

## CONTINUING EDUCATION SPEAKER RESPONSIBILITIES AMERICAN COLLEGE OF TOXICOLOGY ANNUAL MEETING

REFERENCE POLICIES, DOCUMENT, SLIDE TEMPLATE, FORMS, AND MORE.  
On the [Annual Meeting website](#), under Scientific Program/Presenter Info.

### Tips:

- If reimbursement is needed, inform your chairperson before **April 2** in order to be preauthorized.
- Use the [ACT slide template](#) unless you are a federal employee
- Define all acronyms in your slides.
- Include a disclosure slide.
- Embed and attach as a separate file any videos.
- Chairs and speakers are **required** to watch the [copyright video](#) and review the [Speaker Copyright Resources packet](#) before creating and reviewing slides. **Always include source of image within your presentation. If you did not create it you do not own it.**
- Practice timing of your presentation.
- Bring a printout of slide notes to the podium.

Speaker and Chair Timeline and Action Items	Deadline
All ACT <a href="#">Speaker Licensing and Agreement</a> and <a href="#">Supplemental Speaker Agreement</a> Forms to Becca Isakower.	March 15
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> .	April 2
Chairs are <b>required</b> to hold at least one teleconference in April and May with all session speakers. These calls should provide a platform to map out the course details, coordinate presentations, and check in on progress. 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.	April–May
Last date for speakers and chairs to get guaranteed room with <a href="#">ACT housing block(s)</a> .	May 1
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 Annual Meeting publicity.	May 4
<b>Last date for speakers to have provided all draft slides to session chairs.</b>	July 6
Last date for the second teleconference to be held to review draft slides to ensure that the course flows well and that there is limited overlap of material.	July 27
<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.	August 1
<b>Chairs must have the final slides from all speakers.</b> All outstanding issues identified by the chairs must be resolved.	August 2
<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>	August 3
All Chairs and Speakers must let Becca Isakower know that they are either attending only the course they are presenting in or plan to register for the full Annual Meeting, using the <a href="#">Speaker Registration Form</a> , at the discounted chair and speaker registration rate.	August 15
Arrive at the session room 30 minutes before the session starts.	November 13
Preauthorized speaker and chair reimbursements due to <a href="#">ACT HQ</a> . (No reimbursements honored after this date.)	December 21

### Questions?

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