



ACT

American College
of Toxicology

Guidelines for Organizing and Presenting: Symposia, Mini-Symposia, and Workshops

Guidelines for Session Chairs and Speakers:

This document provides a checklist of preparations and answers to frequent questions.

For additional questions contact [Jordan Ehler](#).

Due Date:	Expectations/Tasks:
February 10	Chairs must confirm presentation commitment to the Annual Meeting and provide the FINAL Session Title to be used in the promotional materials, website, and <i>Program</i> of the 2025 Annual Meeting in Phoenix, Arizona.
March 1	Chairs to provide feedback to their assigned Program Committee session liaison on how they intend to address each suggestion and requirement.
March 1	Chairs must upload their signed Chairperson Agreement Form in the Cadmium Speaker Management system. <i>Link to the system will be provided to both chairs and speakers once available.</i>
March 31	Last date to request preauthorization of travel funding for NEW speakers from Jordan Ehler . No new speaker funding requests will be approved after this date.
March 31	Federal speakers confirmed and communicated to Jordan Ehler will request Federal speaker authorization.
April 1	All ACT Speaker Licensing and Agreement Forms and Supplemental Speaker Agreement Forms are to be signed and uploaded in the Cadmium Speaker Management system.
April 15	Jordan Ehler will request Federal speaker authorization. Chairs should not make formal requests for government speakers.
April–May	<p>Chairs are required to hold at least one teleconference in April and May with all session speakers and the session liaison. These calls should map out the session details, coordinate presentations, and check in on progress. All slides must be formatted in 16:9 widescreen. Speakers are encouraged to use the ACT Slide Template. Speakers are required to attend scheduled teleconferences, and provide any updates to abstract, contact information, employment, etc. to the chairs and assigned session liaison.</p> <p>Chairs and speakers are required to review the speaker copyright form and watch the copyright video presentation.</p>
May 1	Last date for speakers and chairs to guarantee a room in the ACT housing block(s). <i>The Housing Reservations link will be available through the ACT Annual Meeting website in March.</i>
June–July	<p>Chairs are urged to hold at least one more teleconference during June-July with all session speakers and the session liaison. These calls should review draft slides to reduce overlap between speakers and begin critique of content, format, and copyright issues.</p> <p>Chairs and speakers are required to review the speaker copyright form and watch the copyright video presentation.</p>
June 1	FINAL session abstract, talk titles and descriptions, and speaker names/affiliations/contact information are due in the Speaker Management system for Annual Meeting promotion.
August 1	Draft Slides are due in the Speaker Management system. Chairs and Program Committee Liaisons should review draft slides for slide template /16:9 slide format and any possible copyright issues. <i>Access to draft slide files will be provided by ACT Headquarters.</i>



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August 1	Chairs and speakers who have been preauthorized for travel reimbursement are encouraged to begin making travel arrangements, if they haven't already. Expenses must follow the ACT Travel Reimbursement Policy guidelines .
August 15	All Chairs and Speakers must let Jordan Ehler know that they are either attending only the day they are presenting or plan to register for the full Annual Meeting, using the Speaker Registration Form, at the discounted chair and speaker registration rate. <i>The registration form will be available through the Annual Meeting website in March.</i>
September 1	All travel arrangements to receive reimbursement from ACT should be completed by this date. Ensure you review and follow the ACT Speaker Reimbursement Guidelines .
September 15	FINAL Slides from all speakers are due in the Speaker Management system. Chairs should have previously resolved all outstanding issues before final slides are uploaded.
November 16–19	Chairs and speakers should meet in the session room 30 minutes before the session starts to review the equipment in the room. The final PowerPoint slides will be preloaded in the session room. Slides cannot be updated on-site.
December 19 (30 days post-Annual Meeting)	Final date for Expense Reimbursement Forms from pre-authorized speakers. Forms should be emailed to ACT Headquarters. <i>Processing could take 2–3 weeks.</i> US Expense Reimbursement Form International Reimbursement Form

Pre-Meeting (Session Proposal Process)

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. **Session Format.** The format for symposia and workshops is 75 minutes of introduction/presentations, a 30-minute break, and 75 minutes of presentations/discussion. ACT strives to have all the breaks at the same time to help facilitate networking opportunities. The format for mini symposia is 75 minutes of introduction/presentations/discussion.
3. **Session Organization:** The chair(s) should organize the sequence of the session, provide each confirmed speaker with an outline of the session in advance and obtain presentation titles from speakers. The number of speakers can vary depending on the topic and the length of the speakers' presentations (approximately 25–45 minutes/typically four speakers). Establish and inform speakers of their time allotments and make sure time is allotted for questions after each speaker (preferred) or a panel discussion at the end of the session.
4. **Session Proposal:** The chair and speaker information, session abstract and speaker abstracts must be entered into the session proposal system by **December 15**, the year prior to the November Annual Meeting. Initial acceptance of the proposal occurs in late January/early February. By **February 10**, chairs must commit to their proposal and provide a final title to [Jordan Ehler](#). Chairs must address suggestions or required changes by **March 1**.
5. **Contact Information Permission:** The chair will confirm with each speaker that the contact information may be included in public materials related to the meeting. If the speaker does not approve, ACT Headquarters must be notified when the information is submitted.
6. **License Agreement:** By **April 1** all speakers should have signed and uploaded their [ACT Speaker Licensing and Agreement Form](#) and [Supplemental Speaker Agreement Form](#) in the Cadmium Speaker Management system. Final session descriptions are also due through the Speaker Management system. This will ensure accurate Program publication online and will be used for



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other marketing material. It is imperative the chairs keep [ACT Headquarters](#) informed of speaker changes or course updates.

7. **Travel Budget:** Chairs should formulate a travel budget for speakers and solicit support. All invited speakers are encouraged to pay his/her own travel expenses. Should a speaker not be able to have travel covered, a request should be identified in the online session proposal system when it is submitted or should be requested through ACT Headquarters ([Jordan Ehler](#)) by **March 31**.
8. **Travel Funding:** The session chair should make no financial commitments to speakers. ACT does not pay honorariums. The Program Committee Chair will receive all travel funding requests made through the Session Proposal system. Approved requests must follow the ACT [Speaker Reimbursement Guidelines](#). Reimbursements will be distributed after the Annual Meeting.
9. **Session Support:** 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 [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.
10. **Federal Travel Preauthorization:** **March 31** is the last date for travel preauthorization for federal employees. ACT does not make travel, hotel, or other transportation arrangements for speakers. *Please note that there are a **limited number** of government-rated rooms in the ACT hotel block and are assigned on a first-come, first-serve basis. A Government Housing Form will be available on the Housing Page of the Annual Meeting website.*
11. **Federal Employees:** The ACT Headquarters office will prepare the necessary speaker request letters in accordance with agency requirements. ACT will send a single request to the US FDA, EPA, NIH, etc. for all Annual Meeting speakers, so do not send individual requests. Please ensure [Jordan Ehler](#) has your federal employee speaker on the request list and 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., a travel agency for flight booking, a completed form, etc.) this should be brought to ACT HQ's attention immediately.
12. **Chair and Speaker Registration:** All speakers and chairs will receive a complimentary one-day registration (for the day of the presentation) for a face-to-face Annual Meeting. An ACT staff person will register the individual and a confirmation email will be sent from ACT Headquarters to the speaker when registration is complete. Should the speaker desire a full-meeting registration or attendance at special events, the speaker must complete the Speaker Registration Form with payment. The completed form with payment should be submitted to [ACT HQ](#). The cost of meeting registration is discounted for speakers and chairs.
13. **Hotel Arrangements:** Chairs and speakers must make their hotel arrangements in the ACT hotel block no later than **May 1**. Chairs are encouraged to work with their speakers to ensure the **May 1** reservation deadline is met. Continued vigilance may be necessary to ensure that you remain within budget (please refer to the [Speaker Reimbursement Guidelines](#)). Speakers will make their own travel plans, but chairs should ensure that reservations are made far enough in advance (~60 days prior to the meeting date) to take advantage of cheaper fares and any reserved room blocks at ACT hotels.
14. **Slide Format:** All speakers **must** use Microsoft PowerPoint 2016 in 16:9 widescreen format for their presentations. The use of the [ACT slide template](#) is **strongly encouraged**. An exception can be requested by federal employees. Company logos are allowed on the first slide only. All video



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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.

15. **Copyright:** ACT has a strict copyright policy. Chairs and speakers are **required** to watch the [copyright video](#) and review the [Speaker Copyright Resources packet](#) and use them as references when creating and reviewing slides. Limited funding to obtain copyright permissions for slide images will be made available per session upon request from the session chair. Session chair(s) need to provide a summary of requested fees to the Program Committee or Education Committee for preapproval of copyright permission expenses.
 - a. **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.
16. **Teleconferences:** Session chairs are urged to host at least two teleconferences to coordinate presentation content and to minimize the redundancy of material among speakers. The first call should be held in May. On this call, speakers should outline their presentations to avoid redundancies/gaps. During subsequent calls in June–July, draft slides should be presented and reviewed for content, format, and copyright issues.
17. **Final Session Description:** A finalized session description as well as speaker abstracts are due through the Speaker Management system no later than **June 1** to ensure accurate publication online and in other marketing materials. It is the responsibility of chairs to ensure the speaker maintains their correct contact details, abstract detail, and pertinent information in the system.
18. **Draft Slides:** No later than **August 1** should speakers upload their draft slides into the Speaker Management system. This will allow the session chairs and Program Committee liaisons time to review the presentations.
19. **Travel Arrangements:** Chairs should encourage their speakers who have received travel funding from ACT to begin making their travel arrangements starting **August 1**. 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.
20. **Final Slides:** Uploaded into the Speaker Management system no later than **September 15**. The final slides of the speaker's presentation should be formatted, spell-checked, images checked for legibility, and slides checked for accuracy and copyright. Slides should be finalized with the [ACT Annual Meeting slide template](#). After this date, no changes can be made to the slides.
21. **Prior to Meeting:** During the intervening weeks before the Annual Meeting, chairs should maintain contact with their invited speakers to ensure the continuity of the program and confirm their actual travel plans to the meeting.
22. **Meeting:** The chair(s) should schedule a brief meeting with all speakers prior to the start of the session. The speaker-ready room will also be available for the preview of presentations (see Annual Meeting Program for days and times).

Meeting Day

1. **Preparatory Meeting:** The chairs and speakers should meet in the session room 30 minutes before the session starts for a brief meeting and to review the audio-visual equipment in the room.
2. **Equipment:** ACT will ensure the appropriate equipment is provided in the room for a face-to-face meeting (standard items include: a projector, an aisle microphone, a courtesy monitor, a laser pointer, a microphone, and a timer). The presenter view will not be available at the podium, please



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inform speakers to bring presentation notes in hand. A designated tech will be assigned to each room.

3. **Intro Slides:** The chairs should ensure that the appropriate ACT introduction slide(s) is/are projected on the screen as the attendees arrive.
4. **Session Timing:** It is the responsibility of the chair to strictly adhere to the session time schedule and speaker sequence. Speakers should be aware of their time allocations, and it is the responsibility of the chair 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.**
5. **Session End:** At the end of the symposium/workshop, the chair should thank the speakers, the financial supporters, 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

1. **Travel Reimbursement:** All speakers who were pre-approved for reimbursement **must** submit their expense form and ALL detailed receipts to [Jordan Ehler](#) no later than **30 days post-meeting (by Friday, December 19, 2025)**. The [Expense Guidelines](#) and the [ACT US Expense Form](#) or the [ACT International Expense Form](#) should be utilized.
2. **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 prepare 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).