



### Guidelines for Organizing and Presenting Education Courses

#### Guidelines for Chairpersons and Speakers:

This document provides a checklist of preparations and answers to frequent questions. For additional questions contact [Becca Isakower](#).

#### Chairperson/Speaker Timeline

Due Date:	Expectations to be Enforced by Chairpersons
<b>February 16</b>	Chairs must confirm commitment to the Annual Meeting and provide the <b>FINAL title</b> to be used in the promotional materials, website, and <i>Program</i> of the 2022 meeting.
<b>February 21</b>	Chairs to provide feedback to CE subcommittee on how they intend to address each suggestion and requirement of their session proposal.
<b>March 15</b>	All <a href="#">ACT Speaker Licensing and Agreement Forms</a> and <a href="#">Supplemental Speaker Agreement Form</a> to be provided to Becca Isakower at ACT HQ.
<b>April 2</b>	Federal speakers <b>confirmed and communicated</b> to ACT HQ. <a href="#">Becca Isakower</a> will request Federal speaker authorization for all invited speakers. <b>Last date</b> to request preauthorization of speaker travel from <a href="#">Becca Isakower</a> .
<b>April–May</b>	Chairs are <b>required</b> to hold at least one teleconference in April and May with all session speakers and the session liaison. These calls should provide a platform to map out the session details, coordinate presentations, check-in on progress, and provide speakers the link to the <a href="#">ACT Slide Template</a> . Chairs and speakers are required to watch the <a href="#">copyright video presentation</a> . Session Chairpersons <b>attend</b> CE subcommittee meetings to provide progress updates.
<b>May 1</b>	<b>Last date</b> for speakers and Chairs to get guaranteed room with <a href="#">ACT housing block(s)</a> .
<b>May 4</b>	Chairs <b>must</b> provide the <b>FINAL</b> session abstract, talk titles and descriptions, speaker names/affiliations/contact information to <a href="#">Becca Isakower</a> for the publicity of the annual meeting.
<b>July 6</b>	<b>Last date for speakers to have provided all draft slides to session chairs.</b>
<b>July 27</b>	Last date for second teleconference to be held to review draft slides to ensure that the course flows well and that there is limited overlap of material.
<b>August 1</b>	<b>First day</b> that chairs and speakers, who have been preauthorized to receive travel reimbursement, to make travel arrangements. Travel arrangements made before August 1 may not be reimbursed.
<b>August 2</b>	<b>Chairs must have the final slides from all speakers.</b> All outstanding issues identified by the chairs must be resolved.
<b>August 3</b>	<b>Final PowerPoint slides due to <a href="#">Becca Isakower</a> at ACT HQ.</b> <i>Final slides are required on August 3 to allow ACT staff time to perform a final review for any possible copyright issues and prepare the slides for the electronic course books for distribution to course registrants.</i>
<b>August 15</b>	All Chairs and Speakers must let <a href="#">Becca Isakower</a> know that they are either attending only the course they are presenting in or plan to register for the full Annual Meeting, using the Speaker Registration Form, at the discounted chair and speaker registration rate.



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### **Pre-Meeting**

1. **Find Speakers:** start early to identify quality scientists who are known to be good speakers. Select those who do not require travel reimbursement and/or are ACT members, if possible. More than one speaker from the same institution or company is discouraged.
2. **Course Format:** CE sessions are 90 minutes of introduction/presentations, a 30-minute break, and 90 minutes of presentations/discussion. ACT strives to have all breaks at the same time to help facilitate networking opportunities. The proposed abstract, sequence, and titles of the course should be provided to confirmed speakers. The number of speakers can vary, with 3 to 5 suggested. Make sure time is allotted for questions after each speaker (preferred) or a panel discussion at the end of the session.
3. **Firebird Proposal:** The chair and speaker information, course abstract, and speaker abstracts must be entered into the Firebird proposal system by **December 31**, the year before the November Annual Meeting. Initial acceptance of a proposal occurs in late January/early February. By **February 16**, chairs must commit to their proposal and provide a final title to [Becca Isakower](#). Chairs must address suggestions or required changes by **February 21**, with final acceptance of proposals occurring before the end of February.
4. **Contact Information Permission:** The chair will confirm with each speaker that their contact information may be included in public materials related to the meeting. If the speaker does not approve, ACT Headquarters must be notified.
5. **License Agreement:** By **March 15** [Becca Isakower](#) must receive a signed [ACT Speaker Licensing and Agreement Forms](#) and [Supplemental Speaker Agreement Form](#) for each speaker. The final course description and speaker abstracts must also be submitted to [Becca Isakower](#) by **March 15** to ensure accurate online Program information and marketing materials. It is imperative the chairperson keeps ACT Headquarters, informed of speaker changes or course updates.
6. **Travel Budget:** Chairs should formulate a travel budget for speakers. The course chair should make no financial commitments to a speaker. ACT does not pay honorariums.
7. **Travel Policy:** All invited speakers are encouraged to pay their travel expenses. If not possible, indicate in the online session proposal system or request through ACT Headquarters ([Becca Isakower](#)) by **April 2**. The [expense guidelines](#) contain detailed policy information for invited speakers concerning registration and travel reimbursement. ACT does not make travel, hotel, or other transportation arrangements for speakers. Speakers and chairs who are part of an ACT/Sister Society (e.g., STP) CE exchange should refer to the Sister Society's policies and submit reimbursement requests to the Sister Society's Headquarters.



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8. **Sponsorship:** Chairs are encouraged to solicit support to help defray speaker travel costs, AV, and other meeting costs. However, this is not a requirement, as ACT evaluates all programs on their scientific merit and content, foremost. Please indicate if ACT HQ can contact an identified company for support. ACT HQ will prepare a letter of request for support and invoices, as required. A list of support benefits and opportunities will be available on the Annual Meeting website in March. Additional questions may be directed to [Liz Kasabian](#) at ACT Headquarters. The deadline for [Support Forms](#) that require ACT to submit a grant application is **April 1**. Forms that do not require grant applications must be submitted by **June 1**. Session support is on a first-come, first-served basis.
9. **Federal Employees:** ACT Headquarters office will prepare the necessary speaker requests letters in accordance with agency requirements. ACT will send a single request to the FDA, EPA, NIH, etc. for all Annual Meeting speakers, so do not send individual requests. Chairs, please ensure [Becca Isakower](#) has your federal employee speaker on the request list. Provide full department and agency information, so the request can be sent to the proper agency by **April 15**. If the federal employee requires any special arrangement (e.g., travel agency for flight booking, a form completed, etc.) this should be brought to ACT HQ's attention immediately. **April 2<sup>nd</sup>** is the last date for travel preauthorization for federal employees.
10. **Speaker Registration:** All speakers and chairpersons will receive a complimentary registration for their session. ACT will register the individual and by **September 30<sup>th</sup>**, all invited speakers should have received a registration confirmation email. Should the speaker desire a full-meeting registration or attendance at special events, the speaker must complete the [Speaker Registration Form](#) with payment. If the confirmation email was already received, please contact [ACT HQ](#) if you want to modify or add additional events, courses, or extend to a full meeting registration. STP Course speakers and chairs receive the full meeting waived, based on the ACT/STP course swap agreement.
11. **Electronic Presentations:** All speakers must use Microsoft PowerPoint 2016 or later version in 16:9 widescreen format. The use of the [ACT slide template](#) is **required** for CE courses except for federal employees. Company logos are allowed on the first slide only. All video files must be embedded within the presentation and attached as separate files. There is no guarantee that the Internet will be provided in the session room.
12. **Copyright:** ACT has a strict copyright policy. Chairs and speakers are **required** to watch the [copyright video](#) and review the [Speaker Copyright Resources packet](#) before creating and reviewing slides. *A quick guide to avoid copyright infringement—if the presenter did not create the graphic, permission must be obtained by the owner of the graphic. Changing the image in any way requires permission from the owner of the graphic as well; however, redrawing the figure/graphic does not violate copyright.*



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13. **Teleconferences:** Course chairs are **required** to host two teleconferences to coordinate presentation content and to minimize redundancy of material among speakers. The **first call** should be held in **April or May**. On this call, speakers should outline their presentations to avoid redundancies/gaps. Second call discussed below.
14. **Hotel Arrangements:** Chairs and speakers should make hotel arrangements in the ACT hotel block no later than **May 1**. Chairs are encouraged to work with their speakers to meet the **May 1** reservation deadline. *Please note that there are a **limited number** of government-rated rooms in the ACT hotel block that are assigned on a first-come, first-serve basis. The Government Housing Form will be available on the ACT Annual Meeting website in **March**.*
15. **Draft Slides/Second Call:** Speakers must submit to the Chair draft slides no later than **July 6**. This will allow the chairpersons and committee liaisons to see if there is any overlap in the presentations and review all presentations for copyright issues by **July 27**. Based on this timing, the second call should take place between **July 6 and July 27**. On this call, the draft slides should be reviewed to ensure that the course flows well. It is suggested to prepare *International Journal of Toxicology* manuscript articles at the time of finalizing slides. For more information see **Publication** below.
16. **Travel Arrangements:** Unless instructed by Becca Isakower, travel arrangements, other than the hotel, should not be made before **August 1** or they may not be reimbursed by ACT. and. Chairs should ensure that speakers make these arrangements far in advance (~60 days before the meeting date) to obtain cheaper fares and stay within established budget limits (please refer to the [Speaker Reimbursement Guidelines](#)) so that full expenses will be reimbursed by the College
17. **Final Slides:** All speaker's presentations should be appropriately formatted, spell-checked, and checked for legibility, accuracy, and copyright. Slides on the [ACT Annual Meeting slide template](#) must be at the ACT office by **August 3**. After this date, no changes can be made to the slides.
18. **Before Meeting:** During the intervening weeks before the Annual Meeting, Chairs should maintain contact with invited speakers to ensure the continuity of the program and verify their actual travel plans.

### Meeting Day

1. **Preparatory Meeting:** The Chair should schedule a brief meeting (at least one hour before the start of the course or the day prior) with all invited speakers. The ACT office will load all CE course slides in advance. However, course Chairs are encouraged to preview the preloaded PowerPoint presentations on the computer in the course room ahead of time and make sure all are in working order (**do not change the slides after the August 3 deadline**). Should the course room not be occupied, the chairs and speakers may use the session room for practice.



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2. **Equipment:** ACT will ensure the appropriate equipment is provided in the course room for a face-to-face meeting (standard items include: a projector, an aisle microphone, a courtesy monitor, a laser pointer, a lavalier, and a timer). Presenter view will not be available at the podium, please inform speakers to bring presentation notes. A designated tech will be assigned to each room.

For a virtual meeting, each speaker and chair will need a video camera as well as a headset for audio.

3. **Intro Slides:** Chairs should ensure that the appropriate ACT introduction slide(s)/ACT Housekeeping slides are projected on the screen as the attendees arrive and during the break.
4. **Session Timing:** It is the chairperson's responsibility to strictly adhere to the course schedule and speaker sequence. Speakers should be 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. **Under no circumstances should the speaker sequence be changed.**
5. **Course End:** The Chair should thank the speakers, the financial supporters, and the audience for participation. Chairs should remind the attendees to fill out the course survey, which will be sent to each participant via email. Additionally, chairs can remind participants that the full-size pdfs of each speaker presentation are available to them on the Annual Meeting Materials webpage.

### Post-Meeting

1. **Feedback Survey:** The survey responses will be collected and sent to the course Chair approximately one month after the meeting. It is at the discretion of the Chair if they would like to provide feedback to the speaker.
2. **Travel Reimbursement:** All speakers who were preapproved for reimbursement **must** submit their expense form and receipts to [Becca Isakower](#) no later than **30 days post-meeting**. The [Expense Guidelines](#) and the [ACT US Expense Form](#) or the [ACT International Expense Form](#) should be utilized. **December 21st** is the **final date** for the Expense Reimbursement Form return from speakers. Forms should be emailed or mailed to [Becca Isakower](#). Reimbursements will be issued within 30 days of receipt. Speakers and chairs who are part of an ACT/Sister Society (e.g., STP) CE exchange should refer to the Sister Society's policies and submit reimbursement requests to the Sister Society's Headquarters



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- 3. Publication:** 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 consider drafting a manuscript for submission to IJT and to provide this write-up before 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](mailto:marybeth.genter@uc.edu)).