

## SYMPOSIUM AND WORKSHOP 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
- 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
Speakers' contact information, talk titles, and descriptions are to be sent to <a href="#">Becca Isakower</a> .	February 16
All ACT <a href="#">Speaker Licensing and Agreement Form</a> and <a href="#">Supplemental Speaker Agreement Form</a> to be provided to <a href="#">Becca Isakower</a> .	March 15
Last date to request preauthorization of needed speaker/chair travel reimbursement by sending a request email to <a href="#">Becca Isakower</a> .	April 2
<a href="#">Speaker housing</a> deadline. Begin making travel arrangements.	May 1
Work on slides using the <a href="#">slide template</a> , attend scheduled teleconferences for the session, provide any updates to abstract, contact information, employment, etc. to the chairpersons and assigned committee liaison.	May–June
All final session abstracts, talk titles, speaker names/affiliations, and speaker contact information must be provided to <a href="#">Becca Isakower</a> for Annual Meeting publicity.	8-Jun
Draft slides due to the session chairs and session liaison for review	August 1
<b>Final slides (in PowerPoint) due to chairperson and liaison for review.</b>	<b>August 30</b>
All speakers receive compulsory registration for the day they are speaking. If you would like to modify your registration to attend the entire meeting or add events, please complete the <a href="#">Speaker Registration Form</a> .	No Later Than September 9
All speakers who did not submit a registration form will receive a registration confirmation email (for the day they are speaking).	September 30
Arrive at the session room 30 minutes before the session starts.	Day of Talk
Preauthorized speaker and chair reimbursements due to ACT HQ. (No reimbursements honored after this date.)	December 21

### Questions?

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