



ACT ANNUAL MEETING

—SYMPOSIUM SESSION— CHAIR AND SPEAKER INFORMATION PACKET

**ACT's 36th Annual Meeting
November 8–11, 2015
Red Rock Resort
Summerlin, Nevada**

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American College of Toxicology
1821 Michael Faraday Drive, Suite 300, Reston, Virginia 20190
Telephone: 703.547.0875 Fax: 703.438.3113 Email: acthq@actox.org

Forms and Policy Overview

Guidelines for Chairpersons: document provides a checklist of preparations and answers to many common questions for both before and post-meeting; which includes AV setup in each room, course monitors, survey and survey results, and more.

Forms: All forms in a fillable format are located on the Annual Meeting website at www.actox.org/am/am2015/presenter.asp.

ACT Annual Meeting Slide Template: can be downloaded from the meeting website (www.actox.org/am/am2015/presenter.asp) to ensure continuity among presentations. The meeting slide template use is strongly encouraged. Company logos should be limited to the first slide, if presented.

ACT Licensing and Agreement Form for Speakers: this form is only required for Continuing Education Course speakers, due to the printing and distribution of the CE course booklets. Symposium session speakers do need to sign this form unless they have been asked to have the session recorded at the meeting.

Expense Reimbursement Form: this form is to be used for authorized nonmember-invited speakers.

Speaker Reimbursement Guidelines: contains policies nonmember-invited speakers concerning registration and travel reimbursement. In regarding to the Reimbursement Guidelines, ACT members are expected to pay and arrange their own meeting registration, travel, and pay their own expenses associated with the meeting. If possible, the employer of a nonmember-invited speaker would cover travel costs. ACT will provide one-day meeting registration for nonmember-invited speakers, hotel, travel, and meal expenses (as outlined in the Speaker Reimbursement Guidelines). See full documentation for more information.

Sponsorship Form: sponsors for each session help defray speaker cost, AV, and other expenses associated with the session. ACT evaluates scientific merit and content foremost, therefore sponsorship is not a requirement.

Sponsorship Benefits: outlines all the levels of sponsorship opportunities for the meeting and provides a detailed account of benefits for each level.

Federal employees

For speakers who are Federal employees, ACT Headquarters (ACT HQ) will prepare the necessary letters in accordance with agency requirements. As in years past, ACT will be sending a single request to the FDA, EPA, NIH, etc. for all Annual Meeting speakers being requested, so there is no need to send individual requests. Please ensure Elisa Turner (eturner@actox.org) has your Federal employee speaker on the request list and provide full department and agency information, so the request can be sent timely to the proper agency.

If the Federal employee requires any special arrangement other than those set as standard speaker responsibilities this should be brought to our attention immediately. ACT does not make travel, hotel, or other transportation arrangements for speakers.

Sponsorship

Sponsorship is requested from every possible avenue to help defray costs of speaker travel and other meeting costs. Please indicate if ACT HQ can contact an identified company for support. ACT HQ will prepare a letter of request for sponsorship and invoices as required for Symposia and Continuing Education courses. A list of Sponsorship benefits can be found on the Annual Meeting website. Additional questions may be directed to Jordan Ballance (acthq@actox.org) at ACT HQ.

Registration

All members of ACT, whether you are a speaker or chair, are required to register for the meeting, and pay their own way. All nonmember-invited speakers and chairs will be waived a one-day registration for the meeting. An ACT HQ staff member will register all nonmember-invited speakers and chairs approximately one month prior to the meeting (an email confirmation will be sent to email provided). If a nonmember-invited speaker or chair would like to extend his/her meeting registration they must call ACT HQ to provide payment for this registration extension and add any event tickets, such as a Continuing Education course at that time.

Housing and Travel Arrangements

All members and nonmember speakers and chairs must make their own hotel and travel arrangements. Nonmember-invited speakers must follow the Reimbursement Guidelines in order to have the full expenses be reimbursed by the College. All chairs and speakers are encouraged to make arrangements early to obtain the best fares and to ensure they will have a reservation in the ACT HQ hotel (these rooms can go quickly and limited number of Government-rated rooms may or not be available based on the venue).

Publication in the *International Journal of Toxicology*

ACT's official journal, the *International Journal of Toxicology*, publishes manuscripts of sessions from the Annual Meeting. As speakers are preparing slides for the session they usually prepare notes or discussion points that can be used to create an unofficial abstract or manuscript of their talk. Chairs are asked to encourage their speakers to provide this write up prior or immediately following the meeting for publication in the journal. All manuscripts and questions can be sent to the Editor-in Chief of *IJT*, Mary Beth Genter (gentermb@ucmail.uc.edu).

Questions and Submission of Forms

Please direct any questions about policies, forms, and requests for travel authorization to Elisa Turner, ACT Program Manager (eturner@actox.org).

Forms and documents for chairs and presenters are located on the Annual Meeting website at www.actox.org/am/am2015/presenter.asp.

Chairperson/Speaker Timeline

Due Date	
May 15	All Federal speakers identified and communicated.
June 15	<p>All final session abstracts, titles, speaker names/affiliation, and speaker contact information provide to ACT HQ (Elisa Turner eturner@actox.org) for Annual Meeting publicity.</p> <p>Preauthorization of needed speaker travel reimbursement should be requested at this time.</p> <p>Letter to Federal agency to request speakers will be sent from ACT HQ.</p>
August 1	<p>Draft slides due to session liaison for review.</p> <p>All travel and hotel arrangements should be finalized by speakers and chairs.</p>
TBD	Liaisons have telecom with Chairs and course presenters to coordinate presentations (strongly recommended).
August 30	Final slides (in PowerPoint) due to chairperson and Liaison for review.
September 1	<p>Last date to update session content in Annual Meeting printed <i>Program</i>.</p> <p>All nonmember-invited speakers will be registered for the meeting. After confirmation is received, please contact ACT HQ if you wish to modify or add an additional event or course.</p>
November 9–11	<p><i>IJT</i> manuscripts sent in/finalized (if applicable).</p> <p>Sessions delivered.</p>
December 8	Final date for reimbursement forms from speakers due to ACT HQ if applicable, and sent to Elisa Turner (eturner@actox.org or acthq@actox.org). You do not need to mail forms or duplicates with receipts unless it is your only method, as this may delay the processing.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Continuing Education Course or Symposium

Pre-Meeting

1. Begin planning early (12 months or so before the meeting) and identify quality scientists who are known to be good speakers. The absolute number of speakers will vary somewhat depending on the topic and the length of the speakers' presentations (approximately 25–45 minutes). Ensure speakers know the time allotment for each presentation and all communications sent to the chair from ACT Headquarters is communicated timely to the speakers.
2. Formulate a travel budget for speakers and solicit funds. Efforts should be made to invite the best available speakers. If there are multiple suitable speakers, chairs should preferentially select those who do not require travel reimbursement. More than one speaker from the same institution or company is strongly discouraged.
3. The chair will confirm with each speaker that his or her contact information may be included in public materials related to the meeting. If the speaker does not approve, ACT Headquarters will be notified when the information is submitted.
4. A member of ACT who has been invited as a speaker is expected to pay his/her own travel expenses. Speakers who are ACT members do not receive a meeting registration discount.

Invited non-ACT member speakers are encouraged to request that his/her employer will sponsor the travel expenses.

Invited nonmember speakers will receive a complimentary one-day registration for the Annual Meeting. Approximately one month prior to the meeting date an ACT Headquarter staff person will register the individual and confirmation email will be sent from ACT Headquarters. At that time, should an extended registration be desired the speaker should contact ACT Headquarters for assistance.

Course/Symposium travel costs for which a source of funding have not been identified or confirmed by the session chairperson must be immediately communicated to the ACT committee chairperson. ACT does not routinely reimburse speakers or provide honoraria. No financial obligations should be made by the session chair without first contacting the chairperson.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Continuing Education Course or Symposium

5. Organize the sequence of the course/symposium and obtain titles of presentations from speakers. Coordinate presentation content to minimize redundancy of material among speakers. Encourage speakers to discuss their intended presentations 3–4 months before the actual meeting. Session chairs are encouraged to host a teleconference and have speakers outline their presentations to avoid overlap/redundancies/gaps. Provide each confirmed speaker with an outline of the course/symposium in advance for planning purposes.
6. All speakers should use Microsoft PowerPoint for their presentations. The use of the ACT slide template is strongly encouraged. The slide template will be available for download from the ACT Annual Meeting website. Any and all video files must be embedded within the presentation and attached as separate files when given to the Chair. There is no guarantee Internet will be provided in the session room.
7. ACT will ensure the appropriate equipment is available in the session room (standard items include: a projector, an aisle microphone, a computer, laser pointer, and timer).
8. Reconfirm each speaker's commitment to the course/symposium and inform the ACT chairperson. The Education Committee chairperson will need a finalized course description at least six months prior to the Annual Meeting to ensure accurate publication online and/or other marketing material.
9. Symposia speakers will provide an abstract by early June for inclusion in the final *Program* by using the online abstract system.
10. During the intervening weeks before the Annual Meeting, maintain contact with your invited speakers to ensure the continuity of the program, and their actual travel plans to the meeting. Continued vigilance may be necessary to ensure that you remain within budget. Speakers will make their own travel plans, but ensure that reservations are made far enough in advance (~60 days prior to meeting date) to take advantage of cheaper fares and any reserved room block at the hotel.
11. The complete, finalized education course materials must be forwarded to the ACT Headquarters office at least two months prior to the Annual Meeting.
12. Session chairpersons, excluding Continuing Education chairpersons, should request that the symposium speakers submit draft slides no later than August 30. This will allow the session chairperson to see if there is any overlap in the presentations.
13. Final slides of the presentation should be sent to the session chairperson at least one full week before the meeting so chairs have a complete copy of the final presentation for all speakers in the symposium, to serve as a backup, if a speaker does not bring his/her presentation.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Continuing Education Course or Symposium

Meeting Day

14. The chair should schedule a brief meeting (at least one hour prior to the start of the course/symposium) with all invited speakers. Symposia chairs should load all PowerPoint presentations onto the computer ahead of time and make sure all are in working order. Continuing Education course slides (provided by the chairs and speakers for the course booklets) will be loaded by ACT in advanced. Continuing Education course chairs should double check slides in the room prior to the start of the presentation (**there should not be any changes to the slides after the slide deadline in August**). A speaker ready room will also be available on-site for preview and preparation of the presentations (see Annual Meeting *Program* for days and times).
15. Ensure that the appropriate ACT introduction slide(s) is/are projected on the screen as the attendees arrive.
16. It is the chairperson's responsibility to strictly adhere to the course time schedule and speaker sequence. Speakers are well aware of their time allocations, and it is the chairperson's responsibility to ensure timing and punctuality. Remember, allowing early speakers in the program to overextend their time commitment will only penalize the later speakers. If a speaker is unavoidably absent, the chair should declare a recess or invite questions from the earlier presentations. **Under no circumstances should the speaker sequence be changed.**
17. At the end of the course/symposium, the chair should thank the speakers, the financial sponsors, and the audience for participation. Chairs should remind the attendees to fill out the survey that will be sent to them via email.

Post-Meeting

18. The survey responses will be collected and sent to the session chair approximately one month after the meeting. It is at the discretion of the chair if they would like to provide the feedback to the speaker.
19. All reimbursement forms (if applicable) are due to ACT Headquarters no later than two weeks post-meeting.

ACT Licensing Permission Agreement and Release Form

1. I grant to ACT a royalty-free license to use, reproduce, and distribute my presentation (including all hand-outs and PowerPoint presentations) in any form in the future, with appropriate attribution to me. I understand that I retain copyright ownership of my presentation. I may use the content in my presentation in any way and may allow others to use it.

2. To the best of my knowledge, my presentation does not violate any copyright, trademark, privacy, proprietary, or personal rights, is factually accurate, and contains nothing defamatory or otherwise unlawful. I have full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.

Check if copyright release(s) from other(s) attached

Speakers who have created the materials in the course of their employment, including employees of the US government, any foreign government, or other agencies or institutions, may not be able to assign rights, and the license should be provided by the appropriate entity. In the case of government employees, materials may be in the public domain.

3. I authorize ACT to use my name, likeness, photograph, and biographical data in connection with the use and promotion of the program.

4. I provide consent for ACT to record my presentation in audio and/or visual form. I understand that ACT will be the sole copyright owner of the recording and can distribute and sell access, along with any supporting materials.

5. I understand that ACT requests use of the designated ACT PowerPoint and handout templates and logos in connection with this program. I agree not to use ACT templates and logos in any way except in connection with this or other ACT programs.

6. I agree to comply with program-related deadlines provided to me by ACT, including but not limited to deadlines for information, handouts, slides, etc.

7. I agree to notify the program chair immediately in the event that an emergency should prevent me from meeting my obligation as a presenter.

8. During my presentation, I will not engage in any type of promotional marketing or selling of any product or service.

9. I will be responsible for all travel arrangements and expenses that I incur unless ACT preauthorizes travel support. I understand that I otherwise will not receive any royalties, honoraria, or other compensation from ACT in connection with the program or the rights granted above.

Provide exceptions to any statement above _____

By signing this Licensing Agreement, I understand and agree to the above terms and conditions.

Program or Course Title _____

Presentation Title _____

Signature of copyright holder

Printed Name

Date

Return signed form to eturner@aim-hq.com or fax to 703.438.3113

American College of Toxicology 1821 Michael Faraday Drive Suite 300 Reston, VA 20190

Updated 1/1/15



AMERICAN COLLEGE OF TOXICOLOGY

GUIDELINES FOR REIMBURSEMENT OF SPEAKERS IN EDUCATION COURSES AND SYMPOSIA

The American College of Toxicology reimburses nonmember speaker expenses in *special cases if the speaker's company will not provide travel reimbursement*. A request for reimbursement must be communicated to the ACT staff (acthq@actox.org) **prior** to the course or symposium.

When the appropriate chair of the ACT Program and Educational Committees has preapproved reimbursement of a speaker's expenses, an email outlining the approved expenses, along with the Expense Reimbursement Form will be provided to the speaker from an ACT staff member.

Speakers must make their own airline and hotel reservations. Reservations must be made far enough in advance* to take advantage of cheaper fares and any reserved hotel room block. Please check the ACT website www.actox.org for hotel information.

Receipts are required for all expenses and must be submitted with the ACT Reimbursement Form.

Expenses, which may be approved:

- **Airfare:** lowest economy fare, to be prebooked,* roundtrip to meeting site
**Date of purchase must be at least 30 days in advance of meeting date.* The ACT office must give preapproval if the airfare amount is in excess of \$500. Partial expense reimbursement will be considered when the proposed fare is deemed higher than the lowest economy fare.
- **Ground transportation:** taxi, shuttle, economy parking, may not to exceed \$85.00 per day
- **Personal automobile:** reimbursed according to IRS Standard Mileage Rates (www.irs.gov)
- **Rental cars:** reimbursed ONLY if authorized in advance by the ACT office
- **Hotel:** one night for domestic travel and two nights for international travel. In all cases, advance request and approval by the ACT office is required
- **Meals:** up to \$85.00 per authorized day

Note: The American College of Toxicology does NOT pay an honorarium nor provide in-kind goods or services.

Registration Fees for Non-ACT Member Speakers:

A speaker or chair of a Continuing Education course or symposium will have meeting registration fees waived for the day of their presentation(s). An ACT staff member will register those authorized to receive registration. When registration confirmation is received should an extension of registration be desired then you must contact ACT Headquarters for assistance.

The completed and signed **ACT Expense Reimbursement Form with the corresponding receipts MUST be submitted to ACT Headquarters (acthq@actox.org) within THIRTY (30) DAYS after the end of the event to be considered for reimbursement.** Reimbursements will be issued promptly.

If you have questions about this policy, please contact the ACT HQ office at 703.547.0875 or email: acthq@actox.org.

American College of Toxicology

Expenses Reimbursement Request



Period Covered:
 From: _____ 20_____
 To: _____ 20_____
 Travel Authorized By: _____

Name: _____
 Organization: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Email: _____
 Tel: (_____) _____

Return to: acthq@actox.org or
 1821 Michael Faraday Drive, Suite 300, Reston, Virginia 20190

PURPOSE OF EXPENSE (Activity, Committee, Etc.)	ROUTE COVERED			MODE OF TRAVEL*
	Date	Departure City	Arrival City	

DATE	TRAVEL	LODGING	MEALS			MISCELLANEOUS			TOTALS
			BREAK	LUNCH	DINNER	CAB	TEL	TIPS	
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DATE	AMOUNT
	\$0.00

FOR ACCOUNTING USE ONLY	
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
EXTENSIONS AND TOTALS CHECKED INITIALS	POLICY CHECKED INITIALS

REIMBURSEMENT SUMMARY	
TOTAL EXPENSES	\$0.00
LESS: ITEMS PAID BY OR CHARGED TO ACT	(\$0.00)
REIMBURSEMENT DUE	\$0.00

I hereby certify that the above expenses were incurred by me in connection with travel on ACT business and that I have not been, nor do I expect to be, reimbursed from another source for any portion of the net amount claimed from ACT.
 SIGNED: _____ DATE: _____ APPROVED: _____ DATE: _____

If personal car, indicate mileage, reimbursed at \$.575. All items requested for reimbursement on above form must have a receipt provided.

American College of Toxicology

Expenses Reimbursement Request

for Non-US Residents



Period Covered:

From: _____ To: _____

Travel Authorized By: _____

Return to: acthq@actox.org or

1821 Michael Faraday Drive, Suite 300, Reston, Virginia 20190

Name: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Tel: (_____) _____

PURPOSE OF EXPENSE (Activity, Committee, Etc.)	ROUTE COVERED			MODE OF TRAVEL*
	Date	Departure City	Arrival City	

DATE	TRAVEL	LODGING	MEALS			MISCELLANEOUS			TOTALS
			BREAK	LUNCH	DINNER	CAB	TIPS	OTHER	
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Provide the following for a WIRE TRANSFER.

Currency: _____

Name of Account Holder: _____

Street Address of Account Holder: _____

City, Postal Code, and Country: _____

Bank Account Number: _____

IBAN code: _____

Bank Name: _____

Bank Address: _____

Bank City, Country: _____

DATE	ADDITIONAL EXPENSES	AMOUNT
		\$0.00

FOR ACCOUNTING USE ONLY	
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
CHARGE \$	TO LINE ITEM
EXTENSIONS AND TOTALS CHECKED	POLICY CHECKED
INITIALS	INITIALS

REIMBURSEMENT SUMMARY	
TOTAL EXPENSES	\$0.00
LESS: ITEMS PAID BY OR CHARGED TO ACT	()
REIMBURSEMENT DUE	\$0.00

I hereby certify that the above expenses were incurred by me in connection with travel on ACT business and that I have not been, nor do I expect to be, reimbursed from another source for any portion of the net amount claimed from ACT. All forms must be signed to be processed.

SIGNED: _____ DATE: _____ APPROVED: _____ DATE: _____

*If personal car, indicate mileage, reimbursed at \$.575. —Provide receipts for all items requested on the form.—



American College of Toxicology

2015 Sponsorship Levels and Benefits

GENERAL SPONSORSHIP

PLATINUM @ \$10,000+

PLATINUM SPONSORS RECEIVE

- Full page ad in *Program*
- Recognition with company logo on Sponsor page of *Program*
- Signage at Annual Meeting
- On-screen visual recognition with company logo on-site during Annual Meeting
- Logo on Annual Meeting website with hyperlink
- Logo on electronic Annual Meeting announcements
- Recognition in quarterly membership Newsletter
- One-time use of attendee mailing list (provided no earlier than 4 weeks before meeting. ACT to pre-approve mailing)
- Reserved table for 10 at the Awards Luncheon
- 5 sponsor ribbons for Annual Meeting badges
- 5 complimentary Welcome Reception tickets

GOLD @ \$5,000–\$9,999

GOLD SPONSORS RECEIVE

- Full page ad in *Program*
- Recognition with company logo on Sponsor page of *Program*
- Signage at Annual Meeting
- On-screen visual recognition with company logo on-site during Annual Meeting
- Logo on Annual Meeting website with hyperlink
- Recognition in quarterly membership Newsletter
- 4 sponsor ribbons for Annual Meeting badges
- 1 complimentary Welcome Reception ticket

SILVER @ \$2,500–\$4,999

SILVER SPONSORS RECEIVE

- Half page ad in *Program*
- Recognition with company name on Sponsor page of *Program*
- Signage at Annual Meeting
- On-screen visual recognition with company name on-site during Annual Meeting
- Logo on Annual Meeting website with hyperlink
- Recognition in quarterly membership Newsletter
- 3 sponsor ribbons for Annual Meeting badges

BRONZE @ \$1,000–\$2,499

BRONZE SPONSORS RECEIVE

- Recognition with company name on Sponsor page of *Program*
- Signage at Annual Meeting
- On-screen visual recognition with company name on-site during Annual Meeting
- Company name on website with hyperlink
- 2 sponsor ribbons for Annual Meeting badges

CONSULTANT @ \$300 minimum

- Recognition with name on Sponsor page of *Program*
- Signage at Annual Meeting
- Name with link or contact information on website
- 1 sponsor ribbon for Annual Meeting badge

CONTINUING EDUCATION (CE) AND SCIENTIFIC PROGRAM SPONSORSHIPS:

Exclusive CE Course or Symposium Sponsor @ \$5,000

CE Course or Symposium Co-Sponsor @ \$2,500

In addition to being listing as the course or symposium sponsor in the official *Program*, you will receive the sponsor level (i.e., Platinum, Gold, Silver, Bronze) benefits equivalent to the total \$ value of the sponsorship.

SPECIAL EVENTS SPONSORSHIPS:

Welcome Reception @ \$5,000

Poster Reception @ \$5,000

ToxTrot @ \$3,000

Golf @ \$1,000

In addition to receiving recognition at the special event, you will receive the sponsor level (i.e., Platinum, Gold, Silver Bronze) benefits equivalent to the total \$ value of the sponsorship.

MARKETING GIVEAWAY SPONSORSHIPS:

Badge Lanyards (1 Opportunity) @ \$2,000

Attendee Tote Bags (1 Opportunity) @ \$1,000

Meeting Note Pads (1 Opportunity) @ \$1,000

- Item branded with your logo/graphic
- Name listed on Sponsor page of *Program*
- Name with link on website
- 1 sponsor ribbon for Annual Meeting badge



American College of Toxicology 2015 Annual Meeting Sponsorship Form

Please provide contact information and indicate sponsorship choice.

Company Name (as you wish it to appear): _____

Contact: _____ Dept: _____

Street Address: _____

City: _____ Prov/State: _____ Zip: _____ Country: _____

Email Address: _____

Area Code/Telephone Number: _____ Fax Number: _____

Website (a link to your website, will be displayed on the Annual Meeting website): _____

PLEASE INDICATE CHOICE

Contact acthq@actox.org or call ACT Headquarters at 703.547.0875 for more information about these opportunities.

General Sponsorship	
<input type="checkbox"/> Platinum	\$10,000+
<input type="checkbox"/> Gold	\$5,000–\$9,999
<input type="checkbox"/> Silver	\$2,500–\$4,999
<input type="checkbox"/> Bronze	\$1,000–\$2,499

Consultant Sponsor (\$300 Minimum)	
<input type="checkbox"/>	\$ _____

Special Events	
<input type="checkbox"/> Welcome Reception	\$5,000
<input type="checkbox"/> Poster Reception	\$5,000
<input type="checkbox"/> ToxTrot	\$3,000
<input type="checkbox"/> Golf	\$1,000

Marketing Giveaway Sponsorships	
<input type="checkbox"/> Tote Bags	\$1,000 plus cost of item
<input type="checkbox"/> Lanyards	\$1,000 plus cost of item
<input type="checkbox"/> Note Pads and Pens	\$1,000 plus cost of item

Continuing Education Course or Symposium Sponsor	
<input type="checkbox"/> Sponsor	\$5,000
<input type="checkbox"/> Co-Sponsor (Minimum)	\$2,500

Course or Symposium Title Requested:

METHOD OF PAYMENT

TOTAL DUE \$ _____

Check or Money Order #: _____
 American Express MasterCard VISA

Credit Card #: _____ Expiration Date: _____

Signature: _____

Cardholder's Printed Name: _____ Cardholder's Email: _____

Wire transfer information available by request.

No cancellations or refunds after September 4, 2015. Cancellation notice must be submitted to ACT in writing by this date. Refunds will be less a \$100 administrative fee.

All payments must be in US currency. No phone registrations will be accepted. Faxes for credit cards only: 703.438.3113
Payment by check, send with this form to: ACT Headquarters • 1821 Michael Faraday Drive, Suite 300 • Reston, VA 20190
Questions? Contact ACT • Tel: 703.547.0875 • Email: acthq@actox.org