



ACT ANNUAL MEETING

—SYMPOSIUM SESSION— CHAIR AND SPEAKER INFORMATION PACKET

**ACT's 38th Annual Meeting
November 5–8, 2017
Palm Springs Convention Center
Palm Springs, California**

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Forms and Policy Overview

All forms, in a fillable format, are located on the Annual Meeting website under Scientific Program/Presenter Information at www.actox.org/am/am2017/presenterinfo.asp (available in March). The Licensing and Agreement form is only required for those sessions that will be recorded (to be determined in June).

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

ACT Annual Meeting Slide Template: The Annual Meeting slide template can be downloaded from the Annual Meeting website at <http://www.actox.org/am/am2017/presenterinfo.asp>, which will be available early in March. The slide template ensures continuity among presentations. Use of the meeting slide template is strongly encouraged by symposium presenters. Company logos should be limited to the first slide, if present. If you do not use the ACT template, please make sure your presentation is in widescreen, 16:9, format.

Speaker Reimbursement Guidelines: Contains policies for invited speakers concerning registration and travel reimbursement. All speakers are encouraged to ask their employer to cover expenses associated with the meeting. ACT will provide a waived one-day meeting registration for all invited speakers (for the day of their presentation). Speakers may request reimbursement associated with speaking, as outlined in the Speaker Reimbursement Guidelines.

Expense Reimbursement Form: This form is to be used for authorized invited speakers. Chairs should make no financial commitment to speakers and must receive pre-approval from the ACT Headquarters office for all anticipated expenses. All reimbursement request Expense Forms, with accompanying receipts, must be submitted to ACT Headquarters no later than thirty (30) days post-meeting.

Federal Employee Speakers: ACT Headquarters office 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 Jessica Fasanella (jfasanella@actox.org) has your Federal employee speaker on the request list and provide full department and agency information, so the request can be sent in a timely manner to the proper agency. If the Federal employee requires any special arrangements 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.

Registration for Speakers and Chairs: All invited speakers and chairs receive a waived one-day meeting registration (for the day of their presentation). An ACT staff member will register all invited speakers and chairs in August and an email confirmation will be sent to the email address provided. If a speaker/chair would like to extend his/her meeting registration to the full meeting they may do so, at a discounted rate, by calling the ACT Headquarters office or emailing a registration form to acthq@actox.org providing payment. Please be sure to indicate any additional events that you would like to add (CE courses, Welcome Reception and Dinner ticket). Detailed information on full meeting speaker registration rates may be found on the [Presenter Information](#) section of the Annual Meeting website.

Housing and Travel Arrangements: All invited speakers and chairs must make their own hotel and travel arrangements. Invited speakers must follow the Reimbursement Guidelines in order to have expenses 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 block (these rooms can go quickly and a limited number of Government-rated rooms may or may not be available based on the venue).

Sponsorship Form and Benefits: Chairs are encourage to solicit sponsorships to help defray the costs of speaker travel, AV, and other meeting expenses. 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. A list of Sponsorship benefits and opportunities is included with this packet and can be found on the Annual Meeting website at <http://www.actox.org/am/am2017/sponsors.asp>. Additional questions may be directed to Jordan Ballance (acthq@actox.org) at ACT Headquarters. This is not a requirement, however, as ACT evaluates all programs foremost on their scientific merit and content.

Publication in International Journal of Toxicology (IJT): ACT's official journal, *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 to, 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 (marybeth.genter@uc.edu).

Questions and Submission of Forms: Please direct any questions about policies, forms, and requests for travel authorization to Jessica Fasanella at ACT Headquarters (jfasanella@actox.org).

Forms and documents for chairs and presenters are located on the Annual Meeting website at <http://www.actox.org/am/am2017/presenterinfo.asp>

Due Date	Chairperson/Speaker Timeline
March 1	Session proposal system, actox.conference-services.net/authorlogin.asp?conferenceID=5198&language=en-uk , is re-opened so that chairs may update and maintain session information. Final session details should be entered into the proposal system no later than June 9.
May 1	All Federal speakers identified, confirmed and communicated to ACT HQ. Letter to Federal agency to request speakers will be sent from ACT HQ.
TBD	Chairs should hold a teleconference with speakers and the Committee liaison to coordinate presentations (strongly recommended).
June 9	All final session abstracts, titles, speaker names/affiliation, and speaker contact information provided to ACT HQ (Jessica Fasanella, jfasanella@actox.org) for Annual Meeting publicity, using the online proposal system. Last date to request preauthorization of needed speaker travel reimbursement. Requests must be indicated by checking the “funding required” radial button in the online proposal system.
July 1	Last date to update session content in Annual Meeting printed <i>Program</i>
August 1	Draft slides due to session liaison for review (strongly recommended, but optional). All travel and hotel arrangements should be finalized by speakers and chairs.
TBD	Chairs should hold a teleconference with speakers and the Committee liaison to coordinate presentations (strongly recommended).
August 30	Final slides (in PowerPoint) due to chairperson and Liaison for review (strongly recommended, but optional). All speakers should have received a registration confirmation email (for the day they are speaking). Please contact ACT Headquarters if you would like to modify, or add events to, your registration.
November 6-8	IJT manuscripts sent in/finalized (if applicable). Chairs should have slides loaded in the Speaker Ready Room at least two hours prior to the start of the session. Sessions are delivered.
December 8	Final date for reimbursement forms from speakers due to ACT HQ if applicable, and sent to Jessica Fasanella (jfasanella@actox.org). You do not need to mail forms unless it is your only method, as this may delay the processing.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Symposia/Workshop

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/3–5 speakers). 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 and/or are ACT members. 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. All invited speakers are encouraged to pay his/her own travel expenses. Should a speaker require additional travel assistance from ACT, a request should be identified in the online session proposal system or approval should be requested through ACT Headquarters. All speakers and chairpersons will receive a complimentary one-day registration (for the day of the presentation) at the Annual Meeting. An ACT staff person will register speakers in August and a confirmation will be sent from ACT Headquarters to the email provided. Speakers may extend their meeting registration, at a discounted rate, by emailing a registration form to acthq@actox.org or contacting the ACT Headquarters office to provide details and payment for the registration extension. More information on speaker registration rates may be found on the Presenter Information section of the Annual Meeting Website. The session chair should make no financial obligations to a speaker. ACT does not pay honorariums
5. Organize the sequence of the 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 symposium in advance for planning purposes.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Symposia/Workshop

6. All speakers should use Microsoft PowerPoint for their presentations. The use of the ACT slide template is strongly encouraged. The slide template (widescreen 16:9 format) 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 courtesy monitor, a laser pointer, and a timer). Presenter view will not be available, please advise speakers to bring presentation notes in hand, if needed. A dedicated AV technician will be assigned to each room.
8. Reconfirm should reconfirm each speaker's commitment to the symposium and inform the session Committee liaison. The Program Committee liaison will need a finalized session description at least five months prior to the Annual Meeting to ensure accurate publication online and in other marketing material.
9. Speakers will provide a final abstract by early July for inclusion in the final printed *Program* by using the online abstract system. It is the responsibility of chairpersons to keep speaker contact detail, abstract detail, and pertinent information up to date in the online proposal 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. Session chairpersons should request that the speakers submit draft slides no later than August 1. This will allow the session chairperson to see if there is any overlap in the presentations. It is strongly encouraged (but optional) that final slides be sent to chairpersons by August 30. The chairperson is responsible for all slides and should come prepared to load them in the Speaker Ready Room.



AMERICAN COLLEGE OF TOXICOLOGY

Guidelines for Organizing and Presenting a Symposia/Workshop

Meeting Day

12. It is mandatory that chairpersons load all PowerPoint presentations in the Speaker Ready Room at least two hours prior to the presentation. The chair should schedule a brief meeting (at least two hour prior to the start of the symposium) with all invited speakers. The speaker ready room will also be available on-site for preview and preparation of the presentations (see Annual Meeting *Program* for days and times).
13. Ensure that the appropriate ACT introduction slide(s) is/are projected on the screen as the attendees arrive.
14. It is the chairperson's responsibility to strictly adhere to the session 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.**
15. At the end of the 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

16. The survey responses will be collected and sent to the session chairs 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.
17. All reimbursement forms (if applicable) are due to ACT Headquarters no later than 30 days post-meeting. The Reimbursement Guidelines and the ACT Expense Form should be utilized (material can be referenced on the Annual Meeting/Scientific Program/Presenter Information webpage).



AMERICAN COLLEGE OF TOXICOLOGY

GUIDELINES FOR REIMBURSEMENT OF SPEAKERS IN EDUCATION COURSES AND SYMPOSIA

The American College of Toxicology reimburses both member and nonmember speaker expenses in those cases where an employer or other agency does not provide travel support. A request for reimbursement must be communicated to ACT staff using the online session proposal form prior to the course or symposium being accepted at the meeting. The date of presentation is considered to be one "speaker day."

Speakers must make their own airline and hotel reservations. Reservations must be made far enough in advance* to take advantage of the lowest fares and the 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 after the meeting.

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 preapprove airfares in excess of \$500. Partial expense reimbursement may be considered when the proposed fare is considered greater than the lowest economy fare.
- **Ground transportation:** taxi, shuttle, economy parking, not to exceed \$65.00 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. Allowances are made for speakers presenting on multiple days. In all cases, advance request and approval by the ACT office is required.
- **Meals:** up to \$65.00 per speaker day

Note: The American College of Toxicology does NOT pay honoraria or provide in-kind goods or services.

Registration Fees for Speakers and Chairs:

A speaker or chair of a Continuing Education course or Symposium will have meeting registration fees waived for the day(s) of their presentation(s). An ACT staff member will register all speakers and chairs. If an extension of registration is desired, please contact ACT Headquarters for assistance.

The completed and signed **ACT Expense Reimbursement Form with the supporting receipts MUST be submitted to ACT Headquarters** (email: jfasanella@actox.org or mail: 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191) **within THIRTY (30) DAYS after the end of the event to be considered for reimbursement.** Reimbursements will be issued within thirty (30) days of receiving all required information. Please do not duplicate submission of forms (*i.e.*, if emailed the forms do not have to be mailed).

If there are any questions about this policy, please contact the ACT office at 703.547.0875 or email: jfasanella@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
 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191

Receipts are required for all expense requests.

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	
Total									

DATE		AMOUNT

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	
LESS: ITEMS PAID BY OR CHARGED TO ACT	()
REIMBURSEMENT DUE	

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: _____

American College of Toxicology

Expenses Reimbursement Request

for Non-US Residents



Period Covered:

From: _____ To: _____

Travel Authorized By: _____

Return to: acthq@actox.org or
11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191

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	
Total									

Provide the following for a WIRE TRANSFER.
 Currency: _____
 Bank Name: _____
 Bank Address: _____

 Bank City, Postal Code, and Country: _____

 Bank Account Number: _____
 IBAN: _____

Receiving Bank Swift/Bank Code: _____
 Address of Account Holder, if different from above: _____

DATE	ADDITIONAL EXPENSES	AMOUNT

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	
LESS: ITEMS PAID BY OR CHARGED TO ACT	()
REIMBURSEMENT DUE	

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 \$.535. —Provide receipts for all items requested on the form.—



American College of Toxicology 2017 Annual Meeting Sponsorship Form

Please provide contact information and indicate sponsorship choice.

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

Contact: _____ Department: _____

Street Address: _____

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

Email Address: _____

Area Code/Telephone Number: _____ Fax Number: _____

Website (a link to your website, which 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 with Wine and Cheese	\$5,000
<input type="checkbox"/> Breakfast Reception in Exhibit Hall	\$5,000
<input type="checkbox"/> ACT's 4th Annual ToxTrot	\$3,000
<input type="checkbox"/> ACT's Golf Outing	\$1,000

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

CE Course or Symposium Title Requested:

Exhibitor Marketing Opportunities

Many marketing options are available exclusively to Exhibitors during the Annual Meeting. For more information, please contact Exhibits@actox.org, or visit the Annual Meeting website www.actox.org/am/am2017.

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 1, 2017. 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.
Payment by check, send with this form to: ACT Headquarters • 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191
 Questions? Contact ACT • Tel: 703.547.0875 • Email: acthq@actox.org



American College of Toxicology

2017 Sponsorship Levels and Benefits

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
- Recognition in quarterly membership Newsletter
- 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

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
- Company name 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 Annual Meeting website with hyperlink
- 2 sponsor ribbons for Annual Meeting badges

CONSULTANT @ \$300 Minimum

CONSULTANT SPONSORS RECEIVE

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

CONTINUING EDUCATION (CE) AND SYMPOSIUM SPONSORSHIPS:

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

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

SPECIAL EVENTS SPONSORSHIPS:

Welcome Reception @ \$5,000 (4 Available)

Poster Reception with Wine and Cheese @ \$5,000 (2 Available)

Breakfast Reception in Exhibit Hall @ \$5,000 (2 Available)

Reception Sponsors will be recognized via the *Program*, website, event signs, and table tents at the event.

ACT's 4th Annual ToxTrot @ \$3,000 (3 Available)

ACT's Golf Outing @ \$1,000 (5 Available)

EXHIBITOR MARKETING OPPORTUNITIES:

Many marketing options are available exclusively to Exhibitors during the Annual Meeting. For more information, please contact Exhibits@actox.org, or visit the Annual Meeting website www.actox.org/am/am2017.