthew Hayden, Clyde Wright, Avraham Beigelman, Anastassios Koumbourlis, Theresa Guilbert, Alicia Olivier, John Engelhardt, Lucas Hoffman, Juliette Madan, Jane Davies, Felix Ratjen, Andres Lindblad, Stephanie Davies

## International Relations Committee (IRC)

Under the leadership Dr. Enrico Lombardi as the chair, the IRC members have worked tirelessly to bring a project that began almost 10 years ago to fruition: the Virtual International Pediatric Pulmonary Network (VIPPN), an international web site that will be the "home" for health care providers from all over the world who have an interest in pediatric pulmonology. It will provide a common voice on many issues regarding child lung health as well as function as a central hub where resources and information can be easily accessed by anyone with an internet connection. The site will contain links to pediatric respiratory societies around the globe and will also provide access to global educational, research, training, educational material, case discussions, and advocacy resources. The IRC expects to have the site go live by the end of the year.

## Education Working Group

The goal of the Pediatric Assembly Education Working Group is to establish the educational agenda for the Pediatric Assembly, both within the International Conference curriculum and beyond the meeting itself, and to facilitate educational projects and curricula with other Assemblies within the ATS. To accomplish this goal, the Working Group's objectives are to identify the educational needs of the Peds Assembly through direct member feedback and an online survey, and to develop a long range strategic plan for meeting the educational needs of the Pediatric Assembly. Members of the Education Working Group plan to work with other ATS committees and organizations outside the ATS to achieve these objectives. We have recently created an online survey that will be sent to the Pediatric Assembly membership later in March. We will present the results at the 2014 ATS International Conference. We also plan to have an informal meeting for people interested in working with us on future initiatives. Interested individuals can contact Clement Ren, MD and Mary Nevin, MD.

## Nominating Committee

The Nominating Committee, chaired by Dr. "Howie" Panitch, and including Michael Schechter, Terri Laguna and Enrico Lombardi did an excellent job of nominating a distinguished group of candidates:

Assembly Chair

Jim Chmiel

Raouf Amin

Program Chair

Bruce Rubin

Margaret Rosenfeld

Nominating Committee

Clement Ren

Stephanie Davis

Karen McDowell

[Vote here by April 30th: http://www.thoracic.org/vote/assembly-vote-main.php](http://www.thoracic.org/vote/assembly-vote-main.php)



***Assembly on  
Pediatrics  
Membership Meeting***

***Sunday, May 18th  
6:30pm-8:30pm***

***Manchester Grand Hyatt San Diego***

***Seaport Ballroom B-C  
Second Floor***

***Assembly on  
Pediatrics  
Dinner***

***Monday, May 19th  
7:00pm-10:00pm***

***Manchester Grand Hyatt San Diego***

***Coronado A-C  
Fourth Floor***

**Submit an Assembly/Committee Project Application  
for funding in FY2015!**

We are happy to announce that ATS will once again accept NEW Assembly/Committee Projects for FY2015. All interested applicants should begin developing their ideas for Assembly/Committee Project Applications. Applications will be available on the ATS website at [www.thoracic.org](http://www.thoracic.org).

Please consider submitting an application for an Assembly/Committee project. If you have a suggestion for a project application and you need assistance, please contact your Assembly Planning Committee Chair Debra M. Boyer, MD at [debra.boyer@childrens.harvard.edu](mailto:debra.boyer@childrens.harvard.edu).

Please contact Miriam Rodriguez with any questions at tel: 212/315-8639 or email: [mrodriguez@thoracic.org](mailto:mrodriguez@thoracic.org).



## *Help Us Help You!*

Have you moved, changed your title, added new skills, credentials or other information? ATS members can now update their contact information, assembly affiliations, and demographic profile quickly and easily online with the Member Profile Update form.

Keeping your profile current ensures accuracy during the ATS International Conference registration process and also helps the ATS provide you with valuable member benefits. To streamline the process, the ATS has updated and combined demographic categories, which makes it easier for you to send us pertinent information to serve you better.

The Member Profile Update form is safe and secure, and your updates will be reflected immediately in our database. Please take a minute to login and update your member record today at

<http://www.thoracic.org/login/ats-member-login.php?rl=https://thoracic.secure.force.com/MPU>

At this same web link members can now also print their own, personalized membership certificate!

### **Pediatric Division Directors Forum Sunday, May 18 from 11:30am – 1:00pm in Room 16 (Mezzanine level) of the San Diego Convention Center**

New! The ATS will host the first Pediatric Division Directors Forum on Sunday, May 18 from 11:30am – 1:00pm in Room 16 (Mezzanine level) of the San Diego Convention Center. The intent of this forum is to discuss the many challenges facing division directors in maintaining the academic, research and clinical missions of pediatric pulmonary divisions in times of increasing fiscal constraint. All Pediatric Division Directors are welcome and a buffet lunch will be available. Please contact Robin Deterding at [Robin.Deterding@childrenscolorado.org](mailto:Robin.Deterding@childrenscolorado.org) with any content-related questions, and Eileen Larsson at [elarsson@thoracic.org](mailto:elarsson@thoracic.org) to RSVP.

**Please join us in honoring William W. Busse, MD, during ATS 2014 in San Diego on Saturday, May 17, at 7 p.m., at the Sixth Annual American Thoracic Society Foundation Research Program Benefit.**



His impassioned advocacy and generosity towards the ATS Foundation Research Program has given promising young investigators in pulmonary, critical care, and sleep medicine a "lifeline" at a crucial moment in their careers. Because Dr. Busse's clinical and research interests are central to both the ATS and the AAAAI, the Foundation invites friends and colleagues in both organizations to celebrate his remarkable dedication to helping patients.

There are several ways you may pay tribute to Dr. Busse:

- If you are planning to attend ATS 2014, please register for the Benefit at <http://www.thoracic.org/go/benefit>.
- If you are unable to attend the Benefit but wish to place an ad or make a donation to the Research Program in honor of Dr. Busse, please visit <http://www.thoracic.org/go/benefitcontributions>.

For more information, contact ErinMarie Nebel at [EMNebel@thoracic.org](mailto:EMNebel@thoracic.org) or at 212-315-6464.

**Every dollar contributed will go directly to support research awards for early career scientists.**

# LUNG DISEASE WEEK AT THE ATS

January~December, 2014

In 2014, the ATS Public Advisory Roundtable (PAR) continues its successful program "Lung Disease Week at the ATS," which represents a society-wide initiative to recognize the many rare lung disorders for which ATS PAR member organizations provide support and guidance to patients and their families. For a series of one-week periods throughout 2014 ATS PAR will bring patient issues to the front and center of the Society's agenda. Working with its PAR partners, the ATS will develop, aggregate and host links to disease-specific content on its Web site. Material will include patient stories, testimonials, interviews, videos, photos, support group information, details on ongoing legislative efforts and clinical trial updates. The ATS will foster interaction between patients, clinicians and researchers by hosting online question-and-answer sessions, Webinars and/or podcasts featuring lung disease experts. See the full calendar of lung disease weeks below.

2014 Date	Disease Week	PAR Member	ATS Board Member
Feb 9-15	Sarcoidosis	<b>Andrea Wilson</b> (Foundation for Sarcoidosis Research)	Carrie Redlich, MD
Mar 2-8	Cystic Fibrosis	<b>Beth Sufian</b> (Cystic Fibrosis Foundation)	Samya Nasr, MD
Apr 6-12	ARDS	<b>Eileen Rubin</b> (ARDS Foundation)	Shannon Carson, MD
Apr 20-26	Sleep Disorders	<b>Ed Grandi</b> (American Sleep Apnea Association)	Atul Malhotra, MD
Jun1-7	LAM	<b>Mary Harbaugh</b> (The LAM Foundation)	Charlie Strange, MD
Jun 22-28	Scleroderma	<b>Kerri Connolly</b> (Scleroderma Foundation)	Nick Hill, MD <i>(ATS Past President)</i>
July 6-12	Pulmonary Hypertension	<b>Debbie Castro</b> (Pulmonary Hypertension Association) <i>*Also local onsite event</i>	Jason Yuan, MD
Aug 3-9	chILD	<b>Greg Porta</b> (chILD Foundation) <i>*Also local onsite event</i>	Robin Deterding, MD
Aug 24-30	Rare Lung Diseases	<b>Jack Kelly</b> (Lymphangiomatosis & Gorham's Disease Alliance)	Jess Mandel, MD

Sep 7-13	Lung Transplant	<b>Jeff Goldstein</b> (Lung Transplant Foundation) <i>*Also local onsite event</i>	Various
Sep 21-27	Pulmonary Fibrosis	<b>Teresa Barnes</b> (Coalition for Pulmonary Fibrosis)	Jesse Roman, MD
Oct 5-11	Asthma	<b>Charlotte Collins</b> (Asthma & Allergy Foundation of America)	Greg Downey, MD
Nov Dec 7-13	Lung Cancer	<b>Regina Vidaver</b> (Free to Breathe, <i>formerly NLCP</i> )	Linda Nici, MD



## Official ATS Documents: Informational Opportunities at the 2014 ATS International Conference in San Diego

If you're developing or interested in developing an Official ATS Document (Statements, Clinical Practice Guidelines, Workshop Reports, Technical Standards, or Systematic Reviews), please consider attending one or more of these free opportunities while you are in San Diego at the ATS International Conference:

- Documents Development & Implementation Committee (DDIC) Workshop/Meeting: Friday, May 16th from 6-9 PM, Golden Hill A/B, 3<sup>rd</sup> Floor, Manchester Grand Hyatt.

This session is **required** for all Guideline Panel Chairs and Chairs of new document projects. The session is **recommended** for Chairs of ongoing non-guideline projects. Please RSVP to John Harmon at [jharmon@thoracic.org](mailto:jharmon@thoracic.org) if you have not already done so.

- 6-7 PM – Presentations by DDIC members about the Official Document types, methodological requirements for each, and other practical issues (e.g., conflict of interest management, review, and approval); a light dinner will be served.
- 7-9 PM – Current Guideline Chairs (or their designees) will give progress reports and then troubleshoot informally with DDIC members and ATS staff. New Guideline Chairs will have the opportunity to listen to these reports and learn about the "trials and tribulations" of guideline development from experienced peers.

**Update:** A second session has been added for current Guideline Panel Chairs or new Guideline Panel Chairs who cannot attend the Friday evening session. The second session will be held on Saturday, May 17 from 5-6 PM, TBA, Manchester Grant Hyatt.

- Guideline Methodology Training Program Information Session: Monday, May 19th from 7-8:30 PM, Balboa A/B, 2<sup>nd</sup> Floor, Manchester Grand Hyatt. Anyone who is interested in learning more about this new training program is welcome to attend. A brief description of the program will be provided, followed by time for questions and answers. A light dinner will be served. RSVP to [kwilson@thoracic.org](mailto:kwilson@thoracic.org) is required. Space is limited.
- Ad Hoc meetings: If your project committee is having a full day, half day, or meal meeting in San Diego, you have the opportunity to schedule an appointment for Dr. Kevin Wilson (ATS Documents Editor) or Dr. Jan Brozek (ATS Methodologist) to stop by your committee meeting to discuss and answer questions about Official ATS Documents. To schedule a meeting, email Kevin Wilson at [kwilson@thoracic.org](mailto:kwilson@thoracic.org) or Jan Brozek at [brozeki@mcmaster.ca](mailto:brozeki@mcmaster.ca). Please indicate the name of your panel and a range of time that would be appropriate for their visit.
- Office Hours: Stop by our second annual "Office Hours" to meet and talk with Dr. Kevin Wilson and/or Dr. Jan Brozek about any Official ATS Document related matters. Office hours will be held from 10-11 am on Sunday May 18 and Monday May 19 in the Manchester Grand Hyatt (Room TBA).